



**CONSTITUTION BYE-LAWS AND CODE OF ETHICS
OF
INDIAN ASSOCIATION OF ORAL &
MAXILLO-FACIAL PATHOLOGISTS**

Formerly known as
**INDIAN ACADEMY
OF
ORAL PATHOLOGISTS**

**CONSTITUTION, BYE-LAWS & CODE OF ETHICS OF
INDIAN ASSOCIATION OF ORAL &
MAXILLO-FACIAL PATHOLOGISTS**

(Formerly known as Indian Academy of Oral Pathologists)

Reg. No. SL.NO. SRG/CHENNAI SOUTH/ 62/ 2022

Registered at Chennai with the registration of societies
Under the Tamil Nadu Societies of Registration Act, 1975
(Tamil Nadu Act 27 of 1975)

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Insignia of IAOMP



Rationale:

The logo designed for Indian Association of Oral and Maxillofacial Pathologists connotes the essence of the specialty depicted by the most significant instrument – ‘The Microscope’.

Our eyes are capable of distinguishing color in the visible portion of the spectrum: from violet to red; it can sense differences in brightness or intensity ranging from black to white and all the grays in-between. Thus for an image to be seen by the eye, the image must be presented to the eye in colors of the visible spectrum and/or varying degrees of light intensity.

Microscope is that instrument which makes fine details visible. It accomplishes three tasks: produce a magnified image of the specimen (magnification), separate the details in the image (resolution), and render the details visible to the eye, camera, or other imaging device (contrast).

The microscope in the logo also signifies the importance of this field of science which is distinctive to the knowledge of Oral Pathology and Microbiology that aids in final diagnosis based on the patterns, distribution and colors which makes cellular and molecular levels distinctive.

The circle around the microscope in the logo is significant to ‘Wheel’, which is the most important invention of all times. It denotes motion that represents the dynamism of a peaceful change- A change in the form of acceptance of new technology, knowledge and human resource.

General Rules and Regulations

- 1. Name of the society :** The name of the society is **INDIAN ASSOCIATION OF ORAL AND MAXILLOFACIAL PATHOLOGISTS.**
- 2. Registered office of society :** The Registered office of the Society is situated presently at Door No. 29/23, Ranjith Road, Kotturpuram, Chennai – 600085.
- 3. Date of formation of the Society :** The Society was formed on 02/08/2021.
- 4. Jurisdiction of the Registrar of Society :** The Association is situated with the jurisdiction of the Registrar of Association, Chennai South.
- 5. Business hours of the Society :** The business hours of the Association shall be between 09:00 am – 05:30 pm.

6. Objectives of the Society :

Oral Pathology is a confluence of basic Sciences and clinical dentistry that deals with the nature of diseases and malformations of teeth, mouth and associated structures. The Association is a scientific body, concerned chiefly with the advancement of arts, science and practice of Oral Pathology thereby fulfilling the following objectives:-

- i. To promote the co-operative efforts of its members with regard to the advancement of science and practice of Oral Pathology.
- ii. To convene scientific meetings / seminars etc. by the executive committee / working committee.
- iii. To communicate and publicize the transactions / proceedings of the above to the members of the Association and general dental practitioners through the media, journals, newsletters, etc. with a view to contribute to the developments of Oral Health services.
- iv. To promote academic activities through the voluntary help of various dental and allied institutions in India and abroad.
- v. To propagate and work for suitable public health measures for the prevention of Oro facial diseases.
- vi. To create awareness and consciousness, and impart knowledge to the public with regards to Oro-facial diseases particularly Oral Cancer and Pre-cancer.
- vii. To promote such other activities in an attempt to secure better appreciation and furtherance of the objectives of the association.
- viii. To be member of similar associations in other parts of the world.

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- ix. To represent the Members of association before the government of India, Dental Council of India (National Dental Council), different State Governments and Union Territories, Foreign Country Government, Municipalities, Local Boards, Universities or any other public or private institutions all matters affecting or likely affect the study and practice of oral pathology in India.
 - x. To invest or otherwise deal with any money of the Association in such a manner as may from time to time be determined by the Executive Committee and to open and operate savings, cash, safe deposit or fixed deposit account or accounts with any bank or banks.
 - xi. To carry out any other activity or programme in furtherance of the above objectives.
 - xii. To publish, journals, periodicals, articles, blogs and internet-based media including social network sites. Relating to problems, practice, methods and other matter related to Oral pathology etc.
 - xiii. To run a periodically updated website for information dissemination and providing knowledge to dental surgeons and lay people by appointing a webmaster for the same after approval by EC.
 - xiv. Fellowship programme of IAOMP - To establish and run the Fellowship program of the association. The Fellowship programme to be titled as 'Fellow of Indian Association of Oral and Maxillofacial Pathologists' (FIAOMP). *(To apply for Fellowship refer to : Annx. No. I)*
 - xv. To accept any gifts, donations, subscriptions and contributions for furthering the purposes of the Association with the consent of EC. The same shall be the property of the Association.

xvi. **The Tenure of Association:**

The Financial year :

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

The Administrative year :

The Administrative year of the Association shall be from AGM to the immediate next Annual General Meeting (AGM).

7. Activities in furtherance of the objectives :

- i. Take all such actions and to enter into all such actions as may appear necessary or incidental for the implementation of the projects of the Association, and in particular for the achievement of the vision and objectives referred to in the objectives of the Association.
- ii. Formulate guidelines for implementation of the various programs of the Association

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- iii. Open bank account along with due signatories to the account
 - iv. Incur expenditure after drawing up a budget and with due regard for economy and propriety
 - v. Make rules and regulations for the conduct of the affairs of the association and add or amend, vary or rescind them as and when required
 - vi. Establish its own organizational structure, offices and employ, retain or dismiss personnel as required, decide salary and benefit structure for the association
 - vii. Accept, make endorse or otherwise execute cheques, drafts, receipts, bills of exchange or other instruments and securities as required for the conduct of the business of the association
 - viii. Ensure that all the income received by the association is utilized for the promotional activities and general welfare of the Members.

8. Suits :

- i. An Arbitration Committee will be constituted by the EC of IAOMP. Any and all disputes have to be reported to the President and the Secretary, which will be forwarded to the Chairman / Chairperson of the Arbitration Committee.
- ii. **No member shall approach any legal firm or court of law concerning Association matters without first reporting the issue to the Hon. Secretary and making a genuine attempt to resolve the matter amicably within the association.**

9. Person competent to give Directions: The President and the Secretary of the Association unless otherwise provided hereunder are empowered to give directions in regard to the business of the Association.

10. Enrollment of Member:

10.1. The following are the qualifications to become member of the Association:

- i. Those holding post-graduate degree in Oral Pathology from any University in India or Abroad and should be registered in Part A of Indian Dentists Register.
- ii. Any person registered in Part A on the Indian Dentist Register and pursuing post-graduation in Oral pathology can be a student life member.

The membership needs to be converted as a life membership after completion of post-graduation. This procedure can be processed by keeping the Secretary updated of the latest address and other communication details by the Member.

- iii. Those holding undergraduate / post graduate qualification in any Dental / Medical Specialties other than here stated above from India or Abroad, subject to the provisions of these bye-laws of the Association.

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- iv. They should be willing to abide by the rules of the Association.

10.2 Classification of Members:

a. Life Members

Any person registered in Part A of the Indian Dentists Register and possessing post graduate qualification in Oral Pathology & Microbiology and ratified by the executive committee, and willing to pay the membership subscription fees as in Clause 8(8.2), shall be eligible to become a Life Member of the Association and shall have contesting & voting rights. Such members shall enjoy all the right and privileges as mentioned in Clause 12.

b. Student Life Members:

Any person registered in Part A of Indian Dentist Register and pursuing post-graduation in Oral Pathology in India in a recognized Dental College and ratified by the executive committee and willing to pay the Membership subscription fees as per Clause 8 shall be eligible to become 'Student Life Member' of the association and shall not have any contesting or voting rights. The membership has to be converted as life member from student life member after completing post-graduation. Such members with change in their membership status will have voting rights. Such members shall enjoy all the other right and privileges as mentioned in these Bye laws.

c. Honorary Members:

The executive committee may nominate any person / persons to be Honorary Members of the Association for such period as may be stipulated by the Executive Committee. Such member will not have any voting or contesting rights.

d. Associate Life Members :

Any person qualifying Clause 10 (b) eligible and approved or ratified by the Executive Committee and willing to pay the ordinary membership subscription fees shall be eligible to become an Associate Life Member of the association and shall not have contesting and voting rights. Such members shall enjoy all the other rights and privileges mentioned in the bye-laws.

10.3. Mode of becoming a member:

- i) Any person with requisite eligibility shall apply in writing in a prescribed form to the Hon. Secretary of the Association accompanied by the entrance fees and annual subscription fees as determined from time to time for the whole of the financial year concerned at the time of application even if a part of the financial year is over when the membership is sought (*Proforma Annex. No. XVI*).

- ii) Every application will be submitted by the Hon. Secretary to the Executive Committee. The Executive Committee shall have the absolute discretion to accept or reject any application without giving any reasons for the same.
- iii) In case the application is not accepted, the entrance fee and the annual subscription fees paid, if any, shall be refunded to the applicant. Further the reason for refusal shall also be communicated to the concerned person / applicant.

10.4 Admission and Subscription Fees:

The admission and subscription fees payable by different classes of members shall be as follows :-

Sl. No.	Class of Membership	Entrance Fee	Subscription	Total Fees
	Life Member	Rs. 100/-	Rs. 5000/-	Rs. 5100/- + Any other applicable taxes
	Student life Members	Rs. 100/-	Rs 5000	Rs 5100 + Any other applicable taxes
	Honorary members	NIL	NIL	NIL
	Associate Life Member (Non-Oral Pathologist Processing UG or PG degree in Dental / Medical)	Rs. 100/-	Rs 8000/-	Rs 8100 + Any other applicable taxes

Note :

1. All the existing defaulters will be allowed to pay Rs 5000 + any other applicable tax till the next annual conference to be conducted. After the above said period, Rs 500 will be collected per annum from defaulter member to a maximum of Rs 8000/-
2. After completing student membership (obtaining MDS degree) one can enroll for life membership after paying the required annual subscription. They shall have the right to participate in voting at AGM.
3. The existing student life members have to convert their status to life member after obtaining MDS degree by writing to the Hon. Secretary or by Email with current postal address. They shall have the right to participate in voting at AGM.

10.5 Any change in the fees for membership shall be decided upon by the Executive Committee subject to approval by the General Body at the Annual General Meeting

(AGM) by 2/3rd majority of the member's eligible and present at the AGM.

10.6 Members found guilty of violation of all or any of the bye-laws of the Association or rules framed by the Executive Committee will be removed from the Association by a resolution passed by the majority of the Executive Members of the Committee.

10.7 General Rules about Subscription Fees:

- i. All subscriptions are payable strictly in advance from the 1st of January every year. The last date of receipt of subscription shall be 31st March, every year.
- ii. If the subscription of any member is in arrears, action may be taken as laid down under Rule 13(b).

10.8 Register of Members:

The Hon. Secretary on behalf of the Association shall maintain a Register as soft copy version and hard copy in which shall be entered the name, address, class of membership and qualification of each member.

Every member shall directly notify to the Hon. Secretary of any change in name, address or qualification, etc.

10.9 Privileges of Members:

- i. All members shall be entitled to the use of the library and other amenities if any, set apart for the use of members.
- ii. All members shall have the right to attend and take part in discussions/ seminars organized by the Association.
- iii. Life Members shall have the right to vote on all resolutions put forward at any of the meetings of the Association
- iv. All members shall have the right to attend conferences organized by the Association on such terms as herein / after laid down by the Association with the prescribed registration fee as determined and approved by the executive committee.
- v. All members shall enjoy any other privileges that may herein / after be conferred by the Executive Committee or the Association.
- vi. Only Life Members shall be eligible to contest or hold office of Executive Committee.

10.10. Removal of a Member from Membership :

The General body of the Association shall have the powers to terminate a member from

the membership of the Association on the following grounds :

- i. on being adjudged by any Court of Law to be a criminal offender
- ii. on being of unsound mind*
- iii. on being found guilty by the Executive Committee of anti-propaganda** of the aims of objects of the Association
- iv. If any Member floats / forms another parallel*** association and with the intent to disrupt IAOMP's objectives or engage in activities detrimental to the Association at regional or National level, then their right of membership shall be challenged. The reason of termination / cessation from the membership of the association shall be communicated to the concerned members in writing or through official email. The terminated member shall have the right to appeal before the Executive Committee for Re-admission, and the decision of the Executive Committee in such a matter shall be final.
- v. Action to be initiated if a member is not a member of good standing****

*** Clause on Unsound Mind and Disciplinary Action**

1. Definition

A member shall be deemed to be of unsound mind if, due to mental illness, intellectual disability, or other psychological condition, they are rendered incapable of understanding the nature and consequences of their actions or decisions, thereby unable to manage their affairs or effectively participate in the activities of the Association. Such decision must be made in accordance with applicable Indian laws, including the **Mental Healthcare Act, 2017** and the **Rights of Persons with Disabilities Act, 2016.**, by:

- a. A competent and registered medical authority under the applicable mental health laws, or
- b. A declaration or order issued by a court of competent jurisdiction.

2. Procedure for Decision

- a. Where concerns arise regarding a member's mental fitness which may disrupt the functioning of IAOMP, and its objectives or if they engage in activities detrimental to the Association at a regional or national level, the Executive Committee (EC) or the General Body may refer the matter for independent assessment by a licensed mental health professional.
- b. The EC may seek either a written medical certification or a court declaration to confirm the member's condition.
- c. As an interim protective measure, the EC may temporarily suspend the member from participating in the affairs and activities of the Association, pending formal decision.

Such interim suspension shall not constitute a finding of misconduct.

3. Consequences of Decision

- a. Upon receipt of a formal medical certification or court declaration confirming unsoundness of mind, the EC may recommend to the General Body the suspension or removal of the member.
- b. The member concerned, or in cases of incapacity, their legally appointed guardian or representative, shall be given:
 - i. Written notice of the proposed action along with reasons, and
 - ii. Reasonable opportunity to respond in writing, wherever feasible
 - iii. All proceedings shall adhere to the principles of **natural justice**.

4. Right to Appeal

- a. Any member suspended or removed on grounds of unsound mind shall have the right to appeal the decision.
- b. Such appeal must be submitted in writing to the President or Secretary within thirty (30) days from the date of communication of the decision.
- c. An Appeals Panel constituted by the EC shall hear and decide the appeal, ensuring fairness and impartiality.
- d. The decision of the Appeals Panel shall be final and binding.

**** Clause on Antipropaganda and Disciplinary Action**

This clause is instituted with the objective of maintaining the integrity, unity, and reputation of the Indian Association of Oral and Maxillofacial Pathologists (IAOMP). It seeks to deter and address deliberate and harmful acts of misinformation or defamation that undermine the Association's mission and collaborative functioning.

This provision shall not be interpreted as a restriction on members' right to express genuine concerns, constructive criticism, or dissent in good faith. It is specifically intended to address only those communications that are knowingly false, malicious, or damaging in nature.

1. Definition

"Antipropaganda" shall refer to any deliberate act, communication, or behavior — whether oral, written, digital, or otherwise — undertaken by a member with the intent to disseminate false, misleading, defamatory, malicious, or damaging information against the Indian Association of Oral and Maxillofacial Pathologists (IAOMP), its Office Bearers, Executive Committee, General

Body, or Members, which results in harm to the Association's reputation, disruption of its functioning, creation of disunity, or weakening its objectives.

2. Prohibition

No member shall engage in any form of antipropaganda against IAOMP. This includes, but is not limited to, dissemination through social media platforms, electronic communications, print publications, public or private speeches, meetings, or any other medium of communication.

3. Disciplinary Authority

The Executive Committee (EC) shall have the authority to inquire into any allegations of antipropaganda. For the purpose of such inquiry, a Disciplinary Committee may be constituted by EC, comprising impartial members not directly involved in the subject matter, to ensure procedural fairness and neutrality.

4. Procedure

- a. A written notice detailing the specific charges, supporting evidence (if any), and proposed disciplinary action shall be issued to the concerned member.
- b. The member shall be given a minimum of fifteen (15) days from the date of receipt of notice to submit a written explanation or defense.
- c. The Disciplinary Committee shall review the explanation and all submitted materials, and shall submit its findings and recommendations to the Executive Committee.
- d. The Executive Committee shall deliberate and recommend suitable action. In cases where suspension exceeds six (6) months or expulsion is proposed, such action shall be placed before the General Body for ratification.

5. Penalties

Based on the nature and severity of the misconduct, one or more of the following penalties may be imposed by the Executive Committee and/or General Body:

- Formal written warning;
- Suspension of membership for a specified period;
- Expulsion from membership of IAOMP.

6. Right to Appeal

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- a. Any member subjected to suspension exceeding six (6) months or expulsion shall have the right to appeal the decision.
 - b. The appeal must be submitted in writing to the President or Secretary within thirty (30) days from the date of receipt of the decision.
 - c. An Appeals Panel constituted by the General Body shall hear the appeal and render its decision within a reasonable timeframe.
 - d. The decision of the Appeals Panel shall be final and binding on all parties.

*** * * Clause on Parallel Associations and Disciplinary Action**

In order to preserve the unity, academic integrity, and professional identity of the Indian Association of Oral and Maxillofacial Pathologists (IAOMP), and to prevent confusion, duplication of functions, division among members, conflict of interest, and dilution of the Association's authority and reputation, it is essential to prohibit the formation or support of any parallel associations that undertake similar activities without formal authorization from IAOMP. This prohibition is necessary to ensure that IAOMP's objectives are pursued in an organized, coordinated, and legally protected manner, in accordance with its registered constitution and the Tamil Nadu Societies Registration Act, 1975. This measure safeguards the collective interest of the Association, its members, and the broader professional community it serves.

Definition:

1. Parallel Association

Parallel Association shall refer to any group, society, forum, organization, or entity, whether registered or unregistered, formed by members or non-members with the intent to disrupt IAOMP's objectives or engage in activities detrimental to IAOMP and that undertakes activities similar to or overlapping with the objectives, functions, or activities of IAOMP, without the authorization or recognition of IAOMP. Such activities include, but are not limited to, organizing conferences, conventions, academic programs, scientific meetings, workshops, publications, advocacy, or professional representation related to the field of Oral and Maxillofacial Pathology. Any such entity that may cause confusion, conflict of interest, division among members, dilution of IAOMP's identity, or misrepresentation of its authority shall be deemed a Parallel Association.

2. Prohibition of Parallel Associations

No member of the Association shall, directly or indirectly, form, participate in, promote, support, represent, or endorse the establishment or activities of any parallel association or organization that shares similar objectives, activities, or represents itself in a manner that may cause confusion,

conflict of interest, or dilute the identity, reputation, or authority of the Association, without the prior written approval of the Executive Committee and ratified in the AGM.

Such support includes, but is not limited to, verbal statements, written communication, social media posts, financial contributions, or participation in events organized by such parallel bodies.

Violation of this provision shall constitute a serious breach of membership obligations and shall be subject to disciplinary action, including suspension, expulsion, or other appropriate sanctions, after providing the member an opportunity to be heard, in accordance with the principles of natural justice.

3. Disciplinary Action

Any member found to be involved in the creation, promotion, or active participation in a Parallel Association shall be subject to disciplinary action by the Executive Committee (EC) or the Governing Body, in line with the principles of fairness, transparency, and due process.

Procedure for Disciplinary Action under Prohibition of Parallel Association

1. Initiation of Complaint:

Any member of the association may submit a written complaint to the Executive Committee, regarding an alleged violation of the Prohibition of Parallel Association clause. Complaints shall be substantiated with specific details and evidence.

2. Preliminary Review:

The Executive Committee shall conduct a preliminary review to assess whether the complaint has sufficient merit to proceed. If the complaint is deemed frivolous or unfounded, it may be dismissed at this stage. The member who has submitted the complaint will be informed of this decision.

3. Notice to Member:

If the complaint is found to have merit, the member concerned shall be given a written notice detailing the specific allegations, supporting evidence (if any) and issued a notice. The notice shall allow the member at least fifteen (15) days from the date of receipt to submit a written explanation or defence. Following which the EC may initiate a potential disciplinary actions.

4. Hearing:

If the Executive Committee deems it necessary, a hearing shall be convened. The member shall be given a reasonable opportunity to present their case in person or in writing. The Executive Committee may also call witnesses, gather additional evidence, and seek clarification as needed.

5. Decision:

After considering all submissions, the Executive Committee shall make a decision by majority

vote. The decision may include dismissal of the complaint, issuance of a warning, suspension of membership, expulsion, or any other action deemed appropriate.

6. **Right to Appeal:**

The member shall have the right to appeal the decision to the President/Secretary of IAOMP requesting the formation of a specially constituted Appeals Panel. The panel shall consist of three senior members of the Association, not involved in the original decision, ensuring impartiality. The President and Secretary will be ex-officio members of the Appeals Panel. The President and Secretary shall jointly decide the panellists. The appeal must be filed within thirty (30) days of the original decision. The panel must make its decision within a reasonable timeframe, ensuring fairness.

7. **Finality:**

The decision of the Appeals Panel shall be final and binding, ensuring that all decisions are made in accordance with the principles of natural justice and due process.

11.1. Resignation of Membership:

A member wishing to resign his/her membership may do so by tendering the resignation in writing to the Hon. Secretary.

The resignation shall take effect immediately and as such member ceases to be a member of the Association. No such member shall be entitled to ask for any refund of the membership fees either in whole or part thereof provided, however, the Executive Committee may if it so decides to write to the member concerned to reconsider the letter of resignation and if such a member is willing to do so he/she may be permitted to withdraw the letter of resignation within 6 months period of tendering the resignation. However, if the member owes any dues that are not settled he/she shall be considered a defaulter.

*** * * * Clause on Definition of Member in Good Standing**

A **Member in Good Standing** of the IAOMP shall mean a member who fulfills all of the following criteria, ensuring adherence to the legal framework outlined under the Constitution of India and the Tamil Nadu Societies Registration Act, 1975:

1. **Financial obligations**

The member has duly fulfilled all financial obligations to IAOMP, including the timely payment of membership fees, special levies, contributions, or any other financial commitments as prescribed by the Executive Committee or General Body, without any arrears beyond the stipulated due dates. This ensures the proper management of the associations

2. Misappropriation of funds

The IAOMP upholds the highest standards of financial integrity and ethical responsibility. Any act that constitutes misappropriation of funds, whether intentional or due to negligence, is considered a serious violation of the Association's trust and governance norms. Misappropriation of funds, whether intentional or due to gross negligence, is a serious violation of the Association's trust and financial integrity. Any member, office bearer, or individual associated with the Association found to be involved in such misconduct shall be subject to disciplinary action.

The following actions shall be considered as misappropriation of funds:

- a. Use of IAOMP funds for personal or unapproved purposes without due authorization.
- b. Falsification, tampering, or misrepresentation of financial documents, receipts, vouchers, or records.
- c. Delayed or non-deposit of funds received on behalf of the Association.
- d. Non-disclosure or non-cooperation in financial audits, reviews, or inquiries when required.
- e. Unauthorized diversion or transfer of allocated funds without prior written approval from the Executive Committee.
- f. Raising or utilizing funds in the name of IAOMP for activities not sanctioned by the Executive Committee or General Body.

Process and Disciplinary Measures:

- a. Any report or suspicion of such an act shall be taken up for preliminary examination by the Executive Committee, ensuring fairness and confidentiality.
- b. The concerned individual shall be given an opportunity to provide an explanation or clarification.
- c. If found in violation after due inquiry, corrective and disciplinary measures may be taken. These may include restitution of funds, advisory warnings, temporary suspension, removal from official responsibilities, or termination of membership depending on the nature and severity of the issue.
- d. In cases of serious misconduct or repeated violations, the matter may be referred for legal action to protect the interests and reputation of IAOMP.

IAOMP encourages all members and office bearers to conduct financial matters with transparency, diligence, and accountability, and to report any financial irregularities in good faith.

3. Compliance with Bylaws and Code of Conduct

The member has strictly complied with the Constitution, Bylaws, Code of Conduct, Rules, and Regulations of IAOMP, and has not been subjected to any disciplinary action resulting in suspension, expulsion, or any other form of penalization by the Association. This clause ensures that all members abide by the rules and regulations set forth in the constitution of the Association, in alignment with the laws governing societies in India.

4. Active Participation

The member has shown active and continued participation in the activities of IAOMP, including but not limited to attending meetings, contributing to committees, volunteering for academic and professional activities, and supporting initiatives that further the objectives of the Association. This promotes the members' engagement with the purpose of the association as prescribed in the registration documents under the Tamil Nadu Societies Registration Act.

5. No Suspension or Disqualification

The member is not currently suspended, expelled, disqualified, or barred from participating in the activities of IAOMP pursuant to any disciplinary proceedings or penalties imposed under the rules and regulations of the Association. The clause respects the legal rights of members by ensuring transparency in the suspension or disqualification process.

6. Support for the Objectives of IAOMP

The member actively promotes and upholds the mission, aims, and objectives of IAOMP, contributing constructively to its growth, maintaining the dignity of the profession, and engaging positively in activities that further the Association's interests. This ensures the member's contributions align with the associations objectives, which are registered with the relevant authorities.

7. Adherence to Ethical Values

The member fosters and maintains a respectful, cooperative, inclusive, and professional environment within IAOMP, demonstrating integrity, courtesy, and commitment to the core values of the Association. Ethical conduct is essential for maintaining the integrity and reputation of the Association, in accordance with its legal and constitutional obligations.

11.2. Letter of Good Standing :

Is a certificate of credibility. It indicates that the IAOMP member in question is regular and in good legal and financial standing, with no outstanding debts or legal issues. The Good Standing Certificate issued by the Hon. Secretary of IAOMP. Such a certificate will be given for the purpose of applying for any post for the election of IAOMP. This will be valid only till the purpose of issuing the certificate is met. Such a certificate shall be issued only on written request by the member stating the purpose for the same.

11.3 Re-Admission for Defaulters of Membership Fees:

Person who has ceased to be member under Rule 13A and B can be re- admitted on fresh application being made by them and on payment of any dues outstanding against them from the date when he/she has ceased to be a member. The Executive Committee shall have the power to waive a part or whole of any outstanding dues against such member.

Member whose name has been removed under Rule 13C may be re-admitted on expiry of two years or thereafter provided their application for re-enrolment is supported by Ten Life Members of the Association testifying to their good conduct during the intervening period. Student members who have not become Life members after completion of their term, are to be readmitted by paying necessary fees as per Rule 8.

12. Rights, Obligations and Privileges of Members :

- i. Every Member is entitled to enjoy and to avail the facilities provided by the Association
- ii. Every Member shall have the right to take part in the General Body Meeting and shall have one vote at such meetings
- iii. Every Member (Good standing) is entitled to contest for Membership in the Executive Committee
- iv. Every Member shall abide by the rules and regulations laid down in the byelaws, and also strive hard to promote the objects of the Association
- v. Every member shall maintain the spirit de corps, and have cordial relation with Members either personality or in profession
- vi. If any Member causes loss or damages to the properties of the Association in a manner otherwise in discharge of the duties, she /he is liable to make good the loss or damages caused by such Member.

13. Transaction of Business:

- i. The Executive Committee shall transact its business through the Members
- ii. The Executive Committee has the power to appoint staff for Executive Work of the Association, and to frame service rules for such staff
- iii. The Treasurer of the Association is authorized to have a sum not exceeding Rs 50,000/- (Rupees Fifty Thousand Only) for day to day transactions.

The funds of the Association will be deposited in any Nationalized Bank or banks as decided by the Executive Committee in accordance with Rule No. 24 of The Tamil Nadu Societies Registration Rules. The Register of Members, Minutes Book, all records and Account Books of the Association shall be kept at the registered office of the Association, and shall be available for Inspection by Members during the office hours of the Association free of costs.

The office bearers and other members of the Executive Committee are to come forward for voluntary work without any remuneration / honorarium.

14. Executive Committee:-

The Executive Committee (EC) consist of the following:-

- i. The President
- ii. The Immediate Past President
- iii. The President-Elect
- iv. Two Vice- Presidents
- v. Hon.Secretary
- vi. Hon. Joint Secretary
- vii. Hon.Treasurer
- viii. Hon.Editor
- ix. Webmaster
- x. Advisors
- xi. Twenty Executive Committee Members of which 1/3rd is reserved for women members.
- xii. Immediate Past Treasurer and Immediate Past Secretary as Ex-officio members

Note : (i) The number of EC members (ECM) shall be re-visited as and when required & will depend on life members present, as to be decided by EC and approval of AGM.

(ii) An Executive Committee member can be a member for a maximum of 3 consecutive terms. (Refer Annex. II b for application form for election)

14.1 Constitution of the Advisory Board of IAOMP: -

1. There should be odd number of advisors (e.g. of 3, 5, 7 etc.).
2. The tenure of the advisors should be a maximum tenure of two years.
3. The advisors should have been member of good standing of IAOMP. And should have been a member for a minimum period of 15 years.

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4. The advisor should be actively involved in the programs of IAOMP and participate in the conferences and conventions.
 5. The EC members of IAOMP should suggest the name of advisor and after discussion in the EC, the advisors name should be finalized.
 6. The names of the advisors should be informed in the AGM.
 7. If an advisor steps down from the posts due to valid reasons the EC can nominate a replacement for the same.

14.2 Casual Vacancies : Any vacancy occurring during the year amongst the EC members shall be filled by co-opting by the Executive Committee and such members shall hold office for the remaining period.

14.3 Functions and Powers of EC :

The Executive Committee shall direct and regulate the general affairs of the Association and have power:-

- a. To suggest changes in rules and bye-laws for the benefit of the Association.
- b. To appoint committees, sub-committees, working / standing committees, finance committees and other committees as deemed necessary.
- c. To represent to the government or other local/public bodies or any constituted authority any matter in which the interest of the Association or of the dental profession is involved.
- d. To consider and decide applications for membership, resignation of members and taking disciplinary action against any member.
- e. To review the list of new members and the same to be approved by the EC.
- f. To write off the whole or part of the arrears against any individual member or other out-standing dues for re-admission in the association if considered desirable.
- g. To delegate all or some of its powers to a working committee, if and when appointed, except the power of altering rules and byelaws.
- h. To borrow or raise money in such manner as the Executive Committee may think fit and collect subscriptions and donations for the purpose of the Association, with prior written permission from the Secretary / President of IAOMP.
- i. To invest any money not immediately required for any of the objectives of the association, in such manner as may from time to time be determined by the Executive Committee.
- j. In the interest of the Association and all its members it is preferred that members

do not approach the jurisdiction of the court of law. Any matter of dispute should be tried to solve amicably. In case of any dispute, it shall be referred to an Arbitration committee appointed by the Executive Committee. The Arbitration committee shall consist of three members who are Life Members of the Association. One member to be nominated by each of the parties in from any of the IAOMP Life members and also a third member acceptable to both contending parties. In case the parties cannot agree to the choice of the third member, the Executive Committee shall appoint third member. The award of the Arbitration shall be binding on the parties in dispute. To co-opt if required, the Imm. Past President, past Secretary, Past Hon. Treasurer, Past Editor or any member of good standing of IAOMP for a period of one administrative year as members in the Executive Committee, so as to facilitate the smooth functioning of the Executive Committee.

- k. To endorse, sponsor or partner in academic interests with like-minded association after due deliberation in EC.
- l. In any issues of any matter referred by executive committee to the advisors, the decision of the advisors will be taken into consideration by EC. If the advisors differ from the opinion among themselves then the matter may be decided by majority opinion (Vote) among the advisors.
- m. All the EC members should attend the National PG convention and National conference.

Note:

The decision of the Executive Committee in all matters shall be final, subject to ratification by General Body, if required.

14.4 Terms of Office of the Executive Committee :

- a. The term of office of the elected office bearers and Members of the Executive Committee shall be for a period of one year (Up to the next election in AGM). The term of office of the Secretary, Treasurer and Editor shall be for a period of two years (Up to the next election in AGM).
- b. Retiring Members unless they are disqualified in the running year, are eligible for re-election. The Executive Committee can elect any Member for any vacancy caused due to resignation, death or disqualification of Member. The resignation of any office bearer other than that of the President shall be sent to the Secretary.
- c. The responsibilities of the Executive Committee shall not cease till the resignation

is accepted. In the event of a vacancy arising in the office of President, it shall be filled up at the Extra ordinary General Body meeting within 2 months of the arising of such a vacancy.

- d. Any member of the Executive Committee who may be absent from three consecutive meetings of the Executive Committee without assigning a valid reason in writing shall be excluded from the Executive Committee. 75% of attendance is made mandatory for all the Executive Committee members failing which they shall not be eligible to contest in election for any post in the immediate next year only.

14.5. Preside and Processing of the Meetings :

- a. The Executive Committee shall meet once in three months. If any Committee Member fails to attend three consecutive meetings unless in the case of leave for personal reasons intimated to the President or Secretary, she/he may be terminated from the Executive Committee.
- b. The exact day, date, time and place of the Executive Committee Meeting shall be fixed by the Hon. Secretary in consultation with the President. The venue of the meeting shall be preferably at the place of secretary.
- c. Meeting Notice should be sent at least 15 days in advance to all the members mentioning the day, date, time and place of the meeting and the agenda of business to be transacted thereat. In emergencies, a shorter notice shall be allowed at the discretion of the Hon. Secretary in consultation with the President. But in no case it shall be less than seven (7) days (online or offline mode).
- d. Any emergency meeting of the Executive Committee can be called by the Hon. Secretary with consultation of the President without the formality of prior notice stipulated above (online or offline mode).
- e. A Special Meeting of the Executive Committee shall be called within two weeks on receipt of the requisition signed by at least 50% of the members of the Executive Committee stating the business for which it is required. At such a meeting only the business for which it is called shall be considered. If within 30 minutes of the appointed time there is no quorum, the meeting shall stand lapsed.
- f. If the President is not present within 30 minutes of the time fixed for the meeting, the Members may choose any one of the Members present to preside over the meeting. Every meeting shall be chaired by the President, if not, one elected Vice- President shall chair the meeting.
- g. If the quorum is not present within 30 minutes from the time of commencement of

the meeting, the meeting shall be adjourned for 20 minutes. The meeting shall be than called to order to conduct its business.

- h. Every proceeding of the meeting shall be recorded in the Book of Minutes, and shall be signed by the President and Secretary of the Association.
- i. During the First Executive Committee Meeting of the administrative year the Immediate Past Hon. President & Secretary, Treasurer and Editor must be invited to attend the meeting. This is to facilitate smooth transfer of and take over by the new Executive Committee of IAOMP.
- j. The proceedings of the meetings of the Executive Committee shall be recorded in the form of hand-written minutes. The same shall be verified by Secretary / President and computerized. The minutes of the meeting should be circulated (email) to all the EC members for suggestions and acceptance. The minutes of the meeting with action taken report shall be read and confirmed in the subsequent meeting. After confirmation, the minutes shall be permanently preserved. This register shall be kept in the office and shall be open to members of the Executive Committee and Life Members for inspection during working hours with prior written intimation for inspection and reference.

Note :

If the Executive committee members have to be co-opted by the new EC constituted then preference may be given to representation from each zone i.e. North, East, West, South & Central.

14.6. Mode of Election of the Office Bearers & Executive Committee:

I. General Rules :

- a. **Appointment of Election officer :** The Executive committee of IAOMP shall select a member of IAOMP as Election Officer, based on the following criteria : -
 - A member of good standing for more than 15 years
 - Should have attended minimum 5 previous conferences
 - Should be actively involved to fulfill the objectives of IAOMP.
 - Should have held a post in the EC of the IAOMP.
- b. The Hon. Secretary shall invite nominations from members of good standing of the Association for election of the Executive Committee. These nominations duly proposed and seconded by Life Members of good standing along with the attendance certificate and good standing member certificate, shall reach the Election Officer as appointed by the Executive Committee on or before the stipulated date & time. A member can propose only for one candidate and may second only for another candidate for each election.
- c. No fresh nominations shall be received at the Annual General Meeting. However, if the requisite number of applications has not been received for particular posts, the newly elected Office Bearers and Executive Committee in its first meeting shall co-opt for the same. No member shall stand for two offices simultaneously; otherwise his/her candidature shall become

null and void for the said election.

- d. A Committee of three members (scrutinizers) comprising of President, Hon. Secretary, Hon. Treasurer of the Association shall scrutinize the validity of nominations, proposer and seconder in the presence of Election Officer.
- e. The Office Bearers and members of the Executive Committee shall be elected at the AGM of the Association in the order mentioned in Rule 15-A.
- f. Should there be more than one candidate for any office, the voting shall be by secret ballot.

II. The procedure for voting shall be as one of the following methods as follows:

Method Number One:

- i. The process of voting should be conducted during the AGM and in case if the election is conducted outside the AGM hall before the inauguration of AGM a prior approval should be obtained in any previous EC meeting before AGM.
- ii. The ballot paper should be prepared with serial numbers (Sample *Annexure No. IIa&Ib*). *(VVPAT and electronic voting machine can be used in future for the same only after approval of EC and General Body)*.
- iii. The **AGM should start at the specified time.**
- iv. Once the business of AGM starts **all entry and exit doors should be closed.**
- v. The members registered for the conference and those members who are present in time for the AGM shall be eligible to cast the vote. Members should sign the attendance register while entering the AGM hall before the meeting starts.
- vi. The members should be called according to the attendance register for casting vote. 1-3 voting tables can be used for casting. Each table should be manned by any two members of the association approved by Election Officer and President.

Method Number Two :

- i. Casting of votes can be done before the AGM during a specified time and venue.
- ii. Election officer shall display and announce the list of eligible candidates according to the posts declared
- iii. The election notice given by Hon. Secretary, which should mention the scheduled time and venue of casting the votes by the eligible members.
- iv. Election officer should make provision for ballot boxes, stationary, facilities (tables & chairs) and infrastructure (Confidential, enclosed, well demarcated, properly ventilated room).
- v. The Election Officer and designated volunteers should facilitate the process of casting of votes.

14.7 The procedure for counting shall be as follows:-

Under the chairmanship of Election Officer, the committee for counting shall consist of:-

1. Election Officer*
2. IAOMP President, Secretary & Treasurer
3. Two senior IAOMP members registered for the conference
4. Two observers approved by Election Officer (who shall **not** take part in counting)
5. Nominee of any contesting member. After obtaining approval from the Election Officer (who shall **not** take part in counting).
6. Counting shall be manually done after verifying the number of voters as entered in the attendance register and the number of voting slips received.
7. After counting all the voter slips, the counting papers should be signed by the Election Officer and preserved properly for any further verification.
8. The results of the voting shall be announced only in the valedictory function of the conference by the Election Officer.
9. In case of a tie, the President shall give his / her casting vote.

14.8 Eligibility criteria for Nomination:-

i. President Elect

- a. Should be a member of good standing
- b. Should have participated minimum of five conferences / convention, and five AGM, with at least one in the previous two years.
- c. Should be an active member for the past 10 years and should have attended IAOMP conferences / conventions.
- d. Should have served in any one of the official posts of IAOMP for two years.

ii. Vice Presidents (Two Posts)

- a. Should be a member of good standing
- b. Should have participated minimum of five conferences / student convention, and five AGM, with at least one in the previous two years.
- c. Should have served in any one of the official posts of IAOMP for four years and with at least one of those years in the previous two years.
- d. Should have attended minimum 75% of the attendance in the meetings in the official post held.
- e. The current (Present) term attendance should not be considered.

iii. Secretary

- a. Should be a member of good standing.
- b. Should have participated minimum of five conferences / student convention, and three AGM, with at least one in the previous two years.
- c. Should have served in any one of the official posts of IAOMP for three years and with at least one of those years in the previous two years.

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- d. Should have attended minimum 75% of the attendance in the meetings in the official post held.
 - e. The current term (Present) term attendance should not be considered.

iv. Joint secretary

- a. Should be a member of good standing.
- b. Should have attended minimum of three conferences /student convention, and three AGM, with at least one in the previous two years.
- c. Should have served in any one of the official posts of IAOMP for three years and with at least one of those years in the previous two years.
- d. Should have attended minimum 75% of the attendance in the meetings in the official post held.
- e. The current (Present) term attendance should not be considered

v. Treasurer

- a. Should be a member of good standing
- b. Should have participated minimum of three conferences /student convention, and three AGM, with at least one in the previous two years.
- c. Should have served in any one of the official posts of IAOMP for three years and with at least one of those years in the previous two years.
- d. Should have attended minimum 75% of the attendance in the meetings in the official post held
- e. The current (Present) term attendance should not be considered

vi. Editor

- a. Should be a member of good standing
- b. Should have participated minimum of three conferences /student convention, and three AGM, with at least one in the previous two years.
- c. Should have served in any one of the official posts of IAOMP for two years and with at least one of those years in the previous two years.
- d. Should have attended minimum 75% of the attendance in the meetings in the official post held
- e. The current (Present) term attendance should not be considered

vii. Web master

- a. Should be a member of good standing
- b. Should have participated minimum of three conferences /student convention, and three AGM, with at least one in the previous two years.
- c. Should have served in any one of the official posts of IAOMP for two years and with at least one of those years in the previous two years.
- d. Should have attended minimum 75% of the attendance in the meetings in the official held
- e. The current (Present) term attendance should not be considered

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- f. Should have an experience of handling web related pages / IT knowledge/ previous exposure of web related activities.
 - g. In case of lack of nomination, the joint secretary or any EC member nominated by the EC may take up the post.

viii. E. C. members

- a. Should be a member of good standing
- b. Should have participated minimum of three conferences /student convention, and three AGM, with at least one in the previous two years.
- c. Should have attended a minimum of 75% of the meetings during their tenure in the official post (not applicable to first-time applicants)
- d. The current (Present) term attendance should not be considered

14.9. Duties of Office-Bearers:

1. The President :

- i. Shall be the Chairman of all meetings of the Executive Committee and the Working Committee, if any, when appointed. He/ She shall be an ex- officio member of all the committees.
- ii. Shall guide and control the activities of the Association.
- iii. Shall regulate the proceedings of the meetings and interpret the rules and regulations and decide doubtful points.
- iv. Shall in addition to his/her ordinary vote, have a casting vote in case of equality of votes. If he/she fails to his/her casting vote, the election shall be declared invalid.

2. The President-Elect: Shall be a member of the Executive Committee and shall assist the President in performance of his/her duties and shall succeed to the office of President at the AGM in the year following his/her election as President-Elect.

3. The Vice-Presidents (2 posts) : One who gets the highest number of votes shall be termed as First Vice-President and shall preside at all meetings in the absence of the President. When both the President and the First Vice-President are absent, the second Vice-President shall take the chair.

When all the above three are absent, the Executive Committee shall choose its Chairperson from amongst the Executive Committee Members present for that particular meeting.

When there are only two valid nominations, the Executive Committee shall decide who should be the first Vice – President and the second Vice-President.

4. The Hon. Secretary:

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- i. Shall be in charge of the Association.
 - ii. Shall conduct all correspondence.
 - iii. Shall have general supervision of accounts, pass all bills for payment and sign cheques (together with the Hon.Treasurer).
 - iv. Shall obtain from the Hon.Treasurer an annual statement of accounts duly audited by the Auditor, for presentation before the Executive Committee and Annual General Meeting.
 - v. Shall in consultation with Hon. Treasurer prepare a budget and present it for approval at the First Executive Committee Meeting after the Annual General Meeting.
 - vi. Shall organize, arrange and convene meetings. The discussion in the meetings should be recorded in writing and prepare the minutes of the meetings to be circulated to all EC members through emails and present the same with action taken in the next meeting. Hon. Secretary shall be also jointly responsible for conduct of conferences, lectures, workshops, slide seminars and demonstrations.
 - vii. Shall attend meetings of the Executive Committee and Working Committee, if one exists, and maintain proceedings thereof.
 - viii. Shall be ex-officio member as member secretary of all committees.
 - ix. Shall maintain a correct and up to date register of all members of the Association.
 - x. Shall maintain a property register, if any.

5. The Hon. Joint Secretary:

Shall help the Hon. Secretary in his/her work, in looking after office, in conducting correspondence, in preparation of agenda of meetings, in preparing budget, etc. The Hon. Joint Secretary shall act as Hon. Secretary in his/her absence.

6. The Hon. Treasurer:

- i. Shall receive all monitory transactions of the Association and deposit them in a bank approved by the Executive Committee. The account shall be operated jointly by any two of the following three members: i) Hon. Treasurer, ii) President, iii) Hon. Secretary. Amongst which the Treasurer shall be the signatory along with either President or Secretary. The funds of association or a part of them may, if approved, by the Executive Committee be deposited in the Post Office, Savings Bank, Fixed Deposit, etc.
- ii. Shall be responsible for the collection of subscription and issue receipts.
- iii. Shall dispose of the bills for payment as sanctioned by the Hon. Secretary.
- iv. Shall have the right to point out any error or discrepancy in the order of payment of the Hon. Secretary and refer the order back to him/her with his/her remarks. In the event of disagreement persisting between the Hon. Secretary and the Hon. Treasurer, the matter shall be referred to the President for final decision.
- v. Any discrepancy noted by the Treasurer or pointed by the Auditors regarding any financial transactions of the association or regarding the corpus funds (Fixed deposits should be brought to the notice of Hon. Secretary and President for the matter to be referred to the Finance Committee)
- vi. The Treasurer shall maintain the account of the Journal under a general subheading of “Journal Fund of Journal of IAOMP” and maintain the accounts up-to-date. All transactions of payment (a) towards publication of Clause by the authors ; (b) payment to publishers as per MoU ; (c) Postage and miscellaneous charges should be maintained by the treasurer.

This account will be operated by any two of the three : Hon. Treasurer ; Hon. Secretary & Hon. President, where the signature of Hon. Treasurer is a must.

(Note : A separate audited account of the journal should be presented by the Treasurer to the EC and in AGM.)

- vii. Shall be responsible for keeping up-to-date the accounts of the Association with all the account books posted up-to-date.
- viii. Shall get all the accounts audited by the Auditor of the Association as recommended by the EC and approved by the AGM.
- ix. Shall prepare an Annual Statement of accounts and a balance sheet showing the financial position of the Association; get it audited by the registered Auditor appointed at the AGM through the Hon. Secretary.
- x. Shall convey every transaction to Hon. Secretary and President through e mail or what's app.

7. The Editor:

- i. Shall supervise the official publication of the Association with the assistance of the Editorial Committee. The President and Hon. Secretary shall be ex-officio members of this committee and render the necessary help for its smooth functioning.
- ii. Shall publish the journal of the Association, as decided by the Executive Committee (as per decision of EC and AGM Nov. 2023). The journal shall be printed in e-format along with a maximum of 50 printed copies (as per MoU with publisher). These 50 copies should be maintained by the Hon. Secretary and distributed as per EC decision.
- iii. The Editor shall submit the following details of each volume:- (a) number of Clauses received (state-wise / country-wise ; under different categories) ; (b) number of Clauses forwarded to the publishers ; (c) number of Clauses rejected (rejection rate); (d) number of Clauses published in each volume during EC meetings.

(Note : Editor shall present the above details to the EC and in the annual report in AGM)

- iv. The Editor / Co-editors should share the mode of financial transaction details with authors and instruct the authors accordingly. (IAOMP bank account details for online transaction.)
- v. All financial transactions of the journal shall be managed by the Treasurer under a separate heading of “Journal Fund-Journal of IAOMP”. 10% of total expenditure for printing of journal as funds from the Association will be taken from the contribution received as Membership Subscriptions every year towards “Journal Fund if necessary.”
- vi. Should there be any ethical issue with publication; a committee may be formed in consultation with Hon. President & Hon. Secretary. The decision of the committee thus formed shall be final and binding upon all. The outcomes of such meeting should be communicated to the concerned authors and to all the members of EC by the Hon. Secretary.

8. Duties of the Executive Committee Members : -

Responsibilities of Executive committee members include the supervision of the implementation of board policies, adherence to guidelines, quality management, human resources practices, and regulatory compliance.

9. Duties of the Advisors :-

Advisors : They play an active role throughout the lifecycle of the association, providing expertise as and when needed. They also review and validate technical material or information and assist with establishing guideline & standard processes for smooth conduct of the association and for the welfare of the members.

- **Mentoring:** Help the members to grow in leadership, responsibility, and self- awareness.
- **Planning:** Help plan programs and events, and assist with risk management.
- **Supporting:** Encourage and support all organizational functions, and help to provide resources and support for events.
- **Advising:** Advisors should provide advice, suggestions and consultation to the members.
- **Monitoring:** Advisors can monitor the organization's activities, functioning and ensure compliance with regulations and the bye-laws.
- **Communicating:** They should communicate important information to the association and to the executive committee (EC).
- **Training:** Advisors can assist in training new members and office bearers.
- **Record keeping:** They should help the organization to keep records, including meeting minutes, budget records, and files.
- **Goal setting:** Help the organization to set realistic goals and objectives.
- **Financial:** Advisors should supervise the organization's financial procedures and review financial accounts.
- **Mediating:** Advisors should mediate disputes between groups and resolve with amicable outcomes.
- **Providing feedback:** Advisors should provide constructive criticism and praise for accomplishments.

10. Advisors of IAOMP should know the following :-

- **Supporting the organization :-**

Advisors should be knowledgeable about the IAOMP's mission, goals, and activities. They should also be familiar with the bye-laws of IAOMP. They can also help members understand the bye-laws and guidelines. They should also be available to help the association with its events and spaces, and to consult on financial matters.

- **Encouraging participation:-**

Advisors can encourage all members to participate and take on tasks. They can also suggest recruiting of new members. They can help the group keep records and evaluations, and develop procedures for sharing that information with new office members.

- **Being accessible and have Awareness of procedures :**

Advisors should be approachable and accessible to the organization and attend meetings and events as often as possible. They should know their responsibilities and be receptive to calls for assistance. Advisors should be aware of any procedures and regulations that affect the association, and help the members to adhere to them.

- **Mediating disputes :**

Advisors can mediate disputes between members as and when necessary in an amicable manner.

14.10. Special Privileges of the following : President, Secretary and Treasurer :-

- a. For attending any special meeting for full-filing the responsibilities towards : (i) Income tax related work (ii) Discussions with auditors (iii) Bank related work (iv) Visit to any place in India for official matters related to IAOMP (meeting with government officials, Registration work of association) traveling expenses (minimal airfare / second class AC fare / bus fare), basic accommodation and Dearness Allowance (DA) for the President / Secretary / Treasurer should be borne by the office of IAOMP. This shall be discussed and approved by EC (during the conduct of meetings or through circulation – emails).
- b. Travel for National Conference and Convention should be borne by the association (IAOMP).

14.11. International Co-Ordinator (IC):

An international coordinator will be one who can effectively handle the international relations of the Association head office, manage the necessary international academic activities and try to build / strengthen the bonds with the various international stake holders. IC must ensure to work towards expanding the association activities into the various global academic institutes like universities, specialty associations, research organizations etc, and plan collaborative international study and research program.

1. Eligibility of IC:-

- a. Any person registered in Part A of the Indian Dentists Register and possessing post graduate qualification in Oral Pathology & Microbiology.

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- b. Should be a good standing life member of the association, after duly paying the membership subscription as in Clause 8 (d).
 - c. Should have contested for the office posts under various categories, in at least any 3 office terms, previously.
 - d. The said Life member should have been actively involving/ participating/contributing to the academic development of the association.
 - e. The said Life member of IAOMP should and work towards building strong International academic relations, at the time of nomination and during his / her tenure as an International Coordinator.
 - f. The said nominee should be able to show proof of his / her international academic contacts in various forums, if and when required, in front of the selecting body / Head office bearers / AGM.
 - g. Should be RESIDENT OF INDIA

2. Selection: -

- a. Based on the eligibility criteria, the Head office and the Executive Committee members shall suggest the names of the eligible members.
- b. The competency of the eligible member will be analyzed by the Head office and after due approval in the AGM, the said member will be finalized for the post.

3. Tenure & Termination: -

- a. The working tenure of the said post shall not be more than two years (One Term) or till the next selection, which will be under the sole discretion of the Head office, with due permission from the AGM.
- b. The selection of a member for the said post, in the consecutive term, shall again be followed as per the eligibility criteria mentioned above.
- c. However, if such a selected member is not able to satisfy the norms / eligibility criteria afore mentioned, the Head office and the Executive Committee, can exercise their duties and discontinue the tenure of such member, with due notifications to the AGM, later on.

4. Duties of IC :-

During the tenure of the said post, the selected person should be able to positively work towards improving the international tie-ups of the association in the way of develop research projects / conduct seminars, discussion, guest lecturers, panel discussion, conferences, scientific meets etc. Documentation of such work should be submitted to the Hon. Secretary of IAOMP to be presented in the AGM.

14.12 Funds of the Association:

1. Finance Committee: The association shall have a Finance Committee comprised of seven members. The committee shall be responsible for handling the corpus funds / fixed deposits of the association. The Hon. Secretary of IAOMP shall conduct Finance Committee meeting twice in a year and or whenever it is necessary, especially when handling the corpus funds. The period of Finance Committee will be for two years and if required, any committee member may be changed or retained in an EC meeting. The Finance Committee members should be invited for EC meeting as and when required and the Finance Committee members should be considered as an official post of the association. The Finance Committee includes a Chairman, two IAOMP members, immediate past Treasurer, present President, Secretary & Treasurer of IAOMP.

2. Income of the Association :

- a. The funds or the income of the Association shall be derived from the following sources:-
 - i. Entrance and Subscription fee of members.
 - ii. Special contribution or donations raised by the Association.
 - iii. Bequests received by legacies from Institutions and persons who desire to benefit the Association
 - iv. Contribution received on account of organizing the Conference, convention or any other scientific programme under the aegis of Indian Association of Oral & Maxillofacial Pathologists.
 - v. Such other sources that may be authorized by the Executive Committee.
 - vi. Any donation or funds given to IAOMP for institution of Awards and Oration during scientific meets.
- b. There shall be a reserve fund of the Association The money from Reserve Fund shall only be drawn in case of emergency or for a special purpose by a special resolution of a meeting of the Executive Committee in which 3/4th of the members present vote in favour of the resolution for withdrawal from reserve fund.
- c. **Corpus Fund :** Surplus amount of the reserved fund can be added to corpus fund after bearing the expenses (16.2 b) of the association. (**Note :** **Corpus fund** denotes a permanent **fund** kept for the basic expenditures needed for the administration and survival of the organization. The **corpus fund** is generally not allowed to be utilized for the attainment of the **purposes**, but the interest / dividend accrued on such **fund** can be utilized or accumulated).

3 Expenditure of Association Funds :-

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- a. The EC shall, out of the funds of the Association defray all ordinary expense. It shall pay rents, salaries, wages and such other charges as may be necessary for carrying on the work of the Association. It shall be empowered to spend money on scientific programs like conferences, conventions etc, prizes, scholarships etc and such other purposes as it may consider advisable in furtherance of the objectives of the Association, after approval from EC.
 - b. Financial support
 - i. Non-refundable advance money towards organizing National conference / convention.
 - ii. Increase the funds towards association journal as and when needed.
 - iii. Financial Contribution of association for academic advancement activities
 - a. Sponsor airfare (Actual – economy class) for one foreign (any origin) speaker for National Conference and Convention.
 - b. Financial assistance of Rs 10,000/- for conduct of Regional Academic Program (Slide seminars, Faculty Development Program etc) and Rs.5000 and actual courier charges for Torch activity under the aegis of IAOMP with prior written permission and approval of EC. Such assistance will be provided for a maximum of 8 CDE and 6 IAOMP Torch programmes in a year. The bills / receipts of expenditure of these activities should be submitted to the Hon. Secretary to receive the funds allotted.
 - c. Conduct of PG student Exchange programme at National level. Sponsor two 3rd AC train tickets (or equivalent by any mode of travel) for onward and return journey and dearness amount to the maximum of Rs 750/- per day for a maximum of 5 days. This will be granted only after prior written permission from the Hon. Secretary as per the guidelines (Annexure - XVII)
 - d. The annual interest of the Fixed deposits of IAOMP shall be utilized for scientific activities like Research Grants for postgraduate students only for Thrust Area of Research identified by the EC of the IAOMP. The Thrust Area of Research should be a long-term project to which the PG students should contribute through such funded research.
 - e. To increase the prize money given for Best Paper Awards to be increased by 25% depending on the interest generated from the fixed deposits.
 - f. Concession of minimum 25% in registration fees of National Conference / Convention including accommodation for inhouse conferences to be given to IAOMP members (minimum 65 years & above). The organizing committee of

15. Preparations and Filling of Returns, Statements etc.

15.1. Under Sub-Section 16(3)(b), Sub-Section 17(2), Section 26, Section 27 and other provisions of the Tamil Nadu Registration Rules and Regulations, notices have to be intimated to the Registrar, and these should be filled before the Registrar.

The Association has to convene the General Body Meeting in a financial year

During this meeting, the Association's previous financial year accounts (Assets and Liabilities) under Sub-Section 16 (1), and the Societies yearly income and expenditure should be presented to the General Body.

15.2. The above audited accounts should be placed before the General body to get approval.

The Association has to give a declaration that according to Section 16(3) (b) (iii), the previous year's functions of the Association were effectively done.

15.3. During the previous financial year, if there is any change in the Executive Committee, the change under Sub-section 17(ii) should be filed with the Registrar within 3 months in Form No. VII, along with a special resolution passed in the AGM.

It is the duty of the General Secretary to keep ready for inspection by the Registrar or any enquiry officer appointed by him, the records, books and files of the Association according to Section 35.

15.4. According to Section 34(1), after the inspection of the books by the Registrar, if he requires by order under Section 34-A) 2, it is the duty of the Association or Committee Member or Members of the Association to give information or explanation to the Registrar.

15.5. According to Section 36(7), it is the duty of the Member or Members of the Association to submit the necessary books, records, accounts and other documents required by the Registrar or enquiry officer.

16. Audit of Accounts :-

- a. **Business or Accounting year of the Association** : The business year of the Association shall be from the 1st of April to the 31st of March.
- b. **Accounts and Audit** : At the expiration of each financial year, the Association shall prepare a receipt and expenditure account and a balance-sheet, and shall cause them to be audited by an auditor or by two or more Members of the registered Association (not being the Members of the committee), appointed by the registered Association and possessing the prescribed qualifications
- c. **Accounts and Books** : The following account books and files shall be **maintained** and the same shall be kept only in the registered office of the Association.
 - i. Cash book showing daily receipt and expenditure, and the balance at the end of

each day

- ii. Receipt book, containing forms in duplicate, one of each set to be issued with details for money receipts by the Association and the other to serve as counterfoil
- iii. Vouchers file, containing all vouchers for contingent and other expenditures incurred by the Association, numbered serially in Red Ink and filed chronologically
- iv. Ledger showing consolidated and separate accounts of all items of receipts and expenditure, Member wise as well as item wise
- v. Monthly register of receipts and disbursements

16.1. Auditors

a. Appointment of Auditor:-

The Treasurer shall suggest names of more than two Chartered Accountant agencies to be appointed as Honorary Auditor. The final selection and appointed shall be finalized at the AGM of the Association every year for auditing the accounts of the Association. He/she shall be a Registered Chartered Accountant.

b. Duties of Auditors:-

- i) Shall audit accounts at the end of the calendar year and certify to their correctness.
- ii) Shall give suggestions for the proper keeping of accounts as required.
- iii) Shall look into the income tax matters and to help in filing the Income Tax returns.
- iv) Shall be responsible to answer any queries / objections / notice received by Income Tax office.

c. Reports of the Sub – Committee / Working Committee

Any sub-committee / working committee constituted by the EC shall submit their report in writing to the EC. Only after approval from EC, the Hon. Secretary shall submit the same for ratification at the AGM.

17. Supply of copies of byelaws, receipts and expenditure account and the balance sheets:- The copies of receipts and expenditure and balance sheets shall be supplied to the Members free of costs before the General Body meeting every year. Copies of byelaws shall be supplied to the Members on a payment of Rs 500/- per copy on their request.

18. Mode of Custody, Application and Investment of the Funds of the Society (Association):-

- a. No part of the funds of a registered Association shall be divided by way of bonus or dividend or otherwise among its members.
- b. No payment shall be made out of the funds of a registered Association to the President or

any other officer of the Association by way of honorarium for any service rendered by them to the Association.

The staff may be paid bonus as decided by the Executive Committee from the funds of the Association.

- c. **Investment of funds** : A registered Association may, to such extent and under such conditions as may be permitted by its bye-laws, from time to time, invest or deposit any portion of its funds not immediately required :
- i. Upon immovable properties
 - ii. In securities of the Government or in national Savings Certificates or other securities of the Government of India or
 - iii. In the post office saving Bank account or
 - iv. In a special account opened by the registered association for the purpose in a :
 - a. Corresponding new bank as defined in the Banking Companies (Acquisition and Transfer of Undertakings) Act. 1970(Central Act 5 of 1970) ;
 - b. Association registered or deemed to be registered under the Tamil Nadu Co-operative Societies Act, 1961), the primary object or principal business of which is the transaction of banking business or
- d. In such other mode of investment as may be prescribed and approved in the AGM.

19. Day to day financial business of the Association : -

The Treasurer shall have an imprest amount (*An **imprest** is a cash account that a business relies on to pay for routine, small expenses. Cashiers regularly replenish funds in the imprest, while ensuring a fixed balance is maintained. The term "imprest" can also mean a monetary advance that is given to a person for a specific purpose*) of maximum Rs 50,000/- (Rupees Fifty Thousand only) once in three months for day to day transactions. The details of such expenditure / transactions with bills and receipts and bank details should be maintained by the treasurer. Such transactions should be done with knowledge of Secretary and President.

Any amount exceeding the above shall be used only with permission of the EC.

20. Inspection of Records and Accounts Books etc :

The register of the Members, the minute books and the books of accounts including receipts books and voucher files shall be kept and maintained only at the registered office of the Association, and shall be available for inspection during business hours by the members of the Association free of cost without any application.

21. Preside and Processing of the Meetings

21a. The Executive Committee meeting : shall meet once in three months (online / offline). Seven days notice shall be given for convening the EC meeting. If any committee members failed to attend three consecutive meetings, unless in the case of leave for personal reasons intimated to the President or Secretary, he / she may be terminated from the Executive Committee.

21b. Emergency Meeting : Any emergency meeting of the EC can be called by the Secretary with the consent of the President, without the formality of prior notice stipulated above.

21c. The Association shall hold a General meeting of its members called the ‘ **Annual General Meeting**’ to be conducted annually, or as may be determined by the Executive Committee. The notice shall be of minimum 21 days.

21d. Any General Meetings other than AGM shall be called **Extra-Ordinary General Meeting**.

Every meeting shall be chaired by the President, if he / she is not present, one of the Vice-Presidents or the members present may decide to choose among the senior members to chair the meeting. Every proceedings of the meeting shall be recorded in the book of minutes and shall be signed by the Chairman of the Meeting at which the proceedings were held.

22. Annual General Meeting (AGM) :-

22.1. The AGM shall be held within one year from the date of closing of business for the year of the Association for the purpose of (Agenda) :

- a. Consideration of the Annual Report of the working of the Association
- b. Consideration and approval of the Reports of the Annual Accounts of the preceding year of the Association
- c. Consideration of the budget for the current year by the Executive Committee.
- d. Appointment of the Auditor(s) to audit the accounts of the ensuing year and to fix remuneration.
- e. Consideration of any motion, notice of which has been given in writing by a Member at least 7 days in advance from the date of the meeting to the Secretary.
- f. Such other business as may be brought forward with the permission of the President, which would be granted after obtaining the approval of the majority of the members attending the meeting who are entitled to vote.
- g. Election of the Members of the Committee, if the same is due to be conducted.

The AGM shall be held not later than 31st December each year and notice thereof shall be given at least two weeks before the date fixed for the meeting, together with a copy of the Annual Report, Audited Statement of accounts and Balance Sheet of the Association.

Agenda

N.B. Questions arising out of the Annual Report of the Association should be submitted in writing to the Hon. Secretary at least Seven clear days prior to the Annual General Meeting. Such procedure is meant to facilitate the work of the meeting.

22.1 a. General Rules About the Annual General Meeting :-

- a. Except with the permission of the President, no resolution shall be placed before the AGM of the Association that has not been previously considered by the Executive Committee.
- b. Notice of resolution to be moved at the AGM shall reach the Hon. Secretary 30 days prior to the AGM.
- c. The Hon. Secretary shall not reveal any business or motions and the name of the person who has forwarded the motion which he/ she have received. The same shall be notified 21 days before the date of the notice of the Annual General Meeting. The preliminary agenda papers shall be maintained as 'Confidential'.
- d. A member who wishes to make motion to change any item included in the agenda, shall give notice in writing to the Hon. Secretary not less than 7 clear days before the date fixed for the meeting.
- e. Members however, have the right to propose amendments to any motion when it is before the house.
- f. 40% of the Life Members present during the meeting shall form a quorum.
- g. No quorum shall be necessary for the transaction of any business at an adjourned meeting. Procedure of the Meeting:
- h. The President of a meeting may adjourn a meeting and shall do so if more than half the members present are for adjournment. At the adjourned meeting only the unfinished business of the meeting shall be transacted.
- i. Questions submitted for discussion in a meeting shall be decided by a majority of votes, other than the matters which requires constitution amendment. Voting shall be done by show of hands. Voting may be done by ballot if Chairman so decides or at least 1/3rd of the members present demand it.
- j. The Chairman shall, in case of equality of votes, shall cast his/her vote.

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- k. No business shall be transacted at an Extra-Ordinary General Meeting other than for which the meeting is called.
 - l. No amendment of the constitution shall be considered unless the EoGM is called for Constitutional Amendments.
 - m. The proceedings of any meeting shall not be considered invalid if for reasons of there being any vacancy or accidental omission to give notice of such a meeting to any member.
 - n. A notice may be served on any member either personally, by post or through email by the Hon. Secretary of the Association.
 - o. No member shall be entitled to be present or to vote at any General Meeting either personally or by ballot or be reckoned in quorum unless the Annual Subscription and other money payable by him or her have been paid by 31st March (Refer Rule 15, Notes: (1)).

22.2. Extra ordinary General body meeting:

The Executive committee may call for an extra ordinary General Body meeting at any time, and also convene such meeting within one month from the date of receipt of requisition from not less than one third of the Members on the roll addressed to the Secretary stating the subject for which such meeting to be convened.

- a. The Executive Committee shall have the power to call Extra Ordinary General Meeting of the Association for any amendments to the Constitution or whenever deemed it necessary and any matter on the requisition from 1/3rd of the life members by stating the subject to the secretary with minimum of one month notice.
- b. The Extra-ordinary General Meeting of the Association can be called by the EC for any other request made by more than 20% of the members of good standing.
- c. The matter for consideration for such an EOGM shall be submitted in writing and signed by the requisite. This should be submitted to the Hon. Secretary at Head Office of the Association.
- d. The EOGM called for any other matter, other than amendments of the constitution, shall be called during the conduct of National PG Convention and / or the National Conference of IAOMP. The notification of such an EOGM shall be send separately to all the members.
- e. 20% of the members with voting right shall form a quorum for EOGM.
- f. At the requisition meeting only the business on the agenda shall be discussed.

22.3 : Notice Regarding General Body Meeting :-

For all General Body meetings, a notice stating the venue, date time and agenda of such meetings shall be communicated to all Members 21 days in advance. These 21 days will exclude the date of postage and date of meeting. The notice shall be served in any one the following manner : -

- a. Through IAOMP website (<https://iaomp.in>) or by
- b. Through E-mail apart from the above.

22.4. Quorum and Adjournment: The quorum for all General Body meetings shall be 40% of the total Members. In the event such quorum is not present at the appointed hour, the meeting shall stand adjourned for the next meeting at the same place after 20 minutes and during such adjourned meeting, the Members present shall constitute a quorum.

22.5. Decisions at the General Body Meeting: All questions before any meeting shall be decided by majority of votes except the one which is to be passed by a special resolution. In case of equality of votes, the President of the meeting shall have his casting vote (except for Special Resolution).

In case confusion arises in counting the votes by showing hands, the same will be decided by making arrangements for sitting of the persons favouring the motion on one side, and the persons opposing on the other side.

23. Special Resolution :

Definition : Special Resolution means a resolution passed by a majority of not less than three fourths of such Members of a registered Association entitled to vote as are present in person at a General Meeting of which a notice of not less than 21 days, specifying the intention to propose the resolution as a special resolution, has been duly given.

Provide that, if all the Members entitled to vote ay any such meting so agree, a resolution may be passed as a special resolution at a meeting of which a notice less than 21 days under this rule has been given

Requirements of special resolutions for the following:

- a. To carry on the administration of the Association more economically or more efficiently or
- b. To attain its main purpose by new or improved means or
- c. To amend the byelaws
- d. To change the name of Association

e. To dissolve the Association

24. Rules for Amendments:

Any amendment in the Memorandum of Association and Bye-laws shall be carried out as per the provisions and procedures laid under the provisions of Tamil Nadu Societies Registration Act, 27 of 1975. This Constitution may be amended by a 2/3rd majority votes of Life Members present and entitled to vote at an EoGM and shall come into force immediately unless otherwise specified.

25. Dissolution

As this Association is a non-profit Association organized under the State Laws, the Association may pass a special resolution to determine that it shall be dissolved, and there upon the Association shall be dissolved forthwith. If upon the dissolution, there shall remain after the satisfaction, any property whatsoever, the same shall not be paid or distributed to the Members but shall be given to some other Registered Association, having the same or similar objects to be determined by the Association. After clearing all the liabilities of this Association, the remaining funds shall be given to 'Prime Ministers Relief Funds of India', after formal approval of EC before dissolution of the Association. The Association shall stand dissolved as per procedures laid in Section (41) & (42) of the Tamil Nadu Societies Registration Act, 27 of 1975.

26. Conflict of Interest :

Whenever a director or officer has a financial or personal interest in any matter coming before the board of directors, the affected person shall (a) fully disclose the nature of interest and (b) withdrawn from discussion, lobbying, and voting on the matter. Any transaction or vote involving potential conflict of interest shall be approved only when a majority of disinterested directors determine that it is in the best interest of the corporation to do so. The minutes of the meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval.

Arbitration committee includes a Chairman, five members, President, Secretary, and Treasurer of the association

27. Visitors:

Any person may be invited by the members as their guests at any meeting of the Association with the permission of the President. Such a visitor may be invited by the President to take part in the discussion. Prominent members of the profession and the lay public may be invited with the sanction of the Executive Committee to address the Association on the subjects within the preview of the aims and objects to the Association. Under urgent circumstances

the President's sanction for invitation will suffice.

28. Scientific Presentations (Academic Activities):

All papers read and posters presented at the conferences of the Association shall be the property of the Association and the same cannot be published without the sanction of the Executive Committee except in any publications of the Association or the Journal of the Indian Association of Oral & Maxillofacial Pathologists.

28.1. National Annual Conferences of IAOMP :

28.1 a. General Rules:

- a. Annual Conference may be organized between October to December every year under the auspices of IAOMP.
- b. The EC shall have the privilege of receiving invitations along with the prescribed proforma duly filled from various places of the country for holding the National Conference. From the invitations received, the Executive Committee shall select 1 application and the conference venue. Such invitations should reach the Hon. Secretary of IAOMP by 1st February, preferably two years before the conference is to be held. (*Annexure No. III*)
- c. However, if no one invites the conference, the Head Office shall do the needful to organize the conference or may request for fresh invitations.
- d. All members of the Association of good standing shall be entitled to participate in the Conferences / Conventions.
- e. The Institute or members bidding for the conference should submit to the Secretary IAOMP, a self-appraisal report along with a Power Point presentation of venue, logistics and estimated expenditure under different heads, proposed registration charges and approval letter from competent authorities of their Institute to conduct the conference.
- f. No member / organization can advertise the conduct of annual conference and PG convention without prior written permission from the Hon. Secretary of IAOMP after the EC approves the registration charges and other expenses to be levied to the members.

28.1 b Formation of Conference Committee:

a. President:

The President of the Association for the administrative year shall be the President of the Conference. Arrangements for his/her accommodation and hospitality shall be made by the organizing Conference Committee with due respect, dignity and honor.

b. Conference Secretary:

1. Shall be nominated every year by the Executive Committee.
2. Shall be from the same place / or nearby place where the conference has to be organized and or as per the recommendation of the Executive Committee.
3. Shall be Life member of good standing of IAOMP.
4. Shall look after the smooth functioning of the Conference activities.
5. Shall keep the Hon. Secretary of IAOMP informed about the preparations regarding the conduct of Conference.
6. Shall visit the Conference venue at least twice or as required.
7. Shall be entitled to reimbursement of expenses incurred for the visit by the organizing committee of the conference.
8. Shall be entitled to travel 2nd AC in train or equivalent. Hospitality to be taken care by the organizing conference Committee during visits to Conference Venue.
9. The expenses incurred as in 6, 7 & 8 above by the Conference Secretary shall be borne by the organizing conference committee. If the organizing committee does not make any profit, the said expenses shall be borne by the IAOMP.

c. Other members of the organizing committee for the National Conference

1. The organizing committee of the conference shall consist of: Chairperson, Organizing Secretary, Treasurer and committees for scientific programme, Registration, Reception, Transport and Accommodation, Catering, mementos and awards. Any other committee may be formed as per the need of the organizing team.
2. Organizing Chairman / Organizing Secretary / Treasurer / Scientific committee/Reception committee, chairperson should be Life Members of IAOMP.
3. Other committees of conference may consist of faculty of any other department of the associated institute / institutes.

Notes:

1. Delegate fees including Hospitality and / or accommodation and other charges shall be fixed by the Organizing Committee of the conference **after approval from the EC**. This conference / convention registration fees shall **not be made public until approved** by the EC and ratified by the AGM of IAOMP.
2. The conference committee shall prepare certificates for i) Participation, ii) Presentation, iii) Guest Speakers, iv) Chairpersons for Scientific

Presentations, v) Awards.

3. The certificates should carry signature of the President of IAOMP, Hon. Secretary, Organizing Chairperson and Scientific Committee Chairperson.
4. The certificates should mandatorily include the association logo & the name of the association. It should mention the serial order number of conduct of conference. Ex. 'XX National Conference of IAOMP' followed by the year of conduct.
5. If for any reason, the Conference does not occur in any particular year, the AGM will be conducted during National PG Convention (For conduct of AGM a minimum of quorum of 40% of all registered members is needed). If for any reason the National PG Convention is not held in the same year, the matter of AGM shall be differed to the next National Conference.
6. An Oral Pathology conference for undergraduate students and interns at nominal registration can be conducted either as an independent programme of one day, a day prior to the National PG convention. This should consist only of scientific paper / poster presentations. (To generate interest in UG students about the specialty of Oral Pathology).
7. Postgraduate graduate students of oral pathology of neighboring countries like Nepal, Bangladesh and Srilanka etc. may be invited to register for National Conference / Convention with some concession in registration fees.

28.1 c. Protocol for conduct of Annual National Conference of Indian Association of Oral & Maxillofacial Pathologists:

Preamble : *Every Professional organization arranges seminars, symposia and conferences for its members. Organizing them needs lot of organizational capabilities, co- ordination with the Head Office for smooth execution.*

The annual conference has three major parts - 1)Pre-conference, 2) Conference proper and 3) Post-Conference.

Guidelines to conduct National Conference :

A) The Annual Conference :

- a. This shall be organized under the title, "National Conferences of Indian Association of Oral & Maxillo-Facial Pathologists".
- b. The President, Hon. Secretary & Hon. Treasurer of IAOMP will always be ex- officio members of the Conference Committee.
- c. Host IAOMP members from an area must extend written invitation to the EC / General

Body and take sanction to organize.

- d. Date, Venue, Registration fees etc. for the Conference require formal sanction of the Executive Committee.
- e. Minimum 3 months advance intimation should be made, for members to register and attend the Conference.
- f. Organizing Secretary of the conference should procure the Presidential Address and Hon.Secretary's report / notes / other matters along with their photographs to publish in the souvenir.
- g. It is suggested to organize some local health educational program for local public before or following the conference, if possible. However this program should not clash with the main conference.
- h. The conference shall be preceded by a one day of pre-conference course.

B) Organizing Committee

Preferably Oral Pathologists of the local place organizing the conference shall form the organizing committee of the conference. Institution hosting a conference can include faculty members of other specialty in the organizing committee for posts other than organizing chairperson, secretary, treasurer and scientific committee.

- a) Membership of the Organizing committee shall be open to the following:
 - i) To all the members of the IAOMP.
 - ii) To Associate Members of IAOMP.
- b) Organizing Committee shall nominate amongst themselves one Chairman, one Organizing Secretary and one Hon. Treasurer and for other sub-committees conveners should be nominated. Chairman of the Organizing Committee shall be the ex- officio member of all the sub-committees.

C) Delegates

- a) All categories of members of IAOMP can attend the conference as delegates.
- b) Delegate fee, Hospitality & other charges shall be fixed by the Organizing Committee of the hosting place with prior approval by the EC of IAOMP.

D) Privileges of the President, Hon. Secretary, Conference Secretary :-

- i. The President of IAOMP for the year shall be the President of the Conference. He / She and spouse shall not be charged registration fees for the conference. They shall be

provided with free accommodation, hospitality & local conveyance with respect, dignity & honor by the organizing committee of the conference.

ii. Hon. Secretary of IAOMP and his/ her spouse shall not pay registration fees for the conference. They shall be provided with free accommodation, hospitality & local conveyance with respect, dignity & honor by the organizing committee of the conference.

iii. Executive Committee of IAOMP shall nominate the Conference Secretary who will be a liaison officer between EC of IAOMP & the Organizing Committee of the Conference. Conference Secretary should be a Life member of IAOMP.

Privileges of Conference Secretary

a. The traveling, accommodation and local hospitality for the conference secretary visit shall be borne by the organizing committee of the conference.

b. For the conference secretary, registration, traveling and accommodation shall be borne by the organizing committee of the conference.

Duties of the Conference Secretary:

i) Shall look after the smooth functioning of the conference.

ii) Shall keep the Hon. Secretary of IAOMP informed about the developments of the conference.

iii) Shall visit the conference venue at least twice or as and when required.

28.1 d. Accounts of the Conference:

i. The organizing Committee of the Conference shall maintain a separate account of the conference and submit the financial year wise audited statement of the account within three months of conduct of conference, to the Hon. Secretary of IAOMP who will present it to the Executive Committee for adoption.

ii. All the accounts of Conference shall be through Bank transactions and operated by any two signatories out of the three : the Treasurer should sign along with either the Org. Chairman or the Org. Secretary of the conference.

iii. The IAOMP PAN Card may be used for opening the bank account by the organizing committee of the conference.

28.1 e Guidelines for inaugural ceremony of the Conference:

a. Sitting Arrangements on the Dais: (as per position from the centre)

7	5	3	1	2	4	6
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1- Chief Guest ; 2 - President IAOMP ; 3 - Chairman Organizing Committee ; 4 – Conference Secretary ; 5 - President Elect ; 6 – Organizing Secretary ; 7 - Hon.

Secretary IAOMP.

Note : i) President should be one to be called first on the dais.

ii) Local organizing committee can invite guest of honor (one or two) who shall be made sit next to the President IAOMP (is optional according to the status of the guest).

b. Business at the Inauguration:

Duration of inaugural function should be restricted to 45 minutes.

At the Inauguration of the Conference, the business shall be in the following order :

- i) Invocation song (2 minutes)
- ii) Welcome address by the Chairman organizing Committee- (3 minutes)
- iii) Lighting of the lamp as a symbol of inauguration
- iv) Presentation of Mementos to the Dignitaries on the dais (Mementos to be given to 1. Chief Guest; 2 President of IAOMP; 3. President Elect ; 4. Secretary of IAOMP; 5. Conference Secretary. (Memento for guest of honor to be given after chief guest)) - (5 minutes).
- v) Report of the Hon. Secretary of IAOMP- (10-12 minutes)
- vi) Address by the Conference Secretary- (2 minutes).
- vii) Introduction of the President Elect by Hon. Secretary IAOMP- (2 minutes).
- viii) Release of the Souvenir by the Chief Guest.
- ix) Felicitation of two senior Oral Pathologist (Not Mandatory)- (10 minutes)
- x) Introduction of the Chief Guest by Master of Ceremony- (2 minutes)
- xi) Address of the Chief Guest (15 to 20 minutes).
- xii) Address by the President IAOMP as the presiding officer (5 minutes)
- xiii) Vote of Thanks by the Organizing Secretary (2 minutes)

Note: i) Guest of Honor if present should be asked to release souvenir.

ii) No other business or activities should be held during inaugural function.

iii) Felicitation of Senior Oral Pathologist to include presentation of Shawl, Memento, Plaque and Certificate. The same to be prepared by Head office of IAOMP. Memoire of the felicity to be read by Master of Ceremony or as per choice of organizing committee.

iv) **The dinner venue should be preferably in the 'in-house accommodation' if not, the dinner venue should be within 10 kms of the conference venue.**

28.1 f. Certificates:

- a. Certificate of participation, scientific deliberations, paper and poster presentation to be prepared by the organizing committee with specifications as per the bye- laws.
- b. Certificate and memento to the Organizing Chairperson and Secretary to be prepared or procured by the Secretary IAOMP and presented in the valedictory

function.

- c. Merit Certificates and other award certificates to be prepared and brought by the office of the Hon. Secretary IAOMP signed by President & Hon. Secretary IAOMP.

28.1 g. Scientific program should include:-

- a. Dr H. M. Dholakia Oration (To be conducted after inaugural function)
(*Annexure IV*)
- b. Dr A. P. Bhat Slide seminar – (*Annexure – V*)
- c. Dr Vishwanath Endowment Lecture - (*Annexure – VI*)
- d. Dr Dinesh K. Daftary Symposium - (*Annexure – VII*)
- e. 2-4 Invited Guest Lectures
- f. Paper and Poster presentation by Postgraduates and Faculty in parallel sessions
- g. Panel discussion / symposia / Quiz / Debate may be included if time permits

28.1 h. Valedictory Function:

- i) There will be a valedictory function after the scientific business of the conference is completed. It is a thanks giving programme organized by the organizing committee of the conference to thank their organizing committee members, IAOMP, volunteers, donors, vendors, owners of conference venue etc.
- ii) Awards and merit certificates are to be distributed in this function.
- iii) It is the privilege of the President and the Hon. Secretary of IAOMP to felicitate the local organizing committee by giving a mementos to the organizing chairperson and secretary.
- iv) The dignitaries on the dais for valedictory function: President and Secretary of IAOMP; Conference Secretary, Treasurer, Organizing committee: Chairperson, Secretary, Treasurer, Scientific in charge.

28.1 i. AGM & EC Meetings during conference:

- i) The Annual General Body meeting should be held during the conference. Time & date for the meeting shall be decided by the office of IAOMP in collaboration with the organizers of the conference.
- ii) The first EC meeting of the newly constituted committee of Office Bearers and EC to be conducted after the business of conference is completed on the last of the conference after the valedictory function

28.1j. Venue of conduct of Conference :

Accommodation facilities during the conference:

- i.) **In-house conference:** Preference will be given on first come first serve basis to the delegates upon registration. Choice of accommodation in other hotels / hostels / motels / lodges should be made available for the delegates to choose. Registration fees for the conference shall vary based on, 'with accommodation' or 'without accommodation' charges.
- ii) **Non-in-house conference:** Organizers should provide list of optional accommodation facilities with mention of tariff, contact address, email, phone number and distance. The delegates may directly book their accommodation or request the organizing committee to book for them. The tariff and other expenses should be borne by the delegate.

28.1 k Post-Conference Guidelines:

- a. All the income accruing from the registration fees from delegates, sponsors and from other sources shall be credited to the IAOMP conference fund account created by the organizing committee.
- b. The expenses of the conduct of conference shall be borne wholly from the conference funds. Details of expenditure, invoice, bills, vouchers should be well preserved and documented for any further inspection.
- c. Net profit from the conference shall be credited to the IAOMP account.
- d. Audited accounts of the conference should be submitted to the Hon. Treasurer of IAOMP within maximum four months following the conference.
- e. A set of photographs of the conference should be sent to the office of Hon. Secretary IAOMP immediately following the conference.
- f. Scientific Chairman should submit copies of scientific paper read out at the conference to the Hon. Editor, Journal of IAOMP for consideration of publication, immediately following the conference.
- g. A few copies of the Souvenir should be sent to the IAOMP office following the conference.
- h. Should submit to IAOMP office by email and as well as Xerox copies of the name of the delegate, telephone number, email id, IAOMP ID Number, PAN CARD, Address, and conference registration number of all the delegates

28.1 l Regulations for Scientific Presentations:

During the conduct of oration lectures and guest lectures, no other parallel sessions

should be conducted (No. of guest speakers can be limited). Paper and poster presentations can be conducted in parallel sessions.

a. Oration:

- i) Duration should be one hour.
- ii) Moderators should be senior faculty.
- iii) Questions and clarifications are not permitted for oration.
- iv) Orator should mention and recognize the person on whose name the oration is dedicated.

b. Invited Guest Lectures: i) Duration should be 45 minutes. ii) Guest speaker to be introduced by the moderator. iii) Moderator to permit question and interactions for 10 minutes maximum.

c. Paper Presentations by PG / Faculty: 8 minutes shall be allotted for paper presentation and 2 minutes for questions from moderators / judges / audience.

d. Poster presentations: i) Posters should be presented as e-posters or printed posters as per the preference of organizing committee. ii) Duration of poster presentation to be 3 minutes with 2 minutes of questions from judges.

e. Awards instituted by IAOMP distributed during the National Conference:

- a. Dr. R. V. Mehta - Best Paper Award – *Annexure VIII*
- b. Dr. R. M. Mathur Award for Best Article in IAOMP Journal. (Based on the number of citations received) - *Annexure IX*
- c. Dr. T. Rajashekar Award for best Microphotography (Donated by Dr. T. R. Saraswati) – *Annexure X*
- d. Best poster awards for staff and PG students category. (To be selected and given by organizing committee)
- e. Best paper awards for staff and PG student category. (To be selected and given by organizing committee)
- f. Dr T. R. Gururaja Rao for Best Poster based on original research– *Annexure XI*

28.1 m. Guidelines for Pre-conference programme during National Conference:

- a. Duration : one full day or half day prior to the main conference
- b. 2-3 scientific activities can be included like i) Demonstration of procedures ii) Hands-on programme iii) Visit to Advance scientific laboratories iv) Slide display and discussion etc.
- c. Resource Persons and guest speakers invited for the main conference may be also invited to conduct a pre-conference courses.

-
- d. Resource persons who are IAOMP members should be registered for the conference.
 - e. A separate registration fees may be levied to the delegates for the Preconference course.

28.2. Guidelines for National IAOMP Post Graduate (PG) Convention :

28.2 a Objectives : -

1. To promote academic atmosphere and a common platform for postgraduate students of Oral Maxillofacial Pathology and Microbiology to understand, share and discuss different concepts for better learning.
2. To invite academic peers from different spheres (National and International) including our own association members as guest speakers to address postgraduate students, about their field of specialty, so as to enlighten the basic concepts and knowledge of diseases.
3. To create a platform for understanding histopathology through dedicated slide discussions.
4. To create a platform for postgraduate students to make scientific presentations as oral, Poster, Table display and quiz.
5. To promote inter institutional postgraduate students interaction and association.

28.2 b Who shall organize the PG Convention :

1. Members of good standing should bid for organizing the convention at least two years in advance. A letter of proposal after obtaining local permission from Govt. / Principal / Heads of Private organization (Chairman / Vice-chancellor etc.) should be submitted to the Honorary Secretary of IAOMP.
2. Only after approval from the Executive Committee (EC) of IAOMP, the organizers can go ahead with preparation of approximate budget for further approval of EC. Final approval will be given by EC for conduct of PG convention. Only after that the organizing committee can announce it formally.
3. **Note :** Preference will be given to i) Newer bidders ii) Newer venue & city and iii) For a well-planned event.

28.2c General rules for conduct of National Postgraduate Convention

- i. PG conventions to be conducted once in a year between June to August.
- ii. The duration of the convention shall be of maximum two days.
- iii. Participating delegates (Postgraduate students & faculty) should be members of IAOMP.

-
- iv. The convention should include :
 - a. Inaugural and valedictory function
 - b. Two Orations – named as
 - i) Dr AT Biviji oration to be held after inaugural function (*Annexure No. XII*)
 - ii) Dr Abhay Chandak Oration (*Annexure - XIII*).
 - c. 8 to 9 invited Guest Lectures
 - d. Slide seminar
 - e. One session of scientific paper and poster presentations by postgraduate graduate students.
 - v. The invites for oration shall be as per the guidelines and will be selected by the EC of IAOMP. Approval from the EC should be taken for the other invited speakers by the organizing committee.
 - vi. **The National PG convention has three major parts - a) Pre-Convention activities, b) Convention proper and c) Post-Convention programme.**

28.2d Formation of Convention Committee:

a. President:

The President of the Association for the administrative year shall be the President of the PG Convention. Arrangements for his/her accommodation and hospitality shall be made by the organizing Committee with due respect, dignity and honor.

b. Conference Secretary:

- i. Shall be the Hon. Secretary of IAOMP
- ii. Shall look after the smooth functioning of the Convention activities.
- iii. Shall visit the Convention venue at least twice or as required.
- iv. Shall be entitled to reimbursement of expenses incurred for the visit by the organizing committee of the Convention.
- v. Shall be entitled to travel economy class Air ticket/ 2nd AC in train or equivalent. Hospitality to be taken care by the organizing conference Committee during visits to Convention Venue.
- vi. The expenses incurred as in iii, iv & v as above, by the Conference Secretary shall be borne by the organizing committee.

c. Other members of the organizing committee for the National Convention

- i. The organizing committee of the convention shall consist of: Chairperson, Organizing Secretary, Treasurer and committees for scientific programme, Registration, Reception, Transport and Accommodation, Catering, mementos and awards. Any other committee may be formed as per the need of the organizing team.
- ii. Organizing Chairman / Organizing Secretary / Treasurer / Scientific

committee/Reception committee, chairperson should be Life Members of IAOMP.

- iii. Other committees of Convention may consist of faculty of any other department of the associated institute / institutes.

Notes:

- a. Delegate fees including Hospitality and / or accommodation and other charges shall be fixed by the Organizing Committee of the conference after approval from the EC. This convention registration fees shall **not be made public until approved** by the EC and ratified by the AGM of IAOMP.
- b. The Convention committee shall prepare certificates for i) Participation,
- c. Presentation, iii) Guest Speakers, iv) Chairpersons for Scientific Presentations, v) Awards.
- d. The certificates should carry signature of the President of IAOMP, Hon. Secretary, Organizing Chairperson and Scientific Committee Chairperson.
- e. The certificates should mandatorily include the association logo and the name of the association. It should mention the serial order number of conduct of convention. Ex. 'XX National PG Convention of IAOMP' followed by the year of conduct.
- f. An Oral Pathology conference for undergraduate students and interns at nominal registration can be conducted either as an independent programme of one day or one day prior to the National PG convention. This should consist only of scientific paper / poster presentations. (This will generate interest in UG students about the specialty of Oral Pathology).
- g. Postgraduate graduate students of oral pathology of neighboring countries like Nepal, Bangladesh and Srilanka etc. may be invited to register for National Convention with some concession in registration fees.

28.2e Accounts of the PG Convention

- a. The IAOMP PAN card may be used for opening the bank account for the National PG Convention.
- b. The organizing Committee of the Convention shall maintain a separate account of the convention and submit the entire bank statement, receipts, and audited statement of the account within two months of conduct of Convention, to the Hon. Secretary of IAOMP who will present it to the Executive Committee for adoption.
- c. All the accounts of Convention shall be through Bank transactions and operated by any two signatories: the Hon. Treasurer and either of the Chairman or the Organizing Secretary of the conference.

28.2f Guidelines for inaugural ceremony of the Convention :

a. Sitting Arrangements on the Dais : (as per position from the centre)

7	4	3	1	2	5	6
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1- Chief Guest, 2 - Guest of Honor (If any) 3 - President IAOMP; 4 - Organizing

Note : i) President should be one to be called first on the dais.

ii) Local organizing committee can invite guest of honor(one or two) who shall be made sit next to the President IAOMP (is optional according to the status of the guest).

b. Business at the Inauguration:

Duration of inaugural function should be restricted to 45 mins.

At the Inauguration of the Convention, the business shall be in the following order :

- i. Invocation song (2 minutes)
- ii. Welcome address by the Chairman of organizing Committee- (3 minutes)
- iii. Lighting of the lamp as a symbol of inauguration
- iv. Presentation of Mementos to the Dignitaries on the dais (Mementos to be given to 1. Chief Guest; 2 President of IAOMP; 3. Secretary of IAOMP / Conference Secretary. (Memento for guest of honour to be given after chief guest)) -(5 minutes)
- v. Address of the Hon.Secretary/ Convention secretary of IAOMP- (10-12 minutes)
- vi. Release of the Souvenir by the Chief Guest.
- vii. Introduction of the Chief Guest by Master of Ceremony- (2 minutes)
- viii. Address of the Chief Guest (15 to 20 minutes).
- ix. Address by the President IAOMP as the presiding officer (3 minutes)
- x. Vote of Thanks by the Organizing Comm. Secretary (2 minutes)

Note : i) Guest of Honor if present should be asked to release souvenir.

ii) No other business or activities should be held during inaugural function.

28.2g Certificates:

- i. Certificate of participation, scientific deliberations, oral and poster presentation to be prepared by the organizing committee with specifications as per the bye-laws.
- ii. Certificate and memento to the organizing Chairperson and Secretary to be prepared or procured by the Secretary IAOMP and presented in the valedictory function.
- iii. Merit Certificates and other award certificates to be prepared and brought by the office of the Hon. Secretary IAOMP signed by President & Hon. Secretary IAOMP.

28.2h Valedictory Function :

- i. There will be a valedictory function after the scientific business of the convention is completed. It is a thanks giving programme organized by the organizing committee of the convention to thank their organizing committee members, IAOMP,

volunteers, donors, vendors, owners of convention venue etc.

- ii. Awards and merit certificates are to be distributed in this function.
- iii. It is the privilege of the President and the Hon. Secretary of IAOMP to felicitate the local organizing committee by giving a memento to the organizing chairperson and secretary.
- iv. The dignitaries on the dais for valedictory function : President, Secretary and Treasurer of IAOMP ; Organizing committee, : Chairperson, Secretary, Treasurer, Scientific in charge.

28.2i Venue of conduct of Convention:

Accommodation facilities during the convention :

- i. **In-house accommodation** : Preference will be given on first come first serve basis to the delegates upon registration. Choice of accommodation in other hotels / hostels / motels / lodges should be made available for the delegates to choose. Registration fees for the conference shall vary based on, 'with accommodation' or 'without accommodation'.
- ii. **Non-in-house Convention** : Organizers should provide list of optional accommodation facilities with mention of tariff, contact address, email, phone number and distance. The delegates may directly book their accommodation or request the organizing committee to book for them. The tariff and other expenses should be borne by the delegate.

Note : *The dinner venue should be preferably in the 'in-house accommodation' if not, the dinner venue should be within 3-5 kms of the convention venue.*

28.2j. Post-Convention Guidelines:

- i. All the income accruing from the registration fees from delegates, sponsors and from other sources shall be credited to the IAOMP Convention fund account created by the organizing committee.
- ii. The expenses of the conduct of conference shall be borne wholly from the Convention funds. Details of expenditure, invoice, bills, vouchers should be well preserved and documented for any further inspection.
- iii. Net profit from the conference shall be credited to the IAOMP account.
- iv. Audited accounts of the conference should be submitted to the Hon. Treasurer of IAOMP within 45 days following the Convention.

-
- v. A set of photographs of the Convention should be sent to the office of Hon. Secretary IAOMP immediately following the conference.
 - vi. Scientific Chairman should submit copies of scientific paper read out at the Convention to the Hon. Editor, Journal of IAOMP for consideration of publication, immediately following the Convention.
 - vii. A few copies of the Souvenir should be sent to the IAOMP office following the conference.
 - viii. Should submit to IAOMP office by email and as well as xerox copies of name of the delegate, telephone number, email id, IAOMP ID Number, PAN CARD, Address, and conference registration number of all the delegates

28.2k Regulations for Scientific Presentations:

During the conduct of oration lectures and guest lectures, no other parallel sessions should be conducted (No. of guest speakers can be limited). Paper and poster presentations can be conducted in parallel sessions.

i. Oration:

- a. Duration should be one hour.
- b. Moderators should be senior faculty.
- c. Questions and clarifications are not permitted for oration.
- d. Orator should mention and recognize the person on whose name the oration is dedicated.

ii. Invited Guest Lectures: i) Duration should be 45 minutes. ii) Guest speaker to be introduced by the moderator. iii) Moderator to permit question and interactions for 10 minutes maximum.

iii. Paper Presentations by PG / Faculty: 6 to 8 minutes shall be allotted for paper presentation and 2 minutes for questions from moderators / judges / audience.

iv. Poster presentations: i) Posters should be presented as e-posters or printed posters as per the preference of organizing committee. ii) Duration of poster presentation to be 3 minutes with 2 minutes of questions from judges.

29. Conduct of New Activities

1. Conduct of Annual National "Oral Pathology Day" on 25 February :

To be celebrated on the 25th February every year as a mark of respect to Dr H. M. Dholakia. He was teacher with long and active stay in Dental Teaching Profession and who has contributed immensely to the profession and hence rightly deserves to be celebrated. Dr Dholakia was a unique person and Oral Pathology in India could be considered as synonymous with Dr Dholakia. He was pioneer for starting Post graduate course in Oral Pathology in our country enabling hundreds of Oral Pathologists to reach a level of Excellence in the Profession and is fondly given the title of Guru Dronacharya of

Oral Pathology. We shall always remain indebted to this Teacher for making difficult topics simple and lucid.

To be conducted as per the guidelines given in (*Annexure No. XIV*)

2. Family Concern Scheme :

The association has identified the need for a support mechanism for its members' families in the unfortunate event of a member's demise. To address this, the IAOMP Family Concern Scheme (FCS) was established following comprehensive discussions in Executive Committee meetings and with the unanimous approval of members during the Annual General Meeting (AGM) held in Belagavi in November 2023.

The details of the Family Concern Scheme are as per **Annexure No. XV**.

30. Amendments :

Amendment as on 1.11.2019:

The contents of the changes and editions done in the Bye-laws of the constitution of IAOMP have been confirmed and accepted by 100% majority votes of Life Members present for the Extra Ordinary Meeting of IAOMP held on 1st November 2019 at Kovalum, Trivandrum – Kerala. This shall come into force immediately unless otherwise specified.

Amendment as in June 2025 :

The changes made in the contents and editions done in the Bye-laws of the constitution of IAOMP have been confirmed and accepted by 100% majority votes of Life Members present for the Extra Ordinary Meeting of IAOMP held on 4th November 2023 at Belgaum, Karnataka. This shall come into force immediately unless otherwise specified (EOGM at Kolkata – National PG Convention).

Annexure – I

Guidelines for Program Leading to Fellow of Indian Association of Oral and Maxillofacial Pathologists.

Preamble :

The Indian Association of Oral and Maxillofacial Pathologists felt the need to constitute an academic body to award fellowship to professionals who have contributed to the advancement of the profession in general. This academic body will be working as a fellowship committee of the Association. This fellowship is to facilitate global recognition of the specialty from India. At this juncture the IAOMP feels the responsibility of providing opportunity for its members to recognize their professional excellence. To fulfill the responsibility, it is proposed to institute fellowship exams and award of fellowship degree thereafter by the IAOMP.

The details of the fellowship exams are provided below:

A. Name: The degree will be known as “Fellow, Indian Association of Oral and Maxillofacial Pathology (FIAOMP)” and will be awarded by the IAOMP.

B. Aims & Objectives

1. To foster professional excellence in the field of Oral and Maxillofacial Pathology.
2. To encourage advancement of knowledge in pursuit of excellence.
3. To develop the leadership qualities and encourage the same among members of the association
4. To uphold and propagate integrity and excellence in profession, nationally and internationally.
5. To serve the suffering humanity with the knowledge based professional expertise.
6. To take on and facilitate mentorship among fellow members of IAOMP.

C. Benefits of the program

1. As the association grows and funds are allotted for travel and other form of grants, preference will be given for fellows to represent IAOMP globally
2. When the association decides to conduct board exams, preference shall be given to fellows

3. We hope to initiate procedures for the fellows to be recognized or given preference by the approval bodies of Oral and Maxillofacial Pathology across the globe.

D. Functioning of the Fellowship committee.

The following will constitute the fellowship committee

1. Chairperson
2. Immediate past chairperson
3. Chairperson elect
4. Vice Chairperson-2
5. Secretary (will be Secretary of IAOMP)
6. Associate Secretary
7. President IAOMP – (Ex-officio)
8. Treasurer IAOMP – (Ex –officio)
9. Members:3 from Executive committee (EC)/not part of EC
 - a. Quorum of the meeting shall be 5 of which – Chairperson/ vice chairperson and Secretary/ Associate secretary has to be present to convene the meeting.
 - b. As a onetime measure, the chairperson will be the ruling president and 1st fellowship committee members are nominated by the EC of IAOMP
 - c. The duration of the post held by the committee members is initially for a period 3 years after which it shall be reviewed after 3 years
 - d. The next fellowship committee has to be selected by the outgoing committee unanimously without election.

E. The duties of the officers of the fellowship committee are as follows : Chairperson

1. The Chairperson of the fellowship committee of IAOMP will be selected by the executive committee of **IAOMP** and the 1st meet be presided over by the president of **IAOMP**.
2. The term of office will be for 3 years.
3. The chairperson will preside over the meeting of the fellowship committee.
4. The chairperson will use his wise influence during the functioning the fellowship

committee. However, all matters will be decided by two third majority decision in case of contingency. If during voting the house is divided equally the Chairperson will have a casting vote other than his usual vote as a member.

5. The chairperson along with the secretary will put their seal on the Fellowship certificate of **IAOMP** awarded to the successful candidates during the conference of the **IAOMP** or during a convocation specially planned for this purpose.
6. The chairperson /VC/Secretary/Associate Secretary will be the observer during the conduct of the Fellowship examinations.

Vice Chairperson:

1. In the absence of the Chairperson the 1st vice-chairperson has the privilege of presiding over the meeting of the fellowship committee and exercises the powers of the Chairperson during such meetings.
2. Will assist the Chairperson in conducting the office.
3. The term of office of the vice-chairperson is 3 years.

Honorary Secretary

1. Hon. Secretary of the fellowship committee shall function as the executive head and be the Hon. Secretary of IAOMP elected by the members at the Annual general body meeting of IAOMP.
2. The term of office shall be for 3 years.
3. Shall be responsible for the conduct and administration of the routine activities of the committee. Shall have general supervision of accounts, pass all bills for payment.
4. Shall organize and arrange meetings of the board and joint council.
5. Shall maintain an up to date register of all fellows of the **IAOMP** with the details.
6. Shall maintain an up-to-date registry of the points each fellow has achieved.
7. Shall keep the register of minutes of the meeting of the fellowship committee.
8. Shall be responsible for conducting the Fellowship examinations.

Associate Secretary

1. Selected by Standing EC of IAOMP
2. In the absence of the Hon. Secretary, will perform the duty of the Secretary in

addition to his duties

Treasurer

1. Shall be the treasurer of **IAOMP**
2. The term of office will be as that of **IAOMP**.
3. Shall be responsible for keeping the accounts of the board and shall jointly prepare the budget and operate the accounts jointly with the Hon. Secretary.
4. Shall be responsible for submitting the statement of accounts
5. Will sign cheque jointly with Secretary/Chairperson

F. Functions of the Fellowship committee

1. The Fellowship committee shall conduct the examinations for the Fellowship.
2. Shall appoint examiners from the Fellows of **IAOMP**.
3. Shall conduct the examination on the first day of the Annual conference
4. The Fellowship is awarded during the valedictory function of the Annual conference.
5. The Chairperson /VC/Secretary/Associate Secretary by the Chairperson will be an observer for the examinations.
6. The fellowship committee shall fix the examination fees and revise it periodically.
7. The fellowship committee will meet at a minimum of three times a year.
8. The selection of the office bearers will be done by the outgoing committee with two third margins being in favor.
9. Following the selection of office bearers the fellowship committee will meet separately to decide on the matters regarding the functioning of the Board.

G. Funds of the Indian Association of Oral and Maxillofacial Pathology:

1. For the initial functioning of the fellowship committee the **IAOMP** may allot enough funds. The exact amount may be worked out in the **EC** of **IAOMP**.
2. The members of the Academy who are awarded the Fellowship with shall pay Rs 3000/- as entrance fee.
3. The examination fee shall be decided by the fellowship committee periodically.
4. The audited accounts are to be presented in the fellowship committee meeting prior to presentation in the general body meeting of the **IAOMP**.

H. Eligibility for obtaining fellowship :

The eligibility criteria for appearing for the FIAOMP examination are:

1. Life Member of good standing of IAOMP.
2. Should have completed MDS and should be in practice/ teaching / research following postgraduate degree for at least five years.
3. Should have attended a minimum of 2 National Conferences as life member.
4. Following the awarding the fellowship, non-attendance of 3 consecutive National Conference may attract withdrawal of fellowship.

I. Pre-requisite for obtaining Fellowship

Should have attained a minimum of 25 points to appear for the examination as per following:

- | | |
|--|----------------------------|
| a. Ph.D | 25 points |
| b. Publication in peer reviewed, Indexed * journal | 5 points per Clause |
| c. Editing/ authoring or contributing to textbooks | 10 points per book |
| d. Guest / Invited lectures | |
| i. State level | 2 points per lecture |
| ii. National level | 5 points per lecture |
| iii. International level | 10 points per lecture |
| e. Scientific presentations | |
| iv. National (of any recognized association) | 5 points per presentation |
| v. International | 10 points per presentation |
| f. Teaching experience (after PG) | 1 point per year |

J. Conduct of the Examination :

1. The examination will be conducted once in a year during annual/ national conference of **IAOMP**. The examiners, the Chair person and the Secretary may be provided with accommodation and hospitality for the conduct of examination by the organisers.
2. The application forms prepared by the fellowship committee can be obtained from the Hon. Secretary of the IAOMP.
3. The duly filled application form should reach the Hon. Secretary of IAOMP within the prescribed time.

4. The application should accompany a nonrefundable demand draft of Rs 2000/- payable to the **IAOMP**. Curriculum vitae of the candidate should be attached in triplicate with the application form.
5. Relevant documents to substantiate the 'points' claimed by the candidate should also accompany the application form.
6. The fellowship committee will depute three members of good standing of the association (within or outside the committee) to conduct the examination. This examination committee will change every year. The examiners will be appointed by the fellowship committee and will work within the framework and regulation of the committee. The examiners should be Fellow/ Ph.D teachers with 10 years of teaching experience.
7. The decision of the committee will be final. No arbitration or re evaluation will be done.

K. Examination Guide Lines

The examination shall comprise of four parts of which the case presentation and oral examination are mandatory for the first-time applicants

1. **Written examination:** There will be questions covering all the aspects of Oral and Maxillofacial Pathology and Microbiology and Forensic Odontology and the basic sciences. The total marks allotted will be 25.
2. **Case presentation:** Every candidate has to present and discuss at least 3 major cases that he has done during his career with full documentation. The marks allotted for this part will be 25 only.
3. **Oral examination:** The examiners shall conduct an oral examination on the various aspects of Oral maxillofacial Pathology and Microbiology and Forensic Odontology to assess the candidate's knowledge and excellence in the field of Oral and Maxillofacial Pathology. The total marks allotted in this session will be 25 only.
4. **Slide discussion:** 25 marks

Note : (i) There shall be not less than three examiners and one observer (a member appointed by the chairperson who will be in charge of the examination). All the examiners will be allotting the marks separately and the marks are totaled. Candidate should get a separate minimum of 75%.

(ii) The decision of the board shall be final.

Honorary Fellowship : The Hon. Fellowship shall not be given to any of the IAOMP members. Members should have applied and given the oral examination as scheduled by Hon. Secretary IAOMP. The results of such an examination shall be notified only after receiving the guidelines from the Chairman of the Fellowship Committee.



Indian Association of Oral and Maxillofacial Pathologists

Application Form for Fellowship Examination

Stamp
Size
Photograph

Name of the candidate: IAOMP Membership Number:.....

Designation and Institutional Affiliation:

IAOMP Membership Status : Life time membership / Student membership

Details of points required to appear for Fellowship examination	Particulars	Points (to be filled by office)
Ph.D. (Yes / No), if yes : Name of University		
Publications in peer reviewed indexed journal in the past 5 years		
Textbook contributions		
Guest/ Invited lectures - State level - National level - International level		
Scientific presentations - National - International		
Year of passing post-graduation (PG)		
Teaching experience (after PG)		
Note: - A minimum of 25 points is mandatory to appear for the examination. - Examiners decision will be final. - Fees paid is not refundable. - Fellowship certificate will be awarded during the National conference. - It is required that the applicant encloses a copy of the publications / textbook. contributions/ certificate of presentation for lectures and scientific presentations only as detailed list and NOT printouts. - Candidate may carry the softcopy proofs during the examination.		

I, the undersigned, wish to apply for the Fellowship examination conducted by **IAOMP**. I am enclosing here with application fee of Rs. _____/- (in words): _____ rupees only by cash / cheque / D.D. / IMPS No / NEFT/RTGS Reference No. _____
 Drawn on _____ dated _____.
 (Tick whichever is applicable).

Please accept the same and permit me to take up the Fellowship examination. I agree to abide by the rules & regulations of the said association under its constitution & bye-laws from time to time.

Date: _____

Yours truly,

(Signature of the member)

Annexure - II : (A) Sample for Ballot Paper for Office Bearers

(For manual counting of votes)

Instructions for voting:

1. Make a single tick (✓) mark in the square against the names of the persons for which you wish to vote for the said post.
2. Multiple check marks for single post shall be considered **not valid** or **not counted**.
3. A ballot wrongly marked, defaced or torn must be returned to the election officer and exchanged for a replacement ballot.
4. No ballot paper can be taken out from the polling place.
5. No other ballot paper should be used except ballots received from an election officer.
6. Check your ballot to see that you have voted for all posts for which you wish to vote.

Office Bearers						
President Elect (1 Post)	Vice- President (2 Posts)	Secretary (1 Post)	Joint Secretary (1 Post)	Treasure r (1 Post)	Editor (1 Post)	We b Mast er (1 Post)
Dr Dr 	Name					

Note :1) You cannot occupy a booth more than five minutes if other voters are waiting and all booths are occupied ; 2) All voters must be duly registered in order to vote.; 3) Any person's right to vote may be challenged on the grounds of membership and signature in the attendance register.

Annexure - II : (B) Sample for Ballot Paper for Executive Committee & Nomination
form (For manual counting of votes)

Instructions for voting:

1. Make a single tick (✓) mark in the square against the names of the persons for which you wish to vote for the said post.
2. Multiple check marks for single post shall be considered **not valid** or **not counted**.
3. A ballot wrongly marked, defaced or torn must be returned to the election officer and exchanged for a replacement ballot.
4. No ballot paper can be taken out from the polling place.
5. No other ballot paper should be used except ballots received from an election officer.
6. Check your ballot to see that you have voted for all posts for which you wish to vote.

Row No.	Executive Committee Members (21 Posts)				
1	Dr ☐	Dr ☐	 ☐	 ☐	 ☐
2	Dr ☐	Dr ☐	 ☐	 ☐	 ☐
3	Dr	Dr ☐	 ☐	 ☐	 ☐

Note :1) You cannot occupy a booth more than five minutes if other voters are waiting and all booths are occupied ; 2) All voters must be duly registered in order to vote.; 3) Any person's right to vote may be challenged on the grounds of membership and signature in the attendance register.

ELECTION NOMINATION FORM

Indian Association of Oral and Maxillofacial Pathologists

(Reg. No. Sl. No. SRG/Chennai South/62/2022 Registration at Chennai with the registration of societies under the Tamil Nadu act 27 of 1975)

Name of the post applying for :	
Name of the candidate:	
IAOMP Reg. no:	
Number of conferences/ student convention attended: (specify the years)	
Name of the post held: (specify the years)	1. 2. 3. 4. 5.
Number of AGM attended: (specify the years)	
Proposed by: Name: IAOMP Reg.no: Signature with date:	
Seconded by: Name: IAOMP Reg.no: Signature with date:	

Here with I am giving my consent for the nomination for the post of
for the year

Place:

Date:

Candidate Signature

Note: Kindly refer the eligibility criteria for nomination in the bye law on the IAOMP website : <https://iaomp.in>. Please attach the 'Good Standing' member certificate along with the nomination form. Kindly obtain the Good Standing member certificate from Hon. Secretary by post or email : iaompoffice@gmail.com.

Annexure – III

Proforma for Inviting the Conference / Convention

To be filled and duly signed with date and place. To be sent along with the invitation for hosting the National Conference to the Hon. Secretary of IAOMP

1. Name of the person inviting the Conference
2. Name of the Institution attached to
3. Inviting person in Private Practice etc.
4. Manpower at his/her disposal
 - a) No. of persons
 - b) Life Members of IAOMP
 - c) Student Members of IAOMP
 - d) Associate members of IAOMP
5. Information in brief about
 - a) Venue
 - b) Accommodation
 - c) Arrangement for scientific deliberations
 - d) Annual General Meeting
 - e) Travel link to other places in India
6. Any other useful information
7. Permission / approval letters from higher authorities of the institute / organization etc.

Annexure – IV

Conduct of Dr H. M. Dholakia Oration

Preamble :

Dr Harindranath M. Dholakia has been the pioneer for starting education in the subject of Oral Pathology in India way back in 1950. As a mark of respect for completing 50 years of teaching Oral Pathology in the year 2000, at the felicitation function held at KLE Institute of Dental Sciences, Belagavi where he was working as Honorary Professor, Dr M. V. Lele proposed to initiate an oration on his name. It was proposed “Dr H. M. Dholakia Oration” to be held during the conduct of National Conference of IAOMP. The then Oral Pathologists contributed towards the fund and the initiation of the oration was done.

Criteria for selection of Orator for Dr H. M. Dholakia Oration :

1. Orator should be Oral Pathologist / specialist of other health science field / renowned scientist. **Preferably** the selection should be from amongst the Oral Pathologist, and he/ she should be the IAOMP member of good standing.
2. The orator should present his/her own research work. The topic will be the choice of speaker, but it is expected to be of general interest to the Oral & Maxillofacial Pathology community.
3. A committee formulated by the EC of IAOMP shall suggest **a minimum of three names for the oration to the Hon. Secretary**. The committee should consist of 3 senior oral pathologists of different zones of the country.
4. The EC of IAOMP should nominate one for oration from amongst the three names suggested by the committee.
5. The orator should be invited at least 3 to 4 months in advance of the conduct of the conference.

Rules and Regulations:

1. The orator should be requested to send a brief write-up and title of the oration.
2. The orator should be informed to include a few lines dedicating to the name of oration i.e. Dr H. M. Dholakia.
3. The ‘Dr. H. M. Dholakia oration’ should be conducted immediately after the inaugural function.
4. The duration of oration should be of 45 to 60 minutes.
5. The oration should be chaired by Senior Oral Pathology teachers.
6. Questions for the oration are **Not** permitted.
7. The office of IAOMP shall bear the honorarium of Rs 15,000 to the orator.
8. The organizing committee of the conference shall bestow a memento and certificate to the orator.

Annexure – V

Dr A. P. Bhatt Slide Seminar

Preamble : Dr A. P. Bhatt served as the Professor and Head of Oral Pathology, Nair Hospital Dental College from 1982-1991. A teacher par excellence who nurtured, trained, taught, guided and chaperoned a galaxy of Oral Pathologist at the Nair Hospital Dental College, Mumbai.

Dr. Arvind Parmanand Bhatt, popularly known as Bhatt Sir was instrumental in the formation of our association originally named as Indian Academy of Oral Pathologists (IAOP), the way back in 1991, in Mumbai.

He served at Benghazi University, Libya and later was instrumental in developing Postgraduate training programme at A.B. Shetty Dental College and Hospital, Mangalore. He has immensely contributed towards developing oral pathology as a specialty in Dentistry. He was amongst the first few oral pathologist who has a reference in the Shafers Textbook of Oral Pathology for describing the pathogenesis of radicular variant of 'dens in dente'.

He was a man of few words but of immense action. He was not only a true academician but a superb human being. IAOMP feels great pride in hosting slide seminar named after him at National conference.

Criteria for selection of guest speaker for Dr A. P. Bhatt Slide Seminar:

1. Speaker should be Oral Pathologist / specialist of other health science field / renowned histopathologist. **Preferably** the selection should be from amongst the Oral Pathologists.
2. The speaker should present his / her own histopathologically confirmed / changeling cases of interest. The topic will be the choice of speaker (may pertain to one topic or can be consortium of different diseases), but it is expected to be of general interest to the Oral & Maxillofacial pathologists community.
3. The organizing committee shall suggest a minimum of three names to the office of Hon. Secretary and select any one of them after approval from EC of IAOMP.
4. The speaker should be invited at least 2 to 3 months in advance of the conduct of the conference.

Rules and Regulations:

1. The speaker should be requested to send a brief write-up about the presentation.
2. The speaker should be informed to include a few lines dedicating in honor to Dr A. P. Bhatt.
3. The 'Dr A. P. Bhatt Slide Seminar' should be conducted on any of the days of the conference as an independent event (Not as a parallel event with the scientific programme).
4. The duration of slide seminar should be maximum of 60 minutes.
5. The slide seminar should be chaired by Senior Oral Pathology teachers.
6. Discussions and questions are permitted for not more than 10 minutes.
7. The office of IAOMP shall bear the honorarium of Rs 15,000 to the invited speaker.
8. The organizing committee of the conference shall bestow a memento and certificate to the speaker.

Annexure – VI

Conduct of Dr R. Vishwanathan Endowment Lecture

Preamble

Prof. R. Viswanathan, born in April 1934, belongs to the first batch of dental wing of Madras Medical College and in 1959 and immediately joined the Government Medical services. In 1968, he secured the “Leverhulme Trust” Scholarship and trained for a year under Prof. Ivor Kramer at the Department of Oral Pathology and Medicine at the Institute of Dental Sciences, Eastman Dental School, London. On his return he proceeded to complete his Master’s program in Oral Pathology at Nair Dental College, Mumbai under the guidance of Dr H. M Dholakia.

He initiated the Oral Pathology Master’s Program at Tamil Nadu Government Dental College. He retired as the Principal of Government Dental College, Chennai in 1992.

His passion for dental research was instrumental for publishing several international dental journals. He has contributed the topic “Helminthic Infections” in the textbook of “Oral diseases of the tropics” and edited the “HIV handbook for Dentists.”

He is one of the founder members of the Indian Association of Oral and Maxillofacial Pathologists. He contributed towards services to the poor and needy along with several social service organizations. Fondly referred as the “Bhishmapitamaha of Oral Pathology” by his students and their students, he remains a beacon of inspiration to all aspiring oral pathologists. In recognition of his immense and valuable contribution to the field of oral pathology and Indian Association of Oral and Maxillofacial Pathologists, an Endowment Lecture has been instituted.

Criteria for selection of guest speaker for Dr R. Vishwanathan Endowment Lecture:

1. Speaker should be Oral Pathologist / specialist of other health science field / renowned scientist. **Preferably** the selection should be from amongst the Oral Pathologist, and he/she should be the IAOMP member of good standing.
2. The speaker should present his/her own research work. The topic will be the choice of speaker, but it is expected to be of general interest to the Oral & Maxillofacial Pathologists community.
3. The organizing committee shall suggest a minimum of three names to the office Hon. Secretary and select any one of them after approval from EC IAOMP.
4. The speaker should be invited at least 3 to 4 months in advance of the conduct of the conference.

Rules and Regulations:

1. The speaker should be requested to send a brief write-up and title of the lecture.
2. The speaker should be informed to include a few lines dedicating to the name of lecture i.e. Dr R. Vishwanathan Endowment Lecture.
3. The 'Dr R. Vishwanathan Endowment Lecture' should be conducted on the main day of the conference as an independent event (Not as a parallel event with the scientific programme).
4. The duration of lecture should be of 45 minutes.
5. The lecture should be chaired by Senior Oral Pathology teachers
6. Questions for the lecture are **Not** permitted
7. The office of IAOMP shall bear the honorarium of Rs 15,000 to the invited speaker.
8. The organizing committee of the conference shall bestow a memento and certificate to the speaker.

Annexure VII

Dr Dinesh K. Daftary Symposium

Dr. Dinesh K. Daftary an Oral Pathologist from Bombay University, studied and worked extensively with late Professor J. J. Pindborg from Rigs University Hospital in Copenhagen, Denmark. He served as Professor in the Department of Oral Pathology at Nair Hospital Dental College and as Hon. Oral Pathologist, Basic Dental Research Unit at Tata Institute of Fundamental Research (TIFR). He was engaged in epidemiologic, histologic, and intervention studies on oral precancer and cancer research in rural parts of India. The study has been supported by National Institute of Health, USA, since 1966. The Basic Dental Research Unit at TIFR was also recognized as the WHO collaborating Centre for prevention of oral cancer.

He has contributed to more than 50 research publications on pre-cancer and cancer. He is the co-editor along with S. R. Prabhu, David Wilson and N. W. Johnson for the book “Oral Diseases in the Tropics”, published and released by the Oxford University Press. He is the founder member of the International Association of Oral Pathology and was also past president of Indian Academy of Oral & Maxillofacial Pathologist.

Rules and Regulations :

- i. The organizing committee of the conference shall arrange a symposium titled “Dr Dinesh Daftary Symposium”
- ii. The speakers for the symposium can be identified by the organizing committee from amongst the registered Life Members of IAOMP of good standing.
- iii. The symposium is for the discussion of some common subject, at which several speakers talk on or discuss a topic before an audience.
- iv. The topic should be selected by the organizing committee which should be of interest to the present academic status of Oral Pathology.
- v. The symposium should be moderated by two oral pathologist who have experience and contribution of work towards the identified topic.
- vi. The total duration of symposium should not be more than 1 hour 45 minutes.
- vii. The audience is permitted to ask questions directed to any of the members on the symposium.
- viii. The important outcome of the symposium should be published in the journal of IAOMP.
- ix. The moderators of the symposium should start the programme by offering dedication to Dr D. K. Daftary on whose name the symposium is committed.

Annexure – VIII

Guidelines for “Dr. R. V. Metha” for Best Paper Award

Preamble :

This award is instituted by Dr R. V. Metha for the "Best Scientific Paper Presentation" by student member at the National Conference of IAOMP. The award includes cash prize and certificate chosen by a panel of judges appointed by the conference committee of IAOMP.

Dr. Ravindra V. Mehta was born on 29/07/1933. He passed his BDS from Niar Hospital Dental College (NHDC), Mumbai in 1960 & MDS also from NHDC in the year 1981. He retired as Professor in Dentistry in the year 1992 from G.S. Medical College and as Hon. Dental Surgeon from KEM Hospital. He joined as HOD in the dental dept. at Hurkison das Hospital & as Senior Dental Surgeon at Bhatia Hospital at Mumbai. He was Professor & Head in Oral Pathology at Ramanlal Goenka Dental College in Akola from 1994-2003. He then joined as Dean and Professor and Head at Rajiv Gandhi Institute of Dental Sciences, Bangalore. He was President of IAOMP in the year 1993.

He was the Editor of Dental Dialogue Journal of IDA. He was the first person to use Ketamine HCL as general anesthesia in Dentistry in India. He also used Placentrexas treatment in OSMF. He is a Fellow of International College of Dentistry. He was the key person in organizing the 1st National Conference of IAOMP at Taj Intercontinental Hotel in Mumbai in 1993.

Criteria for Awards to be given during the IAOMP National Conference : -

Dr R. V. Mehta Best Scientific Paper Award – 1 award.

Guidelines and regulations for the Best Paper / Poster Award :-

1. PG students shall separately apply for being in the category of Best Paper / Poster Award.
2. PG students can apply only for **any one** of the above two awards.
3. These awards shall be only for the **Original Research** conducted by the Author.
4. Such applications should be forwarded to the Scientific Committee of the Conference Organizers minimum 45 days before the conference.
5. **The application shall consist of Two Parts (A & B) :**
 - a. Covering letter with details of Author Name, Institute, Title, Address and email ID for the paper / poster award.
 - b. A detailed synopsis of the research work as per format enclosed (*Annexure XVIII*).
6. The scientific committee should include three external members to whom only the synopsis format should be forwarded through email for scrutinizing such applications independently.

-
7. A check list for judging along with scores should be given to the external members.
 8. The external members shall submit their scores independently for each synopsis submitted.

The scientific committee shall award the recipients based on the highest average score of the three evaluators during the valedictory function of the National Conference.

Final draft

Annexure – IX
Guidelines for “Dr. R. M. Mathur” for Best Article in IAOMP Journal

Preamble:

This award is instituted by Dr R. M. Mathur for the "Best Article in IAOMP Journal" by faculty member of IAOMP. The award includes certificate chosen by a panel of 3 judges appointed by the editorial board of journal of IAOMP.

Dr. Ravindra Mohan Mathur born on 16th February 1941, completed his BDS and MDS (Periodontics) from KG's Medical College, Lucknow in 1964 and 1966. In 1970, he was awarded the Common Wealth Scholarship Award to pursue higher education in United Kingdom and he completed his MSc (Oral Pathology and Microbiology) from Institute of Dental Sciences, Eastman Dental Hospital, London, and University of London. Then he held various prestigious posts at KGMC, Lucknow almost 34 years and he retired from KGMC as Professor and Head, Department of Oral Pathology, Oral Medicine and Dental Radiology. In 2001, he joined Saraswathi Dental College, Lucknow and presently is working as the Director in the same institute.

Dr. Mathur served as the President of Indian Academy of Oral Pathologist between 1998. He also served Indian Dental Association as the President, UP State branch. He was honoured by the Governor of Uttar Pradesh with Bharat Jyoti Award as the 'Doctor of the year' in 1996. Additionally he has also been honoured with fellowships from International College of Dentistry, Academy of Dentistry International and Perri Fachuard Academy.

Objective: To recognize and reward high-quality scholarly contributions published in the Journal of Oral and Maxillofacial Pathology (JOMFP), thereby promoting academic excellence and encouraging impactful research in the field of Oral and Maxillofacial Pathology.

Award Title: Dr R. M. Mathur Best Article Award (Annual)

Guidelines:

Eligibility:

1. All articles published in JOMFP of last **five years** up to 31st October of that particular year will be considered.
2. Ordinary Life members can apply only once in 25 years.
3. Only original research article will be considered

Selection Criteria:**1. Scientific Quality (30%)**

Originality and strength of the research question or hypothesis

Soundness of methodology and data analysis

Appropriateness of study design and statistical rigor

2. Clinical or Academic Relevance (20%)

Contribution to the advancement of knowledge in oral pathology

Potential impact on diagnosis, education, or treatment

Relevance to current or emerging issues in the specialty

3. Innovation and Novelty (15%)

Introduction of new concepts, techniques, or perspectives

First report or rare presentation with significant educational value

4. Quality of Writing and Presentation (10%)

Clarity, coherence, and logical organization of content

Use of high-quality illustrations, tables, and figures

Adherence to JOMFP guidelines and referencing standards

5. Citations and Impact (10%)

Number of citations received during the last five years of publication. (Google Scholar, Scopus, etc.) Altmetrics and online engagement (where available)

6. Peer and Editorial Feedback (10%)

Reviewer ratings and comments during the peer-review process

Recommendations from the editorial board

7. Ethical Standards and Transparency (5%)

Ethical clearance for studies, if applicable
Conflict of interest and funding disclosures
Compliance with ethical publishing practices

Selection Process:

Shortlisting: Editorial team shall shortlist top articles based on the above criteria.

Final Selection: Based on cumulative scoring across all criteria.

Award Presentation:

The award will be presented during the IAOMP Annual Conference.

Winner will receive a certificate and a memento.

Results shall be finalized before AGM and announced during the Annual Conference.

Note:

If no article meets the criteria, the award may be withheld for that year.

Annexure:

1. Scoring Sheet Template
2. Date of Approval:

Annexure – X

Guidelines for “T. Rajasekaran Award” –for Best Photography in Oral & Maxillofacial Pathology

(Instituted by : Dr T. R. Saraswati)

Preamble :

This award is instituted by Dr T. R. Saraswati in the name of her father for the 'Best Photography' obtained by active student member of IAOMP. This award has commenced in the year 2006. The award includes 1st and 2nd prize chosen by a panel of 3 judges appointed by the EC of IAOMP, which shall include certificate and a memento.

Dr T. R. Saraswati an IAOMP member, born on 20th October, 1942 in Chennai, did her BDS and MDS from Tamil Nadu Government Dental College, Madras University. She underwent a epidemiological and oral cytology training programme in Tata Institute of Fundamental Research, Mumbai. She was awarded the WHO fellowship to pursue higher studies related to oral precancerous lesions at London University, UK, leading to MSc in Oral Pathology. She was the first woman dental surgeon from Tamil Nadu to be awarded such a prestigious fellowship. She has also worked at the Dental wing, Madras Medical College, Arignar Anna Memorial Cancer Institute and Hospital, Kancheepuram, Raja Muthiah Dental College, Chidambaram, Kilpauk Medical College, Tamil Nadu Government Dental College, Ragas Dental College and in Meenakshi Ammal Dental College, Chennai.

Guidelines for the Dr T. Rajasekaran Award :

1. Original photographs of Clinical / Gross / Histopathology of Oral and Maxillofacial lesions should be submitted along with relevant data on a separate sheet.
2. Photograph should be sent in a jpeg format with high resolution of minimum 300 dpi to Hon. Secretary of IAOMP.
3. The photographs should reach by 30th June of the year of the award.
4. The photographs should **NOT** have been published / sent for publications in any other journals.
5. The prize shall be awarded at the National Conference of IAOMP
6. All photographs submitted shall be the property of IAOMP
7. The prize winning pictures shall be displayed at the annual conference and shall be considered for publication in the journal of IAOMP.
8. The award will be given at the valedictory function of the national conference of IAOMP

Annexure – XI
BEST POSTER AWARD

Guidelines for “T. V. Ramachandra Rao Award” –for Best Poster on Original Research

(Instituted by : Dr T. R. Gururaja Rao)

Preamble :

This award is instituted by Dr T. R. Gururaja Rao in the name of his father for the 'Best Poster' member of IAOMP. The award includes cash prize and certificate chosen by a panel of 3 judges appointed by the EC of IAOMP.

Dr. T. R. Gururaja Rao born on August 6, 1950, at Budikote village, Kolar district, Karnataka has done his BDS from Government Dental College and Hospital, Nagpur, in 1972. He also obtained MDS in Periodontology at Government Dental College, Bengaluru, in 1974. He started his career at College of Dental Surgery in 1976 and with his hard work and interest, he was awarded the prestigious Commonwealth Senior Medical Scholarship tenable at the Department of Oral Pathology, Dental School, London Hospital Medical College, London, in 1984. He was awarded the Master of Science in Oral Pathology in 1984 from the University of London under Prof Newell Johnson and Prof D. W. Williams. Dr Gururaja Rao has helped in establishing Departments of Oral Pathology at V. S. Dental College and Hospital, Bengaluru, Dayananda Sagar College of Dental Sciences, Bengaluru, Oxford Dental College and Hospital, Bengaluru, AME Dental College and Hospital, Raichur, JC Dental College, Sirsa, Haryana.

Criteria for Awards to be given during the IAOMP National Conference : -

Dr T. V. Ramachandra Rao Award Best Scientific Poster Award – 1 award.

Guidelines and regulations for the Best Paper / Poster Award :-

1. PG students shall separately apply for being in the category of Best Paper / Poster Award.
2. PG students can apply only for **any one** of the above two awards.
3. These awards shall be only for the **Original Research** conducted by the Author.
4. Such applications should be forwarded to the Scientific Committee of the Conference Organizers minimum 45 days before the conference.
5. The application shall consist of **Two Parts (A & B) :**

-
- a. Covering letter with details of Author Name, Institute, Title, Address and email ID for the paper / poster award.
 - b. A detailed synopsis of the research work as per format enclosed (*Annexure XVIII*).
6. The scientific committee should include three external members to whom only the synopsis format should be forwarded through email for scrutinizing such applications independently.
 7. A check list for judging along with scores should be given to the external members.
 8. The external members shall submit their scores independently for each synopsis submitted.

The scientific committee shall award the recipients based on the highest average score of the three evaluators during the valedictory function of the National Conference.

Annexure – XII

Dr A. T. Biviji – Oration at National PG Convention

Preamble :-

Born on March 28, 1938 Dr Abid T. Biviji did his BDS from Government Dental College and Hospital, Mumbai in 1964 & MDS in 1967 from University of Mumbai. He started his career as an academician from Government Dental College and Hospital, Mumbai in 1964 where he rose to the rank of Professor, Head and Postgraduate guide in Oral Pathology in 1976.

Dr. Biviji took over the reins as Dean of Government Dental College and Hospital, Nagpur in 1982 where he worked till voluntary retirement from government service in 1994. He also rendered his expertise to S. P. Dental College, Wardha and V. S. P. M. Dental College, Nagpur as the Dean till 2005 after working for more than 40 years.

He has ably mentored more than 26 postgraduate students. Dr. Biviji has published more than 65 research papers in recognized dental and medical journals and presented more than 45 research papers in scientific conferences. He has been a recipient of three Best Scientific Paper Awards.

He took special interest in teaching Dental Anatomy emphasizing the clinical applications of the subject. His text book “Dental Anatomy” published by Bhalani Publishing house, Mumbai, 2nd Edition 1999 is very popular amongst students. This simple straight forward book highlights morphology of teeth and chronology chart, methods of tooth carving, a chapter on occlusion made easy to understand, morphology of pulp cavities and tables of odontometric data.

He was an excellent administrator and with his simple nature and ever smiling face handled all the perplexing situations with ease and comfort. He is genuinely respected by students, faculty, patients and non teaching staff.

His postgraduate students came together to initiate and dedicate the oration to be conducted at National PG Convention to “An Epitome of Munificence” Dr. A. T. Biviji.

Criteria for selection of Orator for Dr A. T. Biviji Oration :

1. Orator should be Oral Pathologist / specialist of other health science field / renowned scientist. **Preferably** the selection should be from amongst the Oral Pathologist, and he/she should be the IAOMP member of good standing.
2. The orator should present his/her own research work. The topic will be the choice

of speaker, but it is expected to be of general interest to the Oral & Maxillofacial Pathology community.

3. A committee formulated by the EC of IAOMP shall suggest a minimum of three names to the office Hon. Secretary.
4. The EC IAOMP should nominate one for oration from amongst the three names suggested by the committee.
5. The orator should be invited at least 3 to 4 months in advance of the conduct of the conference.

Rules and Regulations:

1. The orator should be requested to send a brief write-up and title of the oration.
2. The orator should be informed to include a few lines dedicating to the name of oration i.e. Dr A. T. Biviji.
3. The 'Dr A. T. Biviji oration' should be conducted immediately after the inaugural function of National PG Convention.
4. The duration of oration should be of 45 to 60 minutes.
5. The oration should be chaired by Senior Oral Pathology teachers.
6. Questions for the oration are **Not** permitted.
7. The office of IAOMP shall bear the honorarium of Rs 15,000 to the orator.
8. The organizing committee of the conference shall bestow a memento and certificate to the orator.

Annexure – XIII

Guidelines for conduct of

Dr Abhay Chandak Memorial Lecture at National PG Convention

Dr Abhay Chandak Memorial Lecture

When someone you love becomes a memory, that memory becomes a wonderful treasure to always hold in your heart. Dr. Abhay Chandak a young researcher, enthusiastic academician & oral pathologist from Nagpur who lost his fight with Acute Myeloblastic Leukemia in July 2013 is one such memory. He will be missed forever & always. To Honor and cherish the memory of Dr. Abhay Chandak, the Indian association of Oral & Maxillofacial Pathologist has initiated a Lecture at the IAOMP PG Convention every year in his name. This is a constant & practical means of ensuring remembrance. It shall be unique opportunity for young oral pathologists to present their novel work at the National level.

Dr. Abhay Chandak Memorial Lecture Managing committee seeks nominations from young oral pathologists & researcher across the India. Nominations can be submitted before managing committee from 1st August to 30th January of every year. The selection process will be undertaken by managing committee from the nominations received and its decision will be final.

Criteria for selection:

- a. He/ she should be the IAOMP member of good standing.
- b. The age of the speaker at the time of application should be below 40 years. This is in order to promote research temperament in young oral pathologists and to provide them with a platform to share their novel ideas and research work.
- c. The speaker/presenter should present his/her own research work. The topic will be the choice of speaker, but it is expected to be of general interest to the Oral & Maxillofacial community.
- d. The study topic/research work should be submitted in the form of Research Synopsis as per guidelines.
- e. The Organizing Committee should nominate his/her name for lecture to IAOMP association.
- f. The synopsis should be submitted to Organizing committee from one month before convention.

1. Details that is required from the speaker to be submitted to the EC for approval :

- a. Current curriculum Vitae
- b. MDS Degree certificate
- c. Birth certificate/ Age proof
- d. IAOMP membership card or receipt
- e. Synopsis of research work

The guidelines for submission of the synopsis

1. Title : Should be as short as possible and accurate
2. Introduction: Outline briefly the scientific / Socio –economic relevance or significance of the research work being reported.
3. Objective(s) and Scope: State clearly the questions for which answers are sought through this research. Define the conceptual, analytical, experimental and / or methodological boundaries within which the exercise has been carried out.
4. Description of the research work : Give brief, to the point, details regarding
 - a. The research problems
 - b. Solution methodologies, and
 - c. Interpretation of the results / output
5. Conclusions
6. References: List them according to the given format. All these must have been referred to in the text of the synopsis.

The members of ~~Managing~~ Selection Committee are

Chairman: Dr Minal Chaudhary (minal53@yahoo.com)

Members:

1. Dr Punnya Angadi KLE VK IDS, Belagavi
2. Dr Rakesh , Amruta Dental College, Cochin
3. Dr Satya CSI College of Dental Sciences and Research, Madurai
4. Dr Vandana Shah KM Shah Dental College, Vadodara

Annexure – XIV

Guidelines for “National Oral Pathology Day”- 25thFebruary

(DoB of Dr H. M. Dholakia : 25.2.1928 ; DoD : 21.4.2020)

Preamble :

Dr Harindranath M. Dholakia was born on 25th February 1928 at Gujarat. He did his L.D.S. RCS from England. After returning to India he joined Nair Hospital Dental College, in 1950 as Professor and Head of Oral Pathology & Oral Medicine, right from day one of joining the institution.

Though he had no table or chair, only a room, no peon, no laboratory, no equipment of any kind, no slides, no technician and no other staff, he single handedly managed all the posts from Peon – HOD! As there were no audio visual aids he had to develop a special skill to describe diseases and lesions verbally or by making sketches on black board. He learnt the art of preparing microscopic slides with his experience at England. Under the Government of India. “License Raj” it would take minimum two years to obtain any major equipment. Bearing the tests of time he successfully established the first formal Department of Oral Pathology and Oral Medicine at Nair Hospital Dental College, Mumbai.

He has been a true “Teacher of Teachers” for the legends in Oral Pathology. His contemporary and friend Dr A. M. Malaowalla also a teacher of Oral Pathology many years back, wrote that “it is a fitting tribute to recognize Dr H. M. Dholakia for his untiring efforts to put Oral Pathology on the map of Dental Sciences. His enthusiasm for the advancement for the science of Oral Pathology is unique and he should be called the ‘The Father of Oral Pathology in India’.” During his felicitation for completing 50 years of teaching Oral Pathology in the year 2000, communications written by distinguished teachers: Dr R. Vishwanathan rightly stated that, “To the best my knowledge there is no other instance of a teacher with such a long and active stay in Dental Teaching Profession and who has contributed so much to the profession and hence rightly deserves felicitation and a special mention.” Dr Dinesh K Daftary wrote, “Dr Dholakia has been a unique person and Oral Pathology in India could be considered as synonymous with Dr Dholakia”. Whereas, Dr R.

V. Mehta states that, “He is pioneer for starting Post graduate course in Oral Pathology in our country enabling hundreds of Oral Pathologists to reach a level of Excellence in the Profession and is fondly given the title of Guru Dronacharya of Oral Pathology.” Dr A. T. Biviji wrote that “he shall always remain indebted to his Teacher for making difficult topics simple and lucid. He was always eager to help everyone in the subject or otherwise.” Whereas Dr A. P. Bhatt who was his student for BDS in 1959 and later as his assistant in the Department says that he learnt the art of teaching from Dr Dholakia which he could use successfully in India

and abroad.

Dr H. M. Dholakia rendered his valuable services from 1983 to 1987 to College of Dental Sciences, Manipal. When the KLE Institute of Dental Sciences got established in 1985 Dr Dholakia was requested to be the pioneer in establishing yet another Department of Oral Pathology which he willingly agreed and was associated for 14 long years from 1st August 1987 to December 2001. Subsequently he was associated with K. M. Shah Dental College, Vadodara for five years. At the age of 91 years when he is spending his retired time with his family, he still remembers most of his students and colleagues. It is definitely befitting to celebrate the “Oral Pathology Day” to commemorate on his birth day i.e. 25th of February as a mark of recognition and respect.

Guidelines to celebrate National Oral Pathology Day on 25th February :

1. Oral Pathologists can identify an academic related programme / event.
2. The programme / event should start by briefly introducing the contributions of Dr H. M. Dholakia towards the science of oral pathology, to the audience.
3. The programme / event should include either of the following : Teaching learning methods of Oral Pathology ; Guest Lectures ; Quiz on Dental Anatomy and Oral Pathology ; Debates; Group discussions and workshops.
4. Social awareness programmes can be arranged on prevention of Dental Caries, Tobacco and Tobacco related Oral Diseases.
5. Any other befitting academic activity for the benefit of students and faculty can be arranged.
6. The time, duration and venue for conducting such a programme shall be privilege of the organizers.
7. It is mandatory to inform the Secretary about the activities to include it under the IAOMP records.

Annexure – XV

IAOMP - Family Concern Scheme (FCS)

Preamble:

The IAOMP is the premier national-level organization representing Oral and Maxillofacial Pathologists in India, with a robust membership of over 1,600 professionals. The goal and aim of the association is to promote the advancement of science, art and practice of Oral and Maxillofacial Pathology. Over the years, IAOMP has demonstrated significant growth in both membership and resources, reflecting its ongoing commitment to excellence.

In addition to conducting various academic and socially impactful activities, the association has identified the need for a support mechanism for its members' families in the unfortunate event of a member's demise. To address this, the IAOMP Family Concern Scheme (FCS) was established following comprehensive discussions in Executive Committee meetings and with the unanimous approval of members during the Annual General Meeting (AGM) held in Belagavi in November 2023.

Name of the scheme:

IAOMP - FAMILY CONCERN SCHEME (IAOMP - FCS)

Objectives of the scheme:

To provide financial assistance to the family of a deceased IAOMP FCS member.

In the unfortunate event of the demise of any registered member, the scheme ensures one-time financial support to the family, sourced from the scheme fund.

This scheme embodies the collective spirit and unity of IAOMP members, ensuring mutual support and solidarity during challenging times. Members are encouraged to join the scheme to contribute to this noble cause.

FCS Scheme:

The IAOMP FCS operates under the banner of IAOMP. A dedicated sub-committee will be constituted by the Executive Committee (EC) and formally approved during the Annual General Meeting (AGM). This sub-committee will oversee the entire operation of the scheme and will serve for a tenure of four years or a duration determined by the EC, after which a new sub-committee will be appointed.

The sub-committee shall consist of (i) a Chairperson, (ii) one national coordinator, (iii) ten regional coordinators, and (iv) twenty managing committee members. The President, Secretary, and Treasurer of IAOMP will serve as ex-officio office bearers of the sub-committee. Meetings of the sub-committee will be held biennially, coinciding with the Postgraduate Convention and the AGM, or as necessary, via online

or physical platforms. Recommendations or decisions made by the sub-committee will be reviewed by the EC for approval and subsequently ratified in the AGM.

A separate bank account will duly operate in the scheme name under the strict supervision of the Treasurer of IAOMP. The Treasurer and either the Secretary or the President of IAOMP will be the authorized signatories for this account.

The corpus fund for the FCS will be generated primarily through one-time registration fees paid by participating members, supplemented by contributions from IAOMP's allocated funds. A portion of the interest accrued from the corpus fund, as outlined in the methodology, will be disbursed to the nominee of the deceased member.

Registration process for IAOMP FCS:

1. This scheme is open only for the Life Members (of good standing) of IAOMP.
2. Members must register for the scheme by paying a one-time non-refundable deposit within two years of the scheme's launch, i.e., on or before 31st December 2026.
3. Life Members who wish to join the scheme after 31st December 2026 will be required to pay the membership fee along with an additional fee of ₹500 per year, calculated from the age of 25 to their age at the time of joining the scheme.
4. To enroll, members must submit a duly completed registration form to the IAOMP Secretary. Registration forms will be available on the IAOMP website and must include details such as the member's personal information, nominee(s), contact information, and bank account details.
5. Upon successful registration, members will be assigned a unique FCS identity number.

Financial management of FCS:

The FCS corpus fund will be created through one-time non-refundable fees collected from IAOMP life members who enroll in the scheme. This fund will be deposited into the scheme's designated account as fixed deposits. Additionally, a sum of ₹50,00,000 (₹50 lakhs) from the IAOMP fund, as approved during the AGM held in Belgaum in 2023, will be transferred to the FCS account and maintained as a fixed deposit. As a result, the corpus fund will comprise contributions from both membership fees and IAOMP's allocated funds.

The interest accrued from the corpus fund over a financial year, spanning from one AGM to the next, will be utilized to provide financial assistance to the nominee(s) of deceased FCS members. A minimum of four deaths per year will be considered for utilizing the accrued interest. If the number of deaths in a given year is four or fewer, the total interest amount will be divided into four equal portions, with each portion allocated to the nominee of a deceased member. Any unused portion of the interest will be reinvested into the corpus fund. However, if there are more than four deaths in a year, the interest amount will be divided equally among all the deceased members, and no amount will be reinvested into the corpus fund.

For example, if the annual interest earned is ₹10,00,000 and there are four deaths, each nominee will receive ₹2.5 lakhs. If there is only one death, ₹2.5 lakhs will be given to the nominee of the deceased member, and the remaining ₹7.5 lakhs will be reinvested into the corpus fund. In cases where there are six deaths in a year, the interest amount will be divided into six equal shares of approximately ₹1.6 lakhs each, and no amount will be reinvested into the corpus fund.

The audited accounts of the IAOMP-FCS will be submitted for review and approval during the EC meeting and the AGM to ensure transparency and accountability in the management of the scheme.

Membership/Registration Fees:

The one-time non-refundable deposit for joining the FCS is based on the member's age at the time of registration:

1. Members aged 25–30 years: ₹10,000
2. Members aged 31–40 years: ₹15,000
3. Members aged 41–50 years: ₹20,000
4. Members aged 51 years and above: ₹25,000

This fee structure ensures equitable contributions while fostering a sense of unity and support among IAOMP members.

FAQ's :

1. Is it an insurance or money-back policy?

Ans. : No, this scheme is not an insurance or money-back policy, but it is to support our IAOMP members and their families.

2. Will I get any interest benefits or any other benefits in the association?

Ans. : No

3. Already I have a lot of policies and insurance so why should I join FCS?

Ans. : You have to join to show unity and to support the IAOMP family.

4. Many of our members are economically sound so why should we give it to them?

Ans. : We do not see our members as rich or poor, we see him/her as an IAOMP member.

5. In other schemes, the amount given may be more than our scheme. Why?

Ans. : Our scheme depends upon the number of members joining and we do not invest the money outside.

Proforma for Application for Membership of IAOMP

Recent
Photo-
graph

Please complete this application form legibly / type correctly in all respects

Type of Membership :
Life Member Student Life Member Honorary Member.....Associate Member.....

	Particular	Details
Personal information	Name as in Adhar card	:
	Date of Birth (dd/mm/yy)	:
	Gender	:
Education qualification	Graduate / Name of Institute / University / Year of passing	:
	Post Graduate / Name of Institute / University / Year of passing	:
	Specialization Regd. No. / State	:
	Any other Degree / Diploma / Certificate Achieved	
Practice information	Type of Practice : General / speciality / Oral Path	:
Affiliation	Institute / Hospital	:
Designation	Present designation	:
Mailing address	Office Address : (Full address include pin code, mobile number, email ID, office time)	:
	Residential Address : (Full address including pin code, mobile number, email ID, landline number)	:
Declaration	Upon becoming a member I agree that I shall receive SMS, email message, postal content and that I shall visit the IAOMP official website to update myself with the activities of the Association. I declare that I read the IAOMP bylaws and that I shall abide by them. I am not a member of any association functional parallel to IAOMP (This does not include speciality societies). I have not been convicted by any court of law. I shall not be involved in any detrimental activity in the interest of IAOMP. I hereby declare that the information provided in the application form is correct and to the best of my knowledge. I accept that if any information contained here is found to be false, then my membership of IAOMP is liable to be cancelled / terminated.	
	Signature of Applicant Date :	For student member Signature of HOD / Principal

Annexure XVII

Guidelines for PG Student Exchange Programme

Definition : A postgraduate exchange program allows PG students to study at a partner university for a specified period of time, gaining experience and academic credits.

Purpose: These programs aim to provide students with exposure, broaden their academic horizons, and enhance their skills and knowledge in a new environment.

The Indian Association of Oral and Maxillofacial Pathologists (IAOMP) is committed to fostering academic and research exchange among postgraduate students. This program aims to provide financial support for students participating in exchange programs by covering train fare and other necessary expenditures.

Benefits:

- **Academic pursuits :** knowledge earned at the partner university / institute will be shared back with the home university, allowing students to incorporate the same in the day to day work.
- **Cultural Immersion:** They can immerse themselves in a new culture, learn about different perspectives, and develop intercultural skills.
- **Networking:** Students can build a global network of peers and faculty, which can be valuable for future career opportunities.
- **Enhanced Skills:** Exchange programs can help students develop soft skills like communication, problem-solving, and adaptability, which are highly valued in the workplace.

How it works:

1. Role of IAOMP :

- a. The Association shall facilitate the PG exchange program between two partnering institution only after receiving such a request from any one of the two colleges. After confirming the IAOMP membership status of the applicants, the EC may grant permission for such an exchange programme.
 - b. The Association will reimburse the actual TA & DA as per the byelaws for a maximum of four students from any one college / institute.
 - c. A certificate signed by President and Secretary may be given to the PG students participating in such an exchange programme during the PG convention / National Conference..
- **Partner Institute / Universities:** IAOMP can offer student exchange for institutions having partnerships with other around the country, facilitating student exchange programs.
 - **Learning Agreement:** A learning agreement is usually signed through a MoU or letter of intent between the participating institutions, outlining the details of the training offered.
 - **Travel:** Students need to obtain the necessary permissions and make arrangements for travel and accommodation at the host institute / university.

2. Eligibility Criteria:

- The applicant must be a **student IAOMP member**.
- The applicant must be a postgraduate student enrolled in a recognized institution.
- The student should have received an invitation or acceptance from the host institution for the exchange program.
- The student should demonstrate academic excellence and a commitment to research and learning.
- Preference will be given to students with financial constraints.
- A minimum of three students may be permitted from an Institution

3. Application Process:

- The **Head of the Department** from the interested colleges must submit a formal application along with:
 - **Permission letter from the Principal/Dean/Head of the Institution.**
 - A copy of the acceptance letter from the host institution.
 - A letter of recommendation from their current institution.
 - **A willingness letter from the student.**
 - A detailed statement of purpose explaining the benefits of the exchange program.
 - Estimated expenditure details.
- Applications should be submitted at least **60 days** before the date of travel.

4. Financial Support:

- The Association will cover:
 - **Train fare (3A or as per the approved class of travel).**
 - **Lodging & boarding expenses** up to a predetermined limit.
 - **Incidental expenditures** necessary for the exchange program.
- Disbursement of funds will be subject to verification of expenses and receipts.

5. Obligations of the Selected Students:

- Submit a report on their exchange experience within **30 days** of return.
- Participate in at least one seminar/webinar to share their learning experience with fellow students.
- Acknowledge the Association's support in their academic presentations and reports.

6. General Terms & Conditions:

- The decision of the Association in granting financial support shall be final.
- Any misuse of funds or misrepresentation in the application will lead to immediate disqualification and repayment of financial aid.
- The Association reserves the right to modify the guidelines as necessary.
- The **college assigned for a student exchange program once may have to wait for three years** before applying for the next program.
- The **applications received will be scrutinized and discussed by the Executive Committee (EC) to decide the allotment of the program.**
- The **allotment of this program, decided at an Executive Committee (EC) meeting, shall be final.**

Note : *IAOMP will not be responsible in case of any unforeseen situation or students indulging in any form of misbehaviour or misconduct.*

Application format for PG Exchange Programme

Name of Applying college / Institute :

Address of Applying college / Institute :

.....

.....

Name of HoD :

Name of College / Institute where exchange is required :

.....

Address of College / Institute where exchange is required :

.....

.....

Total number of PG students identified for exchange :

Scheduled dates for Exchange programme :

Details of the PG students :

Sl. No.	Name	IAOMP membership No.	Mobile Number	Email ID

Mode of onward and return journey travel :

Details of accommodation :

Signatures of participating PG Students :

Signature of Guide :

Signature of HoD :

Annexure XVIII

Application (Part A and B) for

- 1. Award for Dr R. V. Mehta Best Paper Award**
- 2. Award T. V. Ramachandra Rao Award Best Poster Award**

Part A

Proforma For application of Award

1.	Name of the PG student , Signature & Date Year of Admission for MDS (MDS I / II / III)	
2.	Name of the Institute	
3.	Address of the Institution with PINCODE	
4.	Mobile No. and E-mail ID	
5.	Title of the Topic	
6	Name of Guide, Signature & Date	
7.	Name of HoD , Signature & Date	

Part B

1	Brief resume of the intended work
	1.1. Need for the study:
	1.2. Aim and Objectives of the study Aim: Objectives :
2	2.1. Material and Method: a. Sample size : b. Source of data : c. Inclusion criteria: d. Exclusion criteria: e. Formulas for statistical analysis:
	2.2. Enclose Ethical Clearance obtained from your institution
3	Outcome of the study
4	Discussion
5	Conclusion
6	Usefulness of the outcome of study (How will this benefit the general population)
7	List of References: (minimum 4 to 6)