



The Association of Physicians of India

Turf Estate # 6 & 7, Off Dr. E. Moses Road, Opp. Shakti Mills Compound, Near Mahalaxmi Station (West), Mumbai 400 011. ■ Tel : (022) 6666 3224 / 2491 2218 ■ Fax : (022) 2492 0263
e-mail : api_ho@vsnl.com ■ website : www.apiindia.org

CONSENT LETTER

To,
General Secretary,
The Association Of Physicians Of India
Unit No. 006 / 007; Turf Estate, Mahalaxmi,
Mumbai – 400 011

Sir,

I, the undersigned, hereby give my consent to accept the responsibility of being the Post of the Association of Physicians of India.

I am aware of the duties and responsibilities of the post. I state that I am ready to devote time for activities and administrative work as needed by the society, and I will abide as per the provisions of the SOPs and constitution of the society during my tenure.

Yours faithfully

Dr.

Life membership Number

CONSENT LETTER

To,
General Secretary,
The Association Of Physicians Of India
Unit No. 006 / 007; Turf Estate, Mahalaxmi,
Mumbai – 400 011

Sir,

I, the undersigned, hereby give my consent to accept the responsibility of being the Post of the Association of Physicians of India.

I am aware of the duties and responsibilities of the post. I state that I am ready to devote time for activities and administrative work as needed by the society, and I will abide as per the provisions of the SOPs and constitution of the society during my tenure.

Yours faithfully

Dr.

Life membership Number

COMMITTEE REPORT

The Preamble

API started as a small body with 9 members only. Over a time it grew to 20000 membership and became one of the largest professional organizations. Its various activities were entrusted by the governing body to various sub committees and senior functionaries of API.

These committees are working by convention and their modus operandi transferred to others from time to time by the word of mouth mostly. There is a lack of strict guidelines and Standard operating procedures (SOPs).

On the one hand API has grown immensely and on the other there has been flooding of newer technologies and management systems. Hence it is imperative that latest systems of management are incorporated and followed in API also in a professional manner.

JAPI

- Term of the editor: Three years, May be re-elected for one more term if he applies and gets selected.
- 2 months prior to expiry of the term wide publication through website and JAPI should be made.
- The Editor in chief may correspond with reputed national / international printers/publishers/agencies like Elsevier, Springer, Wiley etc to bring out the journal of international quality with total automation to ease the work and enhance the visibility and reputation of JAPI.
- The quotations should be invited every three years through wide publication on website and national daily from reputed printers, who have experience and expertise in publishing and dispatching multi colored books/Journal on time. The quality of cover page and paper used, size, number of copies, date of dispatch etc to be clearly mentioned in MOU and a record of the same be maintained in the API HQ monthly.
- The editorial board will scrutinize the quotations and the credentials of the printers before placing the order and finally put the recommendation before the finance committee for final approval, one with assured posting should be preferred.
- The editorial board shall be responsible for insuring the quality of articles and other details provided to the printer.
- The editorial board will make endeavor to increase the Impact Factor of Journal and financially viable.
- Advertisement: No advertisements should be printed without having received the money and authorization of the editorial board. The charges of advertisement and the special issues should be worked out by the editorial board for final ratification by the finance committee.
- Data Base: To collect information regarding emails/Phone numbers and receipt of JAPI from members by adding a paragraph in the election circular, website and sending a post paid card.
- Account: The editorial board should get the account prepared every three month for perusal by the finance committee.
- National representation should be insured for Associate editor, Assistant editor, Members and sectional editors. Care should be taken that only experts in respective field, research and publication are included.

- The pages of JAPI along with number of judges to be increased to clear the backlog, if financially viable.
- Electronic rights of Publication should vest with API.
- Currently PDF format on website and publication of Hard copy be maintained. For assured delivery the charges may be levied from the members.
- The editorial board should meet periodically for perusal, discussion and problem solving.

Credential committee API /ICP

- One chairperson and six members (existing one chairperson and four members in API and Seven Members in ICP)
- Chairman of ICP/API credential committee shall be invited in G B meet as per the needs.

API Text Book of Medicine: The process is mostly the same as laid down for JAPI quotations and allotment

Term: Three years

- 4 months prior to expiry of the term of chief editor a wide publication through website and JAPI should be made, the current chief editor may also apply for one more term.
- The design should be selected and handed over to the printer who will print and distribute (Sell) nationally and other countries as per MOU. Advance/Timely payment should be insured.
- MOU regarding minimum guarantee of the numbers of books to be sold and royalty to be decided before allotment.
- Electronic rights of Text book vests with API.
- National representation should be insured for Associate editor, Assistant editor, Member and sectional editors. Care should be taken that only expert in respective field should be included from all parts of the country.
- The editor-in-chief should hold yearly meetings.
- API text book being a book mostly for the Indian clinicians and students, the Indian data should be incorporated in the book which will make the book helpful for the Indian clinicians and students.

Publication of Medicine Update and Progress in Medicine

- The design should be selected and handed over to the printer, the distribution of which is sole authority of chairman.
- MOU regarding minimum guarantee of the numbers of book to be sold and royalty to be received should be decided before allotment.
- Sectional editor should be drawn from all parts of the country and care should be taken that the Indian data is incorporated maximally to make the book suitable for the Indian clinicians and students.
- Guidelines regarding holding conference should be followed by the Chairman SC committee.
- Out of Shaving of money collected by the Chairman API 50% should go to API and 50 To PRF and out of the Dean's shaving 50% should go to ICP and 50 To PRF after their term is over.

MONOGRAPH

- Monograph should strictly be published in accordance with guidelines.

- Only 3 monographs can be published in a year.
- The process of publication should start from the dean elect tenure (To be Published During his Tenure as Dean).
- The topics suggested for the monograph should mostly be tropical /clinical oriented or a path breaking discovery.
- The credential committee shall discuss the proposals in accordance with the laid down guidelines, select the topic for monograph and forward it to the faculty council to finalize.
- After free distribution to all members of ICP, the royalty generated out of sell, on a price fixed by API/ICP/PRF, should go to PRF, for which an undertaking should be taken from the editor/ failure to comply with the provision will debar the editor for contesting any election for one terms.
- The royalty from the subsequent edition of the monograph should go to PRF and a letter of appreciation to be sent to the editor.

API /ICP Stationary, certificates, Ballots, stationeries & CV Booklet

- By December each year the secretary along with other office bearers will decide about the printing of all relevant items.
- Quotations for the same should be invited from national printers, comparative chart prepared, and decision taken and placed before the finance committee for final ratification.

API DIRECTORY

- The directory may be displayed on line as in PDF format and be revised after every governing body meeting to include the names of newly inducted members and a hard copy be published every 3 yrs.
- Quotations for the same should be invited by the secretary from national printers, comparative chart prepared, decision taken and placed before the finance committee for final ratification
- PDF format can be sent individually once an electronic data base of members (emails.) is prepared.
- To meet the cost of printing, paid advertisement may be allowed and they may be given copies of Directory according to size of advertisement.

INDIAN COLLEGE OF PHYSICIAN

- For smooth functioning of ICP a seed money Rs 2 lacs should be paid to the Dean ICP at the beginning of the term, which should be returned back after the end of the tenure.
- Out of savings at the end of tenure 50% should be remitted to ICP along with audited report and 50% to PRF.
- The fellowship fee be increased to Rs15000.00 of which Rs 2500.00 be used for day to day expenditure of ICP while the rest of the money is kept as a corpus.
- The corpus fund of ICP be maintained separately and the interest accruing may be used for ICP activities if needed.
- Nomination for fellowship be invited throughout the year and the credential committee should meet twice a year to take decision and recommend the names to the faculty council.
- Physicians from India and abroad should be encouraged to apply for Fellowship for ICP.
- Hon Fellowship may be granted to visiting overseas presidents/Experts in the field of Medicine

/Indian clinicians who has excelled in the field of research and publications after approval from the faculty council.

- The Dean elect should be assigned to conduct Workshop and CME In liaison with the Dean.
- Credential committee ICP one chairperson and six members(existing 5 with chairman).

STP Programme of ICP

It should be dropped.

Web Site:

- There should be only one Web site under API (same website should contain pages of PRF, ICP, Monograph,API Textbook, Medicine Update, Progress in Medicine , JAPI etc)
- Secretary to invite quotations from different service providers and place before finance committee for recommendation to GB.
- Central API website may have link or pages for different State API Websites, so that all members from any part of country can have access to the activities of other states.
- There should be a page for postgraduate teaching to be maintained by DEAN, Dean Elect, Director PRF or Experts nominated by them.
- Provisions for different Videos, clinical tool, demonstration to be uploaded.

Election Expenditure

- Software for counting be developed/update by API after quotation.
- Quotation is invited for man power and counting process for counting.
- The secretary should invite quotation for hologram and pass it on to the chairman for further needful

API House Committee;

Term 3 Years

- Governing body to nominate Chairman and 4 members , secretary and treasurer will be Ex officio members.
- Quotations should be invited before licensing/leasing.
- A clause should be added IN M O U that allotment will be cancelled if the party is in arrear for 3 month continuously.
- The house committee shall prepare a budget for the upkeep of the API house on yearly basis.
- In case of major repairOpinion from architectis takenandquotation invitedfrom reputed vendors for execution which should be placed before the house committee to be finally ratified by finance committee.

Day to Day Expenses of API

- The secretary should be authorized to spend maximumof Rs20, 000/Monthly with information to president which should beratified in next Governing boy meeting.
- Any expenditure above Rs 20000.00 should first be brought before the finance committee for perusal and approval

PRF

- Term: Director elect 1 year, Director 2 years and past director 1 year Total 4 yrs

- The Director of PRF should present an yearly budget for providing research grants and other expenses to the finance committee for perusal and recommendation to be ratified by the governing body.
- He will liaison with President elect for a slot of 2 hours for PRF, for Directors Oration, presentation of papers related to research under PRF and topics on research methodology.
- Grant for maximum of 3 researches can be provided in year.
- The Research grant may be revised as per the financial position.

Finance Committee:

Term 3 years

- May be re-nominated for one more term by the governing body
- The chairman should be a past president.
- Members 9 including chairman
 - President
 - Chairman Finance committee
 - President elect
 - Dean
 - Dean Elect
 - Director PRF
 - 3 Members from the Governing body
 - Ex officio: H. General Secretary , Hon. Treasurer ,
 - Invited: Chairman House committee, Chief Editor Text Book API/JAPI Need based.
 - Co-opted: Chairman can co-opt one person as expert in the field of Finance for a specific purpose.
 - EX officio, invited and Co-opted Members will have no voting rights
 - Finance committee will oversee and take final decision regarding all printings and publications of API and ICP (Except Medicine Update, PG Medicine and Monograph)
 - The finance committee will meet before the governing body meeting for 2-3 hrs for in-depth study of financial aspect.
 - The accounting of the finance should be done and presented to the finance committee on a quarterly basis so that the financial health of API is continuously monitored. The presentation of the account should be done in an itemized way so that expenditure in each head can be easily made out.
 - The annual audited account statement should be prepared with clear demarcation of the budgeted amount and presented to the finance committee along with the auditor's report and then to the governing body.
 - Auditor reports should be replied back once received and both should be submitted to the finance committee /GB.
 - The Sectary should be in the known how of API finance and any change in the budgetary provision should be informed to the finance committee.

- The chairman of the finance committee will bring out the short comings if any during the governing body meeting.

State Chapter

- All state chapter and city branches should get registered under the society act with their respective competent authority.
- Chairman state chapter should insure that only members of central API are inducted as full member of the state and become members of the state executive committee of the state chapter.
- For a better coordination between State and Central API, State chapters will inform the detailed address of Chairman and Secretary to central API for publication in JAPI and to maintain the record, changes should be updated.
- If there is no record of the chapter in Central records, the chapter will not be eligible for any awards from Central API.
- Central API will maintain a record of the city branches and state chapters along with the details of the address of the office and chairman, secretary and treasurer and publish it in JAPI in annual conference issue or biannual.
- All the city branches shall inform the State chapter once the branch is formed along with detailed address of Chairman and Secretary for records and the compiled list of city branches will be forwarded to central API for records.
- The head of the Chapter (Zonal / State) or City branches will be designated as CHAIRMAN and not as PRESIDENT
- For proper coordination there will be 2 Meetings (One virtual and one physical during conference) between office bearers of API with chairman and Secretaries of various Chapter/branches of API.
- Agenda, date and time will be fixed by the General Secretary API.
- During Annual conference of state API only State API pan card may be used after proper authorization.
- State annual conference should be held with permission and knowledge of central API, the President, Dean and Secretary to be invited. Minimum contribution of Rs 50000.00 to be paid to central API Physicians welfare fund and 50% of the surplus fund should be transferred to State API.
- City annual conference should be held with permission and knowledge of State API, the Chairman and Secretary to be invited
- Minimum contribution of Rs.10000.00 to be paid to State API
- A Chapter must periodically (once in six months) submit a report of its activities to the Headquarter.
- Annual Report

Audited accounts of the chapter should be submitted every year to the Head Quarters before September. These will be shown as "annexure" in the report of the API parent body. Only the portion of the money that is physically transferred to the accounts of the HQ shall form part of the latter's accounts. Failure to submit audited accounts for two or more consecutive turns without a valid and acceptable reason shall result in dissolution of the chapter. "The names of

auditors and bankers must be communicated to the HQ". The HQ shall reserve the right for external audit in case of complaints, if any.

APICON:

- Agenda of the meetings(all GB and AGM) should necessarily be sent one month before the meeting as per the constitution and it should include auditors' reports and reply to the auditor regarding the report.
- Norms for Holding APICON should strictly be followed by Chairman Scientific Committee, Chairman CME Committee and organizers.
- Share of Central API from Delegate fee be raised to 30%. From 25% % and share of income from exhibition be raised to 15%. from 10%.
- An undertaking should be taken from organizers to abide by the norms of holding APICON and constitutional provisions.
- Bank account of organizers should preferably be in Bank of Baroda (API has account in this bank) with clear instruction to transfer the share of central API every 3 months as mandated in constitution.
- Money shaved from meeting after the mandatory payments by the organizing committee to the central API should be transferred to States API account with information to central API.
- In case of default of financial provisions the chairman organizing committee, Secretary, finance secretary/ Treasurer should be debarred from contesting from any post of API and all orations and awards for 3 years or next term if they are a GB member.
- Other led down provisions of the constitution to be followed.
- Application fee for holding APICON should be Rs 50000.00

API welfare fund:

This should be established with separate account. It's SOP to be decided in due course by the constitution committee

General Points:

- Agenda for all meetings should necessarily be sent one month before the meeting as per the constitution.
- All Orations, Awards, Lecturership should be well advertised in JAPI at least in 2 issues and head of medicine of the premier institutions to be informed of the relevant once.
- Categorization and criteria for Orations, Awards, and Lecturership should be revisited.
- Identity card for all members of API to be made.
- Additional efforts to be made for fund generation of JAPI
- A Constitution committee every 3/5 years should be formed to update all constitution, by laws, SOPs and other working patterns in consonance with the demand of the time.
- Revision of Membership charges from Rs 8500.00 to Rs10000, Election: Nomination charges for all posts Of API, ICP and PRF be raised from Rs 2500.00 to Rs10000.00.

LONG LIVE API

Dated: 13/04/2022

NORMS FOR APICON

1. General

APICON will be held for 3½ days inclusive of CME Programme on the 1st day from 8.30 a.m. to 5.00 p.m. with adequate time for lunch.

2. Venue

The conference may be held in any city, which is easily accessible by air, rail and road and which has optimal infrastructure for holding such event.

It should have a good auditorium / a convention center having adequate seating capacity of 2000-3000. Six to eight additional halls with a seating capacity of 250 to 300 and 500-600 / 1000 per hall should be available close to the auditorium / convention center. Seating arrangements should be comfortable. Adequate ventilation with AC facilities should be available. Commuting from one hall to the other should be easy and trouble free.

Adequate space should be available for the scientific exhibition and catering within / around the conference venue.

The city should have sufficient accommodation for 7000 delegates (Hotels including hotels of international standards, Guest Houses, etc.).

- An undertaking should be taken from organizers to abide by the norms of holding APICON and other constitutional provisions.
- Other laid down provisions of the constitution / norms of holding APICON should be followed by all concerned.

3. Timing of the Conference

The conference should preferably be held in the 2nd – 4th week of January.

4. Procedure of selection of place for Organization of the Conference

The venue shall be decided two years in advance.

Those interested in holding the conference should apply to the Honorary General Secretary of API and provide detailed information in the proper format about the offer to hold the conference along with the detailed facilities available in the city. The applications for holding the conference should be received in advance (for example, for the annual conference of year 2022, the applications to the API office should be received by 31st July 2019) so that a decision regarding the venue may be taken in the next AGM after discussion in governing body meeting of September of that year.

The application should come from the authorized representatives of a branch / chapter of the API after holding a meeting at the local level. The application should duly be signed by the Chairman and the Secretary of the Branch/Chapter.

The Organizing Chairman / Organizing Secretary should be selected / elected in the AGM meeting of the concerned branch/chapter of the association with proper information to the headquarter.

5. Informations / Brochure

Location of conference venue, arrangement of different Halls, Banquet place and other details etc. (preferably with a map of detailed layout) should be well described in a simple

way and sent to all the delegates and put on website latest by 31st May of previous year of the conference.

6. Badges

All the past Presidents of API, All the past Deans of ICP; Members of Governing Body, Office bearers of API, invited International Faculty, special invited guests, should be given special identity Badges.

7. Fund :

Budget - An accredited Chartered Accountant at the local level should audit the accounts and the audited account should be submitted as per the rules laid down in the constitution.

The Governing Body shall review the income / expenditure statement (budget) in its regular meetings.

- Bank account of organizers should preferably be in Bank of Baroda (API has account in this bank) with clear instruction to transfer the share of Central API every 3 months as mandated in constitution.

Responsibility towards API Headquarters:

FUND

A.P.I. Share

i. The organizers should reimburse quarterly to A.P.I.

- a. 25% of the delegation fee from all categories of delegates and 10% of the income from Exhibition Stalls/Hospitality area and all commercial area at the Annual Conferences of the Association.
- b. 75% of the cost of extra expenses incurred in printing the Conference Programme issue of JAPI.
 - Money saved, from APICON after meeting all expenses and the mandatory payments made to the central API, should be transferred to respective State API account with information to central API.
 - In case of default of financial provisions the chairman organizing committee, Secretary, finance secretary/Treasurer should be debarred from contesting from any post of API and all orations etc., till the financial issue is settled.
 - Other led down provisions of the constitution to be followed.

Application fee for holding APICON Rs. 50000.00/- 75% to be returned after if not allotted.

ii. Accommodation and registration:

- a. T.A. and Complementary accommodation to API Governing Body, ICP Faculty Council and Members of Board of Physicians Research Foundation (PRF) members during September meeting / (meeting at the venue) will be provided by the Organizing Committee.
- b. Complimentary Accommodation, Registration to all Past Presidents, Past Deans, Past Directors.
- c. Complimentary Accommodation, Registration and local Transport to all the API Governing Body members (Current and Incoming), ICP Faculty Council members (Current and Incoming) and Members of Board of Physicians Research Foundation (PRF) (Current and Incoming). The list will be provided by the A.P.I. headquarter and all the API / JAPI Office

Staff.

- d. Complimentary registration and full day accommodation in a designated conference hotel for those who are delivering lectureship / Orations at Annual Conferences of API. A List will be provided by the A.P.I. headquarter.
- e. Complimentary registration to:
 1. Chairman Constitution
 2. All Overseas Faculties with accommodation for full APICON in designated / equalient conference hotel and local convenience.
 3. Invited guests.
 4. API members above 75 years of age.
- f. Concessional registration should be restricted to API Members only. There should be provision for one time registration with all kits. Multiple counters should be arranged for speedy disposal during registration and registration enclosure should be protected from the sun and rains. Separate counter for registration of Past-Presidents, Governing Body and faculty council members, Past Deans, Orators, Members above 65 years of age, invited guests and National and International Faculty should be arranged. API Headquarters will oversee this process in co-ordination with Organizing Secretary.

The registration of Governing Body and Faculty Council Members should be done on the previous day (on the day of Governing Body and faculty council meeting).

The Governing Body and General Body of the API may review this arrangement periodically for suitable modification.

iii. Surplus Fund:

After meeting all the expenses the surplus fund of the conference will be transferred to the hosting local / state chapter.

8. Counters for office

The counters should be provided adequate and promenade space for API, JAPI, and Scientific Committee & Next APICON.

9. Inauguration

The inaugural programme will be held under the supervision of General Secretary API in accordance with the guidelines fixed by the Governing Body of API/Constitution of API. Normal convention and protocol should be maintained.

Seating Arrangements on the Dais should strictly be made as per the norms laid down in constitution.

10. Scientific Activities

The Chairman CME – APICON and Chairman Scientific Program (along with their committees) are responsible for holding the CME / Scientific Programme as per the constitution of API.

They will do so in consultation with the members of the Scientific Committee and ratified by the Governing Body.

i. Hall :

- All the halls should be in proximity.

- All the halls should be provided with double projection/ LCD projection etc. which should be flawless.
- The entry to scientific area should be restricted to the delegates only and no children should be permitted.

ii. Scientific program:

Scientific programme should be supervised by two senior members in each hall who will take care of timely running of scientific programme (8.30 a.m. to 5.00 p.m.), they will also ensure and verify the presence of chairpersons and the speakers.

- a. There should be adequate time for lunch.
- b. Scientific programme should be planned in such a way that the different systems are included in a way that updates the whole medicine in three years time, keeping in mind that the newer developments are not ignored.
- c. Scientific papers should be limited in numbers and of high quality with emphasis on original works.
- d. Number of lectures to be reduced to give more time to speakers and facilitate audience participation.
- e. Last dates for submission of abstracts should be the same in all the official letters, JAPI and different web sites.
- f. **Publications:** All the scientific content is the domain and responsibility of President-elect / Dean to be published by them only. No other person or company can publish the same without his / her permission. There should be no duplication of the scientific programs printing by anybody else.

Proceedings of conferences in CD format prepared by, President-elect API / Dean ICP/Organizing Secretary in consultation with President-elect API / Dean ICP, may be issued to all the delegates. Live telecast should be encouraged and practiced.

- g. **Chairpersons :** Chairperson should strictly maintain the timing and insure audience participation for better interaction. They should avoid lengthy comments, whilst chairing session and introduce the speaker and the topic in two minutes.

h. Faculty:

International : Maximum of 8-10 international faculty to be invited (for both CME and Scientific Programme inclusive). Their services may be utilized for both the CME and the scientific programme.

The Organizing Secretary will provide all the local hospitality to 10 invited **International Faculty** (includes Registration, stay in 5 Star Hotel at the venue, food and local transport).

National : The President-elect and the Dean ICP will insure that the national faculty members are registered delegates, if they are not registered then President-elect and the Dean ICP will take care of their respective faculty members for the registration on the basic charges.

- i. Certificate of participation to Delegates / Faculty / Free Papers / M. Vishwanathan Poster Presenters should be made available. It should be signed by President, President Elect, Honorary General Secretary, Organising Secretary and for CME Certificates President, President Elect, Dean, Honorary General Secretary and Organising Secretary. It should

be handed over to faculty just after their talk at designated place.

- j. Free Papers / M. Vishwanathan Poster Session / Poster Sessions should be encouraged and given due importance. The basic infrastructure for the Poster Session should be taken care of by the Organizing Secretary in consultation with the President-elect.

Some of the best free papers / posters may be condensed and shifted to award session / main scientific programme. At least one of the authors must be API member.

11. Food :

Catering area should be spacious and adequate to cater to at least 5000-6000 or more delegates.

Separate catering arrangement for Faculties.

Hygienic lunch in sufficient quantity should be served on all the days, keeping in mind the whole country and the regional variation in food habits.

12. Public Address System :

There should be only one centralized public address system in the conference and public address system in the different stalls will not be permitted.

13. Exhibition & Hospitality:

Exhibition halls should be adequately spaced.

The Hospitality area for the associate delegates and children should be away from the scientific area with all comforts.

Care should be taken that public address systems put in exhibition area should not disturb the scientific programme.

14. Accommodations:

Hotel accommodation charges should be charged on the basis of per night.

15. Transport :

The Organizing Committee should arrange for free transport for the attending delegates to and from the official places of their stay as detailed out in the brochure like hotels// guest houses to the venue of the conference, airport, railway stations and the venue of the dinner and banquet every day. There should be well-displayed and publicized routes and frequency of transport services. There should be Proper arrangements to transport the delegates especially senior citizens from parking to center of activities.

Other Important issues to be considered and included:

1. Health insurance to the delegates for 5/7 days.
2. The leveling off the ground if the conference is held in ground.
3. Electrical fittings in the ground should properly be done to insure safety.
4. Arrangements for Management of Immediate first aid and Medical Emergency.
5. Coordination with reputed local hospital for Emergency Management.
6. Ambulance in standby.
7. Arrangement for fire fight.
8. Any other points to be suggested by honorable members.

APPLICATION FORM FOR ORGANIZING ANNUAL CONFERENCE OF THE ASSOCIATION OF PHYSICIANS OF INDIA

The Honorary General Secretary
Association of Physicians of India
006 & 007, Turf Estate,
Off. Dr. E. Moses Road,
Opp. Shakti Mill Compound,
Mahalaxmi Station West,
Mumbai - 400 011
Tel. (022) 6666 3224; 24910218 Tel / Fax : (022) 24920263
E-mail: Website www.apiindia.org

Dear Sir,

The (Name) Chapter / Branch of API wishes to host the Annual Conference of the API for the year. The relevant details are as follows:

Name of the Chapter / Branch - Association of Physicians of India

Bank Account Number

Bank Name and Branch

PAN Number

GSTN Number

Copy of the last Audit Account

Venue of the Conference:

Auditorium / Convention Center (No. of Seats) :

Additional Halls (No. of Seats) :

Space for trade exhibition:

Space of catering:

Accommodation facilities in the city (Mention about hotels, guest houses, etc.):

Accessibility to the city by air / rail / road:

Name and address of the Organizing Secretary:

Name and address of the Organizing Chairman:

Tourist attractions and venues of the social events in the city:

Any other relevant information: approved by the Governing Body of the API Chapter.

Name	Designation	Signatures
1.	Organising Chairman	
2.	Organising Secretary	

API - STATE CHAPTER / CITY BRANCHES

EXISTING CLAUSE IN THE CONSTITUTION IMPLEMENTED BY THE CORE COMMITTEE

- Any city or town or a group of towns having at least 25 valid members of the Association can form a Branch.
- All state chapter and city branches should get registered under the society act with their respective competent authority.
- The Branches in any state can have academic meetings and also form a State Branch.
- Chairman state chapter should insure that only members of central API are inducted as full member of the state and become members of the state executive committee of the state chapter.
- The Zones may form a Zonal Chapters of the Association. The States in the zones, which are defined in the Constitution of the Association, can hold Zonal Academic meetings and these will be recognized as Zonal meetings.
- For a better coordination between State and Central API, State chapters will inform the detailed address of Chairman and Secretary to central API for publication in JAPI and to maintain the record, changes should be updated.
- If there is no record of the chapter in Central records, the chapter will not be eligible for any awards from Central API.
- Central A PI will maintain a record of the city branches and state chapters along with the details of the address of the office and chairman, secretary and treasurer and publish it in JAPI in annual conference issue or biannual.
- All the city branches shall inform the State chapter once the branch is formed along with detailed address of Chairman and Secretary for records and the compiled list of city branches will be forwarded to central API for records.
- The head of the Chapter (Zonal / State) or City branches will be designated as CHAIRMAN and not as PRESIDENT.
- For proper coordination there will be 2 Meetings (One virtual and one physical during conference) between office bearers of API with chairman and Secretaries of various Chapter/ branches of API.
- Agenda, date and time will be fixed by the General Secretary API.
- During Annual conference of state API only State API pan card may be used after proper authorization.
- State annual conference should be held with permission and knowledge of central API, the President, Dean and Secretary to be invited. Minimum contribution of Rs 50000.00 to be paid to central API Physicians welfare fund and 50% of the surplus fund should be transferred to State API.
- City annual conference should be held with permission and knowledge of State API , the Chairman and Secretary to be invited Minimum contribution of Rs.10000.00 to be paid to State API.

- In scientific meetings arranged by pharma company in association with API, the chairman, secretary, members governing body central API from the state and that zone along with president and secretary API should be involved in drafting and execution of the meeting.
- A Chapter must periodically (once in six months) submit a report of its activities to the Headquarter.
- Annual Report

Audited accounts of the chapter should be submitted every year to the Head Quarters before September. These will be shown as “annexure” in the report of the API parent body. Only the portion of the money that is physically transferred to the accounts of the HQ shall form part of the latter’s accounts. Failure to submit audited accounts for two or more consecutive terms without a valid and acceptable reason shall result in dissolution of the chapter. “The names of auditors and bankers must be communicated to the HQ”. The HQ shall reserve the right for external audit in case of complaints, if any.

GUIDELINES FOR THE FORMATION OF CHAPTERS / BRANCHES

1. Aim & Objectives

The State Chapters / Branches will have the same aims and objectives as that of parent body.

2. Formation

2.1 Chapters

2.1.1 State Chapter: The State Chapters shall be called “Name of the State” State Chapter of Association of Physicians of India. There shall be only one Chapter in each State.

2.1.2 Zonal Chapter: Zonal Chapters, if formed, must have membership from contiguous states and union territories and not from one state/city only. The zone should be in conformity with the Zone of API and should have minimum of 250 members of API.

1.1.3 City Branch: The City branch shall be called “Name of the City” branch of Association of Physicians of India. To open a City branch the required number of members should be at least 25.

Formation of a new State Chapter / City Branch / Zonal chapter need approval of the Governing Body of API.

3. Membership

3.1 Categories of Members:

3.1.1 Life Member: A Life Member of API becomes a Life Member of the State Chapter after paying the subscription/due fixed by the chapter.

3.1.1.1 All Life Members of the API are eligible to become Life members of the State Chapter / City branch under the jurisdiction of which his residence is located after paying the subscription /dues fixed by the chapter / branch.

3.1.1.2 A Life Member of the API may apply for transfer from one State Chapter / City Branch to another if his residence is changed to another state / city.

3.1.2 Associate Life Member:

The State Chapter may admit Associate Life Members as per the provisions of Constitution of API. The Associate Life Members should be Associate Life Member of API.

Associate Life Members are not entitled to vote, contest or hold office or attend General body Meetings of State Chapter / Central API as per the provisions of API Constitution.

1.1.3 Postgraduate Member

The State Chapter may admit Post graduate Members as per the provisions of Constitution of API. POSTGRADUATE MEMBERSHIP FEES Non refundable part payment of the 50% (` 3750) + 9% CGST and 9% SGST plus admission fees ` 1,100 + 9% CGST and 9% SGST for Maharashtra. Total ` 5723. of membership fees initially followed by the rest of the payment after passing (within three years).

3.2 Termination of Membership

3.2.1 If a Life member of the State Chapter ceases to be a Life Member of Central API he will cease to be a Life Member of the State Chapter.

3.1.2 If an Associate Member of the State Chapter resigns or fails to pay subscription by due date, he will cease to be Associate Member of the State Chapter.

4. Management

A. Subject to the rules and regulations of the Associations of Physicians of India each Chapter / Branch shall be free to govern itself and for that purpose to make rules and regulations in accordance with the rules and regulations of API. Such rules and regulations shall be subjected to ratification by the Governing Body of API.

4.1 Year and headquarters

- a. The State Chapters may decide the location of its headquarter.
- b. The activities year and the financial year would from 1st April to 31st March.
- c. That correct nomenclature of the Chapters / Branches be followed to avoid confusion and overlap.

4.2 Chapter / branches should use correct logo and stationery in confirmation with that approved for the parent body.

4.3 All API Chapter / Branches (State / City) shall be under the administrative control of the parent body.

4.4 Chapter / Branches must follow the constitution of the API with regard to membership, elections, functions of the office-bearers and aims and objectives.

4.5 Each Chapter / Branches should have its own article of association and rules and regulations as specified in 4a and 4b and registered with the registrar of societies.

4.6 Any change in constitution of a State Chapter / City Branch / Zonal Chapter required approval of the Governing Body.

4.7 The State Chapter will be managed by an Executive Committee consisting of Office Bearers, elected representative and ex-officio members.

4.8 The head of the Chapter (Zonal / State) or City branches will be designated as CHAIRMAN and not as PRESIDENT.

4.9 A branch must periodically (once in six months) submit a report of its activities to the Headquarter.

4.10 There will be meeting between office bearers of API with chairman and secretaries of various branches of API at the annual conference. Agenda, date and time will be fixed by the General Secretary API.

5. Election

Election shall be conducted as per the guidelines contained in the election procedures of the API Constitution. The Branches should have regular elections at least once every two year. It would be the responsibility of the Chairman and the Secretary of the outgoing executive committee to send the notification regarding newly elected office bearers to the parent body. If there is no election for two or more consecutive terms, the branch shall stand dissolved and all money / assets owned by it shall vest with the parent body till alternative arrangements are made. Bankers of the branches must be given a copy of this resolution at the time of opening of the branch or when the office bearers change.

The election of the branch body should be direct with all members offered an opportunity to participate. Number of office bearers would not exceed 10% of the current membership with a minimum of four office bearers.

6. Meetings

6.1 The State Chapter may decide to hold Annual or other General Body Meeting, Scientific Meeting or Social Meeting as per their requirements. However, only Life Members of the State Chapters can attend Annual , other General Body Meeting or other business meetings.

7. Property, Money and Accounts

7.1 Property of State Chapter

The State Chapter shall have the power to purchase, construct or acquire on lease or in exchange or hire or receive by gift or otherwise any real or personal property and any rights or privileges necessary for the purpose of the Association and to improve develop, manage, sell lease, mortgage, dispose off, turn to account or otherwise deal with all or any part of the property of the State Chapter / City Branch.

7.2 Income

Income of the State Chapter will be derived from:-

Admission fees, Annual or Life Membership fees as decided by the chapter. The chapter will make its own arrangement to collect the fees.

Donations

Miscellaneous

7.3 Utilization of Funds

Branches shall enjoy complete financial autonomy with regards to the funds collected by them. Each Chapter / branch should make a provisional budget in advance and seek approval from its own general body.

Branches are expected to optimally utilize the resources and it is desirable to send a periodic report about it to the Head Quarters (twice a year).

The State Chapters shall utilize their funds only for the purpose of fulfilling their objects.

7.4 Accounts

Each Chapter / Branch should have its own bank account, PAN, TDS number and 80G certificate. This should be communicated to the parent body as soon as it becomes available. However, the parent body shall not share any financial liability. All tax matters will be the responsibility of the chapter / branch. No proceedings would be permissible against office bearers of the parent body (API) for the lapses of the branches.

7.5 Annual Report

Audited accounts of the branch should be submitted every year to the Head Quarters before September. These will be shown as “annexure” in the report of the API parent body. Only the portion of the money that is physically transferred to the accounts of the HQ shall form part of the letter’s accounts. Failure to submit audited accounts for two or more consecutive turns without a valid and acceptable reason shall result in dissolution of the branch. “The names of auditors and bankers must be communicated to the HQ”. The HQ shall reserve the right for external audit in case of complaints, if any.

8. Journal

The State Chapter may publish its own journal / newsletter.



The Association of Physicians of India

Turf Estate # 6 & 7, Off Dr. E. Moses Road, Opp. Shakti Mills Compound,
Near Mahalaxmi Station (West), Mumbai 400 011.

Tel : (022) 6666 3224 / 2491 2218 ▪ Fax : (022) 2492 0263

e-mail : api_ho@vsnl.com ▪ website : www.apiindia.org

Name of Lectureship : _____

Name of the candidate : _____

Membership No. : L- _____

Address : _____

Eligibility Criteria for the lectureship (please attach copies)

1. Number of years of Experience after Post Graduation.
2. Number of Publications (in pub med and medicine)
3. Number of Research Projects
4. Presented papers in conferences
5. Awards / Fellowship

PROPOSED BY

SECONDED BY

Name: _____

Name: _____

API Membership No. : _____

API Membership No. : _____

Signature: _____

Signature: _____

Certified that I have / have not been awarded any lectureship in API.

Category 3: Visiting Lectureships (1) Dr. Yodh Memorial and Gwalior Conference Training Fellowship; (2) Boehringer-Knoll Junior Lectureship in Diabetes; (3) Dr. Shurvir Singh Trust Visiting Professorship.

Signature



The Association of Physicians of India

Turf Estate # 6 & 7, Off Dr. E. Moses Road, Opp. Shakti Mills Compound,
Near Mahalaxmi Station (West), Mumbai 400 011.

Tel : (022) 6666 3224 / 2491 2218 ▪ Fax : (022) 2492 0263

e-mail : api_ho@vsnl.com ▪ website : www.apiindia.org

Name of Lectureship : _____

Name of the candidate : _____

Membership No. : L- _____

Address : _____

Eligibility Criteria for the orations and awards (please attach copies)

1. Number of years of Experience after Post Graduation.
2. Number of Publications (in pub med and medicine)
3. Number of Research Projects
4. Presented papers in conferences
5. Awards / Fellowship

PROPOSED BY

SECONDED BY

Name: _____

Name: _____

API Membership No. : _____

API Membership No. : _____

Signature: _____

Signature: _____

I Certified that I have / have not been awarded any oration in the Annual Conference of API (API/ICP Oration)

Category 1: Netaji Oration, Dr. G.S. Sainani Oration, Dr. P.J. Mehta Oration, Dr. V. Parmeshwara life time achievement award, Dr. Siddharth N. Shah Memorial Award & Rabindranath Tagore Oration of ICP

Category 2: Prof. Rathinavelu Subramaniam Endowment Oration

Category 3: (1) Dr. Coelho Memorial Lectureship (2) Sanofi Aventis Lectureship in Diabetes.

Signature

