

PROTOCOLS OF KOA.

CHAPTER III

Protocol of the K.O.A.

Office-Building and its Functioning

26. K.O.A. House

26.a) The Kerala Orthopaedic Association building “K.O.A. House” is situated in Block II, Flat No. 505, Easland Enclave, Elamkulam, Kadavanthra PO, Kochi – 682020. The website of the K.O.A. shall be www.keralaortho.org and the e-mail address shall be keralaortho@gmail.com.

26.b) The main office shall function in the large hall and shall have a counter with almirahs, a computer with printer and other office equipments.

26.c) The Library shall also function in a separate room near the main office.

26.d) The K.O.A. House shall have the provision for a pantry, a kitchen and a dining area.

27. Office timing and Library timing

27.a) The office of K.O.A. shall function on all working days (except national holidays). The office timing of the K.O.A. shall be from 10.00 a.m. to 5.00 p.m.

27.b) The Library timing shall be from 10.00 a.m. to 5.00 p.m.

28. Functions and Duties of the Office Secretary

28.a) The office secretary shall be appointed by the Secretary of the K.O.A. in consultation with the Executive Committee, and shall be paid monthly, as per the prevailing labour laws.

28.b) The office secretary shall be responsible for the overall day to day functioning of the K.O.A. House and its office.

28.c) He shall scrutinize all the mail received either by post or by internet and duly make suitable replies in consultation with the K.O.A. Secretary. He shall also do all the secretarial work as requested. He shall properly file and maintain all the correspondences. All copies of letters sent by the office secretary shall be duly forwarded to the President and the Secretary.

28.d) Routine correspondences like change of addresses, non-receipt of News Letters/Journals/Membership dues etc. shall be done by the office secretary in consultation with the K.O.A. Secretary as far as possible.

28.e) He shall maintain all the office records and the stock register of all the office equipments, furniture, K.O.A. Memorabilia and assets including the Library. He shall be in charge of the K.O.A. Library as its curator and librarian and loan the books, earmarked for that purpose only, to any of the K.O.A. members. It shall be his duty to see that the books under circulation shall be properly returned in as good a condition as those had been issued for circulation. In case of any damage done to the books, he shall duly intimate the matter to the Secretary for further action thereof.

28.f) He shall duly submit a Weekly Report of the office activities to the President and the Secretary of the K.O.A.

28.g) He shall assist the Returning Officer to post the ballot papers for the K.O.A. elections and maintain the records regarding the postage thereof, including the Acknowledgements.

28.h) He shall assist the Treasurer in getting the Accounts of the office audited each year and aid in its submission to the Income Tax Authorities and the Registrar of Societies. He shall duly maintain all the Accounts under the supervision of the Treasurer.

28.i) He shall help the Central Committee in its functions. He shall duly respond/answer the phone calls of Members within and outside the State.

28.j) He shall make necessary arrangements for the visit of the President/President-Elect/Secretary to the K.O.A. House.

28.k) He shall make due arrangements for the purchase of office equipments/stationery etc.

28.l) He shall make due arrangements for the allotment of the guest rooms to the Members in consultation with the K.O.A. Secretary.

28.m) He shall make adequate arrangements in maintaining the basic amenities of the K.O.A. like: electrical connections, water supply, cleanliness of rooms and toilets, provision for clean linen in the rooms and providing drinking water to the guests.

28.n) He may do such other works assigned to him by the Secretary/Treasurer/Office-Bearers of the Association.

29. Monitoring of K.O.A. House

29.a) Secretary or one of His nominees will monitor the day to day functions of the office

29.b) The Treasurer shall also supervise the functioning from time to time and also maintain the Accounts of the K.O.A. House. All payments to the staff shall be done by bank-cheques/bank-transfer with the joint signatures of the Secretary and Treasurer only.

30. Disciplinary Action over the staff

30.a) The Secretary shall exercise the disciplinary control over the staff. In case of gross negligence/misconduct, Show Cause Notice shall be duly issued calling

upon the delinquent to reply within 7 days from its receipt. If no satisfactory explanation is forthcoming, one month Notice of Termination of Service by registered post with acknowledgment due shall be issued and, in case, if such service thereof cannot be effected/completed in normal course, Paper Publication thereof in any local Daily shall be effected. Any further action thereof shall be done legally in consultation with a qualified legal professional, after having obtained the prior Approval of the executive committee.

30.b) Provided, in case of any grave misconduct, such as any act or inaction found to be detrimental to the welfare of the Association or its Office-Members, warranting urgent actions, the delinquent shall be placed under suspension with immediate effect, following other formalities abovementioned in the preceding clause, strictly complying *Audi Alteram Partem* without any Bias.

31. Functioning of the K.O.A. Office

31.a) Maintenance of Office Records:

All office records of the Association shall be under the custody of the Secretary. The records shall be kept in the K.O.A. House and they shall be supervised by the Secretary along with the President of the Cochin Orthopaedic Society. Except those files that are necessary for the daily routine work of the K.O.A. Secretary which he may be kept in his residence, all other documents/files and records related to pervious Secretarial terms shall be kept in the K.O.A. House.

31.b) Correspondences of K.O.A. Members:

(i) In case of any difficulty felt by any K.O.A. member, he may address the Secretary. All correspondences for the News Letter/Executive Committee Meetings/General Body Meetings/Suggestions etc. shall be addressed to the Secretary.

(ii) Any correspondence for Fellowships shall be addressed to the respective Fellowship Committee Chairman.

31.c) Membership Lists and Updating of the same:

The office secretary shall maintain and, periodically, update the list of Life Members and other Members of the Association. He shall make necessary corrections in the Mailing List of the K.O.A. Members as and when requested in writing. If any mail sent to a Member is returned consecutively as untraced, then the address of such Member shall be deleted and, later on receipt of the correct address, it shall be entered and corrected in the Mailing List without changing the membership number and name therein. The K.O.A. Secretary and Treasurer shall, as far as possible, jointly supervise all such activities. The office secretary shall notify every month the list of changes of addresses of Members to the Secretary/Editor of the Journal enabling proper receipt of News Letters/Journals by the Members.

31.d) Maintenance of Memorabilia of K.O.A.:

All memorabilia of the Association including photographs of events, photographs of Past-Presidents, gifts to the Association, important documents etc. shall be kept in the K.O.A. House. All memorabilia shall be displayed at the K.O.A. House. All running trophies shall also be returned to K.O.A. House for safe keeping. The said trophies shall be brought to the Annual Conference venue by the office secretary.

31.e) Temporary, short-term rentals of any portion/portions of K.O.A. House:

As and when decided, and as per the Rules, the portion of the K.O.A. House or KOA Property may be rented out or on lease on temporary, short-term or long term basis. The rooms may be offered on short-term rent, for lawful purposes, on demand, for the interest of the Association. The K.O.A. Secretary/Treasurer after the decision in the Executive Committee shall monitor and terminate such short-term rentals in consultation with the President. Such short-term tenants shall abide the Rules and Protocols of the K.O.A. Office fully, and separate Rental Agreement thereof shall also be executed by such tenants which shall be kept in the custody of the office secretary. The Treasurer shall duly maintain an account thereof which shall be placed for the Annual auditing without any fail.

31.f) Use of guest rooms of K.O.A. House by Members:

(i) One air-conditioned, double bed room with attached toilet in the K.O.A. House shall be earmarked for the President/Secretary/Treasurer of the Association. Allotment of the said room to any other Member shall be done only on getting due confirmation from the President, Secretary and Treasurer. The office secretary shall maintain a Register, viz., Guest Rooms' Allotment Register in this regard.

(ii) Air conditioned double bed room with toilet shall be kept for the Members of the K.O.A. Advance reservation may be done by the Members either through letter/phone by mentioning the Membership Number. In case, any Member is reserving through phone, the same shall be followed by a confirmatory letter duly addressed to the office secretary who shall enter it, inclusive of the feedback, in the said Register. A daily rent of Rs. 500/- shall be charged from the guests for the use of the room. Such rental income shall be duly brought to the notice of the Treasurer by the office secretary.

31.g) Continuity in transfer of records/assets to the incoming Office-Bearers following election:

(i) All accounts and records under the custody of the Treasurer as well as the details of the accounts of Annual Conference shall be handed over to the next incumbent Treasurer within one month of the new Treasurer taking charge; proper Minutes and records of such assumption of charge

and handing over of records respectively shall be maintained in a Register viz., Charge Handover Register.

(ii) The office secretary shall in consultation with the outgoing Secretary prepare an inventory of the files maintained, and the outgoing Secretary shall hand over the files as well as Charge, on completion of his term of office, to the incoming Secretary, who duly study all the files in his first visit to K.O.A. House within two months of his assuming Charge. All records, with the aid of the office secretary, shall be properly catalogued, numbered and filed for easy retrieval.

(iii) All correspondences and files from the President's Office shall also be returned to the K.O.A. House after his term and shall be filed chronologically in the President's Office for information and guidance in future.

(iv) K.O.A. shall take efforts to get the K.O.A. articles prepared for its Members and distribute free of cost or put up for sale on subsidized costs.

CHAPTER IV PROTOCOL FOR PUBLICATION OF KERALA ORTHOPAEDIC JOURNAL

32.a) The Editor/s shall prepare a tentative budget for the forthcoming year and get it approved by the Executive Committee. 100% of the funds required shall be provided by the Association. However, funds shall also be raised through advertisements. The Editor/Editorial Board Members shall be responsible for raising funds through advertisements.

32.b) The formation of the Editorial Board or having an Associate Editor is left to the discretion of the Editor.

32.c) The Editorial Board/Editor shall decide the tariff to be charged for various categories of advertisements. These should be constant for all issues in one year and shall be revised from time to time as per requirements. In a year, only one published article/journal may be selected as the Best Paper of the year.

32.d) A Committee, viz., Journal Award Committee, consisting of the President, President-Elect, Secretary, Editor/Associate-Editor/Editorial Board shall select the Best Paper. The Editor shall send a *Pro forma* with the list of titles of articles/names of authors to the said Committee in the first week of March each year. The list shall contain all articles published in the four issues of the Journal of the previous year. The evaluation and marking/rating shall be according to the basic format for P.K.S. Gold Medal marking.

CHAPTER V

PROTOCOL FOR ACCEPTANCE OF DONATIONS TOWARDS FELLOWSHIPS AND AWARDS

33.a) Donations may be accepted for starting academic and other activities aimed at furthering the professional knowledge/skills of the Members of the Association.

33.b) Donations shall be received towards the academic fund of the Association and shall be put under fixed deposit in the name of the activity. 75% of interest from the academic fund shall be utilised for the activity each year while the rest after expenses for the award shall be added to the corpus. This interest amount may be awarded to one member or split between two (if there are more members). No awards may be given if no suitable application is received for that year.

33.c) The activity shall bear the name of the Association along with that of the sponsor with the specific nature of the activity.

33.d) Donations for any one activity like fellowships/awards/orations/etc. under normal circumstances shall be at least Rupees Five Lakhs for starting a new activity. This may be subject to modification/s under exceptional circumstances.

33.e) Donations may be accepted only for academic purposes with no commercial liabilities/commitments attached with the Association.

CHAPTER VI

PROTOCOL FOR ACCOUNTS OF THE K.O.A.

34. The following shall be the source of income for the Association for its activities:-

- (i)** Interest from Fixed Deposits and rent from assets if any
- (ii)** Subscription Fees from Members
- (iii)** Payment from saving of KOACON i.e. 50% of the Registration Fees
- (iv)** Subscription from Life Member shall be put in Fixed Deposits and only the interest there from shall be utilised.
- (v)** Donations from Life Members and philanthropic organisations may be utilised for academic purposes and building funds.
- (vi)** The President shall be allocated with a sum for his expenses during his term of office. This shall include all expenditures for correspondences and his trips to attend the City Club Meetings. He shall also be paid two tier a/c fare or flight fare to attend the May Meeting of the C.S.R. Committee.
- (vii)** The Secretary shall submit a tentative budget to the Treasurer for the full year. This shall include expenditure for correspondences, office stationery, internet and telephone expenditures, News Letter expenditure and other expenses for running the office. This shall be passed by the executive committee and disbursed by the Treasurer in three monthly instalments.
- (viii)** The Editor shall also get a tentative budget passed for a full year.
- (ix)** The Treasurer shall submit a consolidated budget for the coming year in the Executive Committee Meetings during KOACON for discussion and acceptance.
- (x)** All officials of the Association shall maintain proper account of all expenditure made by them in the name of the K.O.A. These shall be submitted along with original receipts for payments made for K.O.A. activities.

CHAPTER VII

PROTOCOL FOR RELATIONS WITH REGIONAL CLUBS

35.a) There shall be a Long term Planning Chairman.

35.b) All Club Office-Bearers shall be life members of K.O.A. & I.O.A. Election of the Club Office-Bearers shall be conducted by December every year and they shall assume office from February 1st of the ensuing year.

35.c) The K.O.A. shall have only duly recognized and affiliated Regional Clubs, and those shall function only under the Rules of Affiliation.

35.d) From the money received from the registration fees in the KOACON. (ANNUAL CONFERENCE OF KOA), 50% to be given to KOA as Donation

35.e) The Secretary/ies of the Regional Clubs shall inform the Secretary of the K.O.A. regarding its new office-bearers within one month from the result of the election being declared in their Clubs. The Secretary of the K.O.A. shall publish the same in the News Letter.

35.f) All Regional Clubs shall submit a Report, in the required format, for getting the Best District Club Trophy of K.O.A.

The Criteria for the Best Club Trophy

(i) The time-consideration for the Best Club Trophy shall be from September 1st of the previous year to August 31st of the current year. Club-strength as on September 1st of the previous year shall be furnished and verified.

(ii) The awards shall be decided by a Committee consisting of Long Term Planning Committee Chairman, two Past Presidents and two Past Secretaries.

(iii) Increase in the number of K.O.A. members: 1 point for every 2% increase in the members; maximum of 10 points.

(iv) Increase in the number of I.O.A. members: 1 point of every 2% increase in the members; maximum of 10 points.

(v) Members' participation in the International Conferences: 1 point of every 1% members' participation; maximum of 2 points.

(vi) Members' participation in National Conferences: 1 point of every 3% members' participation; maximum of 5 points.

(vii) Members' participation in OASISCON: 1 point of every 4% members' participation; maximum of 5 points.

(viii) Members' participation in State conference: 1 point of every 5% members' participation; maximum of 10 points.

(ix) C.M.E. Programmes/Hands on workshop: 1 point for one Meeting; maximum of 2 points.

- (x) Instructional Courses /PG Crash course: 1 point for one Meeting; maximum of 3 points.
- (xi) Paper presentation in International Conferences: 1 point for one paper; maximum of 2 points.
- (xii) Paper presentation in National Conferences: 1 point for one paper; maximum of 3 points.
- (xiii) Paper presentation in State Conferences: 1 point for 3 papers; maximum of 5 points.
- (xiv) Awards and Honors: maximum of 2 points.
- (xv) Member selected to any high post: maximum of 2 points.
- (xvi) Publishing Papers in indexed journals/international: 1 point for one paper; Maximum of 3 points.
- (xvii) Publishing Papers in I.J.O.: 1 point for one paper; maximum of 2 points.
- (xviii) Publishing Papers in K.O.A. journal: 1 point for one paper; maximum of 10 points.
- (xix) Executive Meeting attendance of Club Secretary: 1 point for one Meeting; maximum of 4 points
- (xx) K.O.A. Annual General Body attendance: 1 point for 3% of attendance; maximum of 15 points.
- (xxi) Social activities: 1 point for one activity; maximum of 5 points

Total marks: **100**

CHAPTER VIII

PROTOCOL FOR MEMBERS TO SUBMIT THEIR COMPLAINTS, OBJECTIONS AND SUGGESTIONS REGARDING K.O.A.

36.a) Any member may in writing can submit any complaint/objection/suggestion regarding the functioning of the K.O.A. to the Secretary. The complaint shall be substantiated by genuine documents, totally free from any kind of foul play and legally permissible, complying the requirements envisaged in the Indian Evidence Act as far as closer. Sufficient number of attested copies—for Panel Judging Committee, as is the case may be, and for service—of the said complaint, inclusive of the documents, shall also be annexed at the time of filing/registering itself.

36.b) The Secretary shall list the complaint so received in the Agenda for the Meeting of the Executive Committee after discussing with the President. After mutual discussion by the President and the Secretary, if the complaint requires an urgent action, a Special Executive Committee Meeting may be called for. If not, it may be discussed in the next regular Executive Committee Meeting.

36.c) If the Executive Committee on discussion of the complaint is of the majority opinion, that it pertains to a major policy decision, the Executive Committee shall take a decision thereon and then the same shall be ratified by the General Body Meeting.

CHAPTER IX

PROTOCOL FOR A LEGAL CELL

37.a) The President shall be the Chairman of the Legal Cell.

37.b) The Association may engage a competent lawyer, preferably based at Ernakulam, as its retainer on annual basis, on payment of a fee to be mutually

decided. The appointment shall be made by a Committee consisting of President, President-Elect and Secretary.

37.c) The lawyer may advise the Chairman of the Legal Cell regarding all legal issues concerning the Association and all issues regarding grievances of a legal nature received from Members. The appointment of the lawyer may be terminated by the Executive Committee after due notice of one month, if it is found necessary for the best interest of the Association. However, in that eventuality, immediate steps shall be taken for the services of a proficient lawyer by the Legal Cell to fill the gap at least on *ad hoc* basis.

37.d) The Association shall be represented by the Secretary in any legal proceedings. The Association is free to take any legal steps that may be required to safeguard the interest of the Association. Such proceedings shall be initiated only after due authorization by the Executive Committee in its routine Meetings. For matters of urgency a Special Executive Committee Meeting may be convened by the Secretary on emergent basis considering the gravity of the issue.

37.e) The Secretary shall pursue all legal proceedings diligently along with advice and active participation of the lawyer retained by the Association. In case the President/Secretary is required to appear in any court of law, they may be paid the AC 2nd class to & fro fares.

37.f) The Chairman, Legal Cell may liaison with the lawyer regarding such matters.

CHAPTER X
PROTOCOL FOR THE ANNUAL CONFERENCE OF THE K.O.A.
(KOACON)

38.a) VENUE OF KOACON

The venue for the Annual Conference shall be decided two years prior. The said venue shall be decided in each year's Annual Conference.

The rotation for the Annual conference in vogue at present is.- Palakkad, Kochi, Alleppey, Kottayam, Trivandrum, Kozhikode, Thrissur, Kasaragod, Kannur, Kollam and Malappuram.

38.b) BASIC REQUIREMENTS FOR THE VENUE

(i) Central Auditorium: The main auditorium for the conference may have a capacity to accommodate a minimum of 500 guests. The acoustics of the hall shall be good and preferably air-conditioned.

(ii) Satellite Halls:

a. The main auditorium may be at least two satellite halls with a minimum capacity to accommodate 100 persons with the facility to have, Video presentations & Pre-Conference Workshops.

b. Two board rooms may be available with a capacity to accommodate a minimum of 15 persons.

c. The storage space for the conference office may be of minimum 250sq. feet.

d. There may be a hall for poster display.

(iii) The dining hall may have an area approximately of 3500 sq. feet within 100 sq. yard of the main venue.

(iv) There may be another area of similar size/or 2-3 long rectangular halls of 2000 sq. feet and adjacent to (within 100-150 yards) the main venue to hold the trade exhibitions.

(v) The venue may be preferably located centrally in the city/town, or within a radius of 10 km from the city/town.

(vi) Adequate car parking space shall be available around the venue.

(vii) The venue may also have some area for providing “lounge space” for spouses/children.

(viii) Adequate space shall be available for setting up the registration counters.

(ix) The venue shall be such that it can be cordoned off from the general public and shall be safe considering the security point of view.

38.C) DATES OF KOACON:

The dates for the Annual Conference shall normally be in the last weekend of January (date may be allotted by I.O.A.), but the date may be changed under extraordinary circumstances in consultation with K.O.A. & I.O.A. (The C.M.E. shall be on the last Friday of January and the rest of the programme shall be planned accordingly).

IV. FINANCES AND REGISTRATION FOR CONFERENCE:

39.a) Registration fees for KOACON: The registration fees for KOACON shall be increased by 10% each year and be rounded off to the nearest 50. The registration fees for non-members shall be a minimum of 60% more than the registration fees for members. Late fees to be charged shall be 25% of registration fees after one month of the last date of regular registration and 50% after 2¹/₂ months from the last date of regular registration. Spot registration shall be charged double as against the normal registration fees. The registration fees for Post-Graduate students shall be 60% of registration fees for members.

39.b) Early bird registration: shall be 10% less than the registration fees.

39.c) Complimentary free registration: The following persons are eligible for complimentary free registration:-

- a. President of the K.O.A. and spouse
- b. Secretary of the K.O.A. and spouse
- c. Treasurer of the K.O.A. and spouse
- d. Office Secretary of the K.O.A.
- e. All foreign guest-speakers and spouses
- f. All Indian guest-speakers, not members of the K.O.A.
- g. Invited dignitaries.
- h. K.O.A. members over 65 years of age provided they have a life membership for 5 years

39.d) 50% of the registration fees shall be given to the K.O.A. This shall be done transparently with due receipts without any delay.

V. SCIENTIFIC PROGRAMME OF CONFERENCE

The scientific programme for the conference shall be drawn up by a Central Scientific Committee consisting of the following:

1. President
2. President-Elect
3. Secretary
4. Treasurer
5. Organizing Chairman of the conference
6. Organizing Secretary of the conference
7. Scientific Committee Chairman

Central Scientific Committee shall have to meet between the 15th and the 30th of November. It shall be mandatory that they scrutinize the papers selected for competitive sessions. The Committee shall be responsible for keeping the quality of the papers presented in KOACON at high standards. The Committee Members shall not be an author/co-author in the competitive sessions.

VI.(a) ORATIONS:

The Dr. K.I. George Memorial Oration, Silver Jubilee Oration of K.O.A. and Prof. K.C. Gopalakrishnan Oration shall be given rights of pre-audience and prime-times during the Conference. The said orations shall be in the forenoon sessions on the first day of main Conference. No concurrent session shall be held during the said orations. The chairpersons for the orations shall be the President and the Secretary of the K.O.A.

i) Dr. K.I. GEORGE MEMORIAL ORATION:

This oration shall be presented by the Immediate Past President of the Association. If he has any inconvenience then one of the Past Presidents or someone selected by the Organizing Committee shall present the oration. The Secretary shall inform the orator at least eight months in advance seeking the topic of his presentation which shall subsequently be informed to the local Organizing Secretary. The duration of the oration shall be 20 minutes. The President of the K.O.A. or the Past President, knowing the orator in advance, shall introduce the orator and invite him for the presentation (2 minutes time for introduction). The Secretary shall assist the President in the award of the Medallion for the oration. The President shall present the medal and certificate. The Secretary shall arrange the medal and the certificate. The orator shall wear the medallion during the oration. The K.I. George Memorial oration shall be printed in the April issue of K.O.A. Journal in the subsequent year.

ii) SILVER JUBILEE ORATION OF THE K.O.A.:

Papers shall be invited from K.O.A. members excluding those who have presented the same oration previously and those who have presented K.I George memorial Oration, who have more than 5 years of standing as Life Membership, in the current year of the Association. The papers so received shall be sent to President of K.O.A. Evaluation of the papers shall be done by the central scientific committee of KOACON. The duration of oration shall be 20 minutes. No age limit is fixed for the oration.

iii) Prof. K.C. GOPALAKRISHNAN ORATION:

Any K.O.A. member can apply for the said oration excluding those who have presented the same oration previously and those who have presented K.I George memorial Oration. The age limit for applying for the oration is 50 years.

Selection Committee for Orations shall consist of:

1. President K.O.A.
2. Secretary K.O.A.
3. President-Elect
4. Organizing Committee Chairman of KOACON
5. Organizing Secretary
6. Scientific Committee Chairman

VI.(b) CONFERENCE LECTURES:

The conference lectures shall be decided by the Organizing Committee. The guest lecturers shall be of 25 minutes duration with 5 minutes for discussion. In addition to the conference lectures there shall be a "President's Invited Guest Lecture". The President shall have the privilege of inviting a leading personality from the medical world or otherwise whom he feels has made significant contribution to the society at large. The President's guest lecture shall be of 30 minutes duration with no discussion.

VI.(c) SELECTED PRESENTATIONS:

The Central Committee shall meet preferably between 15th and 30th of November for selection of the papers for oral presentation. Approximately one-third of papers selected for presentation in the conference shall be for oral presentations. Rest of them shall be for poster presentation. Criteria for selection of papers shall be circulated in the final Announcement Brochure for the conference. Every presentation becomes the intellectual property of the Association who has the right to publish in the official publication of the Association and the President and the Secretary of the Association shall be the custodian. The Association can withdraw a presentation at any time. If selected by the Committee, the author has to present the presentation. At any case if he/she cannot present the paper, it shall be duly intimated to the Chairman Scientific Committee. The Chairman may allow one of the co-authors to present or withdraw the presentation. If an author is not presenting

without intimating the Scientific Committee, he and his co-authors shall face a ban of two years from presenting any papers in K.O.A. All presentations shall be done by Members only. One Member shall present only one paper at a time.

VI.(d) Presentations shall be under the following heads:

Oral presentation, Poster presentation and Video presentation

a. Oral Presentation: Shall preferably be 6 presentations for a one hour session. Each oral presentation shall be of 8 minutes with 2 minutes for discussion. Strict control shall be kept on the time taken for presentations. The oral presentations shall comprise of:-

(i) Dr. P.K. Surendran Gold Medal Paper and (ii) Free Papers

VI.(d)a.(i) Dr. P.K. SURENDRAN GOLD MEDAL PAPER (COMPETITION):

A special session of 2 hours (10 presentations) shall be kept reserved for this prestigious competition from 11:00 a.m. to 1:00 p.m. on the first conference day.

Members desirous of participating in this competition shall mark on their abstract form that the presentation shall be for the competition. The competition is open only for K.O.A. members below 40 years of age on 31st December of the year of the conference. Proof of Membership and that of age shall be essential. The Central Scientific Committee in its October/November Meeting shall screen all such papers and select a maximum of 10 papers for the competition (less, if sufficient numbers are not found to be suitable).

Selection shall be based on the same format as for judgment during the competition. There shall be 3 judges from amongst the Past-Presidents of K.O.A./Senior Professors of Orthopedics, preferably one to represent each region, from amongst those attending the conference. The Secretary shall finalize the list in consultation with the President and inform the Hon. Judges on the day of the competition from the available Faculty. The Hon. Judges/President/Secretary shall maintain strict secrecy of appointments. The Hon. Judges may be requested to hand over the judgments to the Secretary immediately after the competition. The Hon. Judges, in consultation with each other, may decide not to award the gold medal if no presentation is found to be of a standard befitting the competition. The results of the competition shall be finalized collectively by the Hon. Judges, President, Secretary and Scientific Committee Chairman. The result of the competition shall be announced during the Annual General Body of the Conference. The medal shall be presented in the inaugural function of the subsequent Conference.

GUIDELINES FOR DR. P.K. SURENDRAN MEMORIAL GOLD MEDAL PAPER (COMPETITION):

1. Single case reports shall not be considered unless the first in the world/country.
2. Retrospective studies may be considered only if the quality of the paper presentation is good.
3. Papers which are sponsored or had received financial assistance shall not be considered.
4. Papers shall not be eligible if published prior to the presentation/submission.
5. Only registered authors who are members of the Association, after having submitted their age-proof, shall present the paper.
6. Once an abstract is accepted, additional authors may not be added.
7. Whatsoever excellent the paper may be, if it crosses the eight minute deadline shall be disqualified.
8. A duly authenticated affidavit shall be submitted by the author regarding the stipulations contained herein (for preparation and authentication of the affidavit, professional service of the panel-lawyer, or any other professional lawyer temporarily called for the occasion, may be pressed into, whose fees in the latter case, may be fixed and settled then and there, as far as possible).
9. Three Judges will be selected by the President and the Secretary of K.O.A. on the day of the Conference from the available Faculty. One of the Judges so selected shall be less than 45 years of age. They shall not belong to the same Institution from which there shall be a paper or co-authored any paper in that session, and they shall not form part of the Organizing Committee of the Conference.
10. The basis for Judgment shall be that: the total marks shall be 50 and marks shall be awarded on the following criteria:-
 - a. Significance of the study.....5
 - b. Content.....5
 - c. Clarity
.....5
 - d. Presentation.....10
 - e. Projection.....5
 - f. Discussion.....5
 - g. Specific number of cases.....5
 - h. Clinical or research data to support conclusion...5
 - i. Follow up.....5

(Assessment Sheets will be valued by the President and the Secretary of the K.O.A.)

VI.(d)a.(ii) FREE PAPERS:

Free Papers will be invited from the members of K.O.A. for presentation during the conference and shall be decided by the Organizing Committee. Each member can present only one free paper as the first author.

The Free Papers shall be preferably grouped into scientific sessions according to regions, special techniques, specific diseases etc. The duration of individual scientific sessions shall not exceed 120 minutes (preferably 60-90 minutes). There shall preferably be 6 presentations for a one hour session. Each oral presentation shall be of 8 minutes with 2 minutes for discussion. Strict control shall be kept on the time taken for presentations.

VI.(d)b. POSTER PRESENTATION – Approximately two-third Free Papers selected for presentation shall be invited to be presented as Posters. The Central Committee reserves the right to recommend any paper for Poster instead of oral presentation. Any representations against this shall not be accepted. The Organizing Secretary shall make adequate arrangements for the proper display of the Posters as well as for interaction of the author with the delegates interested in discussing the Posters. The standard size of Posters shall be of 175 cm vertical and 85 cm horizontal, inclusive of the title, subject matter and photographs. Posters in non-conforming formats may be taken down or removed without notice. Posters can be in physical form or e posters depending on the available facility at KOACON Venue. The Organizing Secretary shall make basic arrangements for putting up the Posters. The best Poster shall receive the Best Poster Award. The Judges for the competition shall be selected in the same way as for P.K. SURENDRAN MEMORIAL Gold Medal Competition. The authors of Posters shall be present in the hall during the visit of the Judges; the time/date of which shall be duly announced by the local Organizing Secretary. The format of marks shall be same as the P.K. SURENDRAN MEMORIAL Gold Medal Competition.

VI.(d)c. VIDEO PRESENTATION – Separate hall shall be reserved for video presentations. Each member shall make only one video presentation. The duration of each presentation shall be of 12 minutes with 3 minutes for discussion. The Organizing Committee shall fund for the gold medal.

VII. CHAIRPERSONS FOR SCIENTIFIC SESSION/s:

There shall be two chairpersons and one Rapporteur/Registrar for each scientific session. The Central Committee, from amongst the members of the K.O.A., shall select them. They shall have experience and interest in the field, for which the session is devoted. A broad consideration for representation from all over the State shall be ensured for selecting the chairpersons/rapporteur.

VIII. PROF. P.A. ALEXANDER MEMORIAL, CONTINUING MEDICAL (ORTHOPAEDIC) EDUCATION PROGRAMME (C.M.E.):

This programme shall be held on the first day of the main conference. The topic, invitations of guest-speakers and itinerary of the programme shall be drawn-up in consultation with the President and the Secretary.

VIII.(a) The format of the C.M.E. shall be as follows:-

Registration: 8.00 a.m. onwards

Inauguration: 9.00 – 9.30 a.m. This shall be on need to basis, without any fanfare speeches.

VIII.(i) Dignitaries on the dais:

- (i) President of the K.O.A.
- (ii) Secretary of the K.O.A.
- (iii) President of local club organizing the C.M.E.
- (iv) Secretary of the local club
- (v) Local Organizing Chairman
- (vi) Local Organizing Secretary

VIII.(ii) Programme:

- (i) Welcoming the Dignitaries & Faculty Members by the Organizing Chairman
- (ii) Inauguration by President of the K.O.A.
- (iii) Presidential address
- (iv) Felicitation by the President of the local club
- (v) Felicitation by the Secretary of K.O.A.
- (vi) Vote of Thanks by the Organizing Secretary

VIII.(iii) Main Programme: 9.30 a.m. to 5.00 p.m. (with a short lunch-break)

This shall consist of didactic lectures of 25 minutes with 5 minutes extra for discussions, short symposia, panel discussions etc. In selecting guest-speakers, from amongst members, proper consideration shall be given to the following:

VIII.(iii)a. Avoid repetition of speakers over the years.

VIII.(iii)b. Encourage fresh talents from amongst the younger members

VIII.(iii)c. A wide State Spectrum.

VIII.(b) Additional C.M.E.s of K.O.A.

Request for “Under the aegis of K.O.A.” shall come through the district clubs concerned and the brochure thereof shall contain the emblem of K.O.A. and the names of the President and the Secretary of the K.O.A. The Certificate issued in a C.M.E. conducted under the aegis of K.O.A. shall also contain the emblem of

K.O.A. and Digital signatures of the President and the Secretary of the K.O.A. Additional C.M.E.s may be conducted under the aegis of district clubs also.

VIII.(c) The C.M.E. Royalty Fee shall be Rs. 5000/- for one-day; and, Rs. 10,000/- for two-days. The payment shall be made to the K.O.A. for conducting C.M.E., under its aegis, provided an additional Registration Fee is also be collected thereof.

IX. STATE ORTHOPAEDIC QUIZ:

The Annual Orthopaedic Quiz during KOACON is open for post graduate students and junior Orthopaedic surgeons only (Less than 35 years on the 31st January). A team of two members shall be nominated by the individual clubs and all Medical Colleges. It shall be informed through the respective club Secretaries to the Local Organizing Secretary at least one month before the Conference. (One team per club and one team from each of the Medical Colleges) Five teams who qualify in the preliminary round shall compete in the final round. The quiz shall be conducted during the conference on Sunday by the Chairman of the Committee for the Quiz co-opted by the Executive Committee. The Chairman shall function for one year and shall appoint 4 to 5 members to assist him in framing the Question Bank. Sponsorship for the quiz can be raised by the Quiz Chairman. There shall be at least 10 rounds with change in direction at the middle after 5 rounds. The format for the quiz shall be subject to modification by Quiz Chairman. The Quiz Chairman may be considered as a K.O.A. Member-Faculty.

IX.i) Suggested format for the quiz:

IX.i)(a) A written test (on the 2nd day of the conference consisting of 50 questions to be individually answered by contestants as team from each club. The five best teams will be selected for the final round.

IX.ii)(b) Finals: 5 teams will be shown visuals and asked questions by rotation. Direct questions may also be asked without visuals.

X. FACILITIES FOR SCIENTIFIC DELIBERATIONS:

The conduct of the scientific programme of the conference shall be the most important aspect of the conference. The local Organizing Committee shall ensure that the facilities for proper audio-visuals, seating arrangements/drinking water/rest rooms, etc. be made available depending upon the mooted number of participants for each event.

X.(a) Facilities for audio-visual projection shall be made in the two satellite halls for plenary sessions.

X.(b) A podium with the K.O.A. Emblem shall be displayed on it. A reading light, a stand mike or a collar mike, laser pointer, & clicker shall be essentially made available for the speaker.

X.(c) A Chairman's table shall be with 3 to 4 chairs, and a table mike; for announcement by the Chairperson, a brochure with the short bio-data of the guest-speaker, if any, may be included.

X.(d) Mementoes, if any, may be given to the guest-speakers.

X.(e) To oversee the sessions there shall be two senior members from the Local Scientific Programme Committee, along with sufficient number of Volunteers.

X.(f) Arrangement for alternative power source shall be mandatory and, be so, arranged urgently to minimize time loss.

X.(g) At least two stand mikes and two cordless mikes shall be placed at strategic positions in the middle of the hall for questions from the audience.

X.(h) Concurrent sessions, if any are arranged, shall not exceed two.

X.(i) Proper signage/s shall be placed at every strategic places to help in locating the various halls/venues.

XI. HOSPITALITY FOR DIGNITARIES:

XI.(i) Office-Bearers of K.O.A.:

XI.(i)a. For the Central Committee Meetings:

The President, President-Elect, Secretary and Treasurer shall be paid travelling allowances for attending the Meeting from KOA . To and fro II AC sleeper fare shall be provided if the journey is overnight. In case the President/Secretary/Treasurer is required to make extra visits similar allowances shall be paid.

XI.(i)b. For the Annual Conference:

(i) The President and his wife; the Secretary and his wife; and the Treasurer wife ; (Ref: IV. Finances and Registration for Conference) shall be paid travelling allowance as mentioned above.

(ii) As regards the K.O.A. office secretary, proper, decent accommodation shall be arranged by the local organizers for the K.O.A. officials for all the visits. The K.O.A. office secretary and staff who attend the conference in connection with official duty shall be provided free registration for the Conference.

XI.(ii) Guest-Speakers:

Indian Guest-Speakers:

(1) Honorary Fellows of K.O.A.: Free registration shall be given to all Honorary Fellows of K.O.A. Their list shall be given by the Treasurer to the Local Organizing Secretary who shall invite Honorary Fellows to attend the conference.

(2) Senior Member: No Annual conference registration fees shall be charged from the Senior Members of the K.O.A., who are more than 65 years

of age and who have 5 years life membership of K.O.A. Incidental charges and banquet charges shall be collected. The Senior Members shall send their registration forms duly filled before last date for registration without late fees. No Free registration may be obtained for spot registration.

(3) Awardees: The recipient of awards including K.I. George Medal shall register for the conference.

(4) Other Dignitaries: The local Organizing Committee may give complimentary registration to other dignitaries. The total number of such complimentary registrations shall not exceed ten.

XII. GENERAL HOSPITALITY:

XII.(i) Transport: Transportation for all delegates from various officially designated hotels to the various venues for main conference, and banquet may preferably be arranged by the local organizers.

XII.(ii) Proper information of bus routes and train/plane timings shall be made available to all delegates.

XII.(iii) As regards Catering, sufficient care shall be taken by the Organizing Committee to avoid undue lavishness on food, water, electricity etc. However, lunch on all the days of the conference shall be arranged for the registered delegates and their families if registered. Breakfast may not be arranged by the local Organizing Committee. Arrangements for “round the clock” supply of tea/coffee either free or on payment shall be made. Safe potable/drinking water at easily accessible spots shall be placed outside each hall. A complimentary conference dinner shall be arranged to follow the inaugural function. Conference banquet shall be arranged on the penultimate evening of the conference. This shall be on payment and by prior registration.

XII.(iv) Accommodation: The Conference Brochure shall carry information regarding the availability of various categories of accommodation. The local organizers shall reserve adequate hotel rooms well in advance to avoid difficulty to the delegates. Allotments shall be subject to requests received before deadline, as first come first basis, on advance payments. Allotment shall be subject to the availability of hotel rooms in that category. Proper liaison of Accommodation Committee with various hotels shall be essential to avoid inconvenience to delegates and over-charging by hotels. Services of a travel agent may be utilized to organize accommodation.

XII.(v) Social Events: A short cultural programme not exceeding one hour may be arranged immediately following the inaugural function, but it is not mandatory. Such programme shall ideally reflect the cultural-heritage of Kerala as well as the host District. An orchestra, in tune with the said cultural-heritage, may be in attendance during the banquet.

XII.(vi) Sight-Seeing: Local sight-seeing/or one/two day tours outside the city may be arranged in consultation with State Tourism Department or

standard, Local Tour Operators. Local sight-seeing especially programmes for spouses/children may be arranged. Complimentary packages for other tours at subsidized cost may be arranged through the said Tour Operators.

XIII. ANNOUNCEMENTS OF THE CONFERENCE

XIII.(i) First letter shall be sent by the local Organizing Secretary as a “Thank you-Note” within 6 months of the venue being decided in the Annual General Body Meeting.

XIII.(ii) A stall shall be allotted in the Trade Exhibition for announcement; distribution of pamphlets and display of posters, banners for the forthcoming of conference shall also be arranged.

XIII.(iii) Final Announcement Brochure shall contain the following information, of which, one brochure shall be printed and another be sent by e-mail.

1. Number of the Conference in Roman letters;
2. City and Venue;
3. Dates of the Conference;
4. Host Club;
5. Letter from the President and the Secretary of the K.O.A.;
6. Letter from Local Organizing Secretary;
7. List of the Executive Committee of the K.O.A.;
8. List of main Organizing Committee;
9. Proposed format of the Conference;
10. Details of registration fees;
11. Information regarding Free Papers/Poster Presentation/Video Presentation, Rules and Regulations for Lecture, Dr. P.K. Surendran Gold Medal awards [V. (iv) a. (i)], and acceptance of Free Papers;
12. Information of the C.M.E. programme including topics;
13. Information of accommodation available with tariffs;
14. Information (including photographs) of tourist attractions in and around the city, various tours being planned etc.;
15. Information of air, rail and road connections;
16. Addresses/Phone Numbers/Fax Numbers/E-mail addresses of key Members of the Organizing Committee;
17. Information of reception and transportation arrangements;
18. Information regarding programmes for spouses/children/social events;
19. Registration form, form for abstract, accommodation, sight-seeing tours, sub-specialty Meetings, etc.;
20. Important dates and deadlines &
21. Miscellaneous information.

XIII.(iv) Important dates/deadlines:

Assuming that the date for the Annual Conferences shall be fixed for the last week of January each year, the important deadlines shall be:-

- a) Despatch of final announcement brochure: 15th May
- b) Last date for receipt of Abstracts (3 copies) : 31st October
- c) Last date for receipt of Full Papers: 15th November
- d) Registration without late fees: 30th November
- e) Last date for informing members regarding the acceptance of papers for presentation: 15th December
- f) Last date for registration with late fees: 31st December
- g) Last date for dispatch of final programme to all members: 1st January

XIII.(v) Methodology of Registration:

The registration shall be fully computerized. Organizers are free to allot registration numbers according to alphabets or to categorize them district wise. Whatever method is adopted, it shall be reflected in a streamlined way on the Registration Counters. The registration process shall be so managed to enable fast processing and avoid unnecessary queues during peak registration hours at the conference venue. Enough space shall be provided for this purpose. The reply for registration, accommodation, sight-seeing tours and receipts of abstract form shall be sent within a fortnight of their receipt by the Conference Secretariat. The information for acceptance/non-acceptance of the scientific paper should be sent at the latest by 15th of December. Delegates shall be requested to quote registration number for all correspondences. Spouses/children should be registered under the same registration numbers so as to avoid confusion.

XIII.(vi) Registration fee structure:

This has already been covered under receipts of conference.

XIII.(vii) Delegate Kits:

This may be left to the local organizers to decide on the quality/size of delegate bags. The purpose is only to provide a handy bag, preferably re-usable, to contain the following essential items.-

- (a) Copy of the final program;
- (b) Meal coupons;
- (c) Invitation to the inaugural function;
- (d) Details of registration;
- (e) Writing pad;
- (f) Jotting pen;
- (g) Invitation to the banquet (if registered);
- (h) Delegate name badge;
- (i) Logistical Information Brochure &

- (j) Conference Souvenir and any other complimentary articles.

XIII.(viii) Certificates:

Participation Certificates for Delegates shall preferably be distributed from the afternoon on the penultimate day of the Conference. These shall be separate for the C.M.E. and the main Conference. The Certificates shall be signed by the President K.O.A., Secretary K.O.A. & the local Organizing Chairman and Secretary. Certificates to faculty members/guest-speakers/chairpersons shall be handed over immediately after the scientific session. Certificates for Oral Presentations shall also be given by the chairpersons to all speakers at the end of the session. Certificates for Poster Presentations may be distributed in the hall itself where poster presentations be conducted.

XIII.(ix) Souvenir: A Souvenir shall be brought out to commemorate the conference if Possible.. Following information shall be included in the Souvenir:-

- a) Messages from various dignitaries including the President/President-Elect/Secretary of the K.O.A.
- b) President's Message
- c) Secretary's Annual Report
- d) List of Executive Committee Members of the K.O.A.
- e) List of Organizing Committee Members of the Conference
- f) Final programme of the conference
- g) Articles from various sources on Orthopaedics and general topics of interest
- h) List of donors
- i) List of exhibitors
- j) List of advertisers
- k) Advertisements
- l) List of past award winners of the K.O.A. (optional)

XIV. EXPENDITURE:

XIV.(i) Committee for Monitoring Collections/Expenditure:

A Committee of the following members shall monitor the collections/expenditure of the conference.-

1. President
2. President-Elect
3. Secretary
4. Treasurer
5. Any other member of the Executive Committee co-opted for the purpose.

XIV.(ii) The local Organizing Secretary shall submit a Statement of Collections/Expenditure at 3 monthly intervals to the Treasurer starting from

January of the year of the Conference. From October onwards, a monthly Statement may be submitted. The Committee shall meet at the venue of the Conference along with the Central Programme Committee in last week of August to assess collections and make budgetary allocations accordingly.

The President-Elect along with the Treasurer shall monitor the collections and expenses from October to December and see that accounts are properly maintained.

XIV.(iii) Auditing and Submission of Accounts:

The accounts shall be audited by an Auditor appointed by the central office. It shall be mandatory that a Preliminary Report be presented by local Organizing Secretary in the joined Meeting of the Executive Committee. A final audited account will be presented in the Executive Committee Meeting and Annual General Body Meeting during the subsequent KOACON. The Bank Accounts of the Conference may normally be closed within one & half years of the conference, but, under extraordinary circumstances, within two years.

XIV.(iv) Savings from the Conference:

It shall be mandatory for the Local Organizing Committee to donate 50% of registration fees collected to the parent Association. This donation is in recognition of the authorization to the host club by the Central body to stage the conference, use of its logo, its name, and for advice and professional guidance given for two years in arranging for academic and other activities of the conference. Any savings over and above the mandatory 50% of the registration fees may be donated to the K.O.A. if the host club so desires. It may, however, be for use for academic purposes, social and charitable activities to benefit their members and society. It may also be used for building up the assets of the host Club in furtherance of the Object of the City Club organizing the conference.

XV. MAIN INAUGURAL FUNCTION:

XV.(i) The inaugural function of the Annual Meeting of the K.O.A. is an official function and shall be conducted under the supervision of President/Secretary.

XV.(ii) Venue and General Arrangements:

The venue shall be a hall as mentioned above. In the absence of this, for any given reasons, an open area with an overhead protection may be arranged. If the hall is being used for the C.M.E. it may be vacated at least by 5.00 p.m. so that necessary arrangement for inauguration may be made. The back-drop of the stage shall carry the Emblem of the Association. Another Emblem shall also be used in front of the podium. The conference logo may also be used on the backdrop. Decorations in the stage may be left to the discretion

of local organizers, but proper stage lighting and good public addressing System shall be arranged. Tables may be kept on either side for placing various K.O.A. awards, conforming aesthetic sense. Wasteful expenditure shall be avoided as far as possible.

XV.(iii) Time:

Inaugural function may normally commence at 6.00 p.m., and the total duration of the main inaugural programme shall not exceed more than an hour. A one-hour cultural event to highlight the culture of the host District may follow the inaugural function.

XV.(iv) Dignitaries on the dais:

Total number of chairs on the dais shall be 7 or 9 with the following dignitaries being seated:

1. President of the K.O.A.
2. Chief Guest
3. Guest of Honor
4. President-Elect of the K.O.A.
5. Chairman Organising Committee
6. Secretary of the K.O.A.
7. Organizing Secretary

The number of chairs may be increased to 9 to accommodate the following:

1. Additional guest of honor
2. Head of the Teaching Institution if the conference is being held in a Medical College

XV.(v) Seating arrangements in the hall:

- (a) Front row on the side of the hall, in alignment with the podium, shall be reserved for 10 to 15 Past Presidents of K.O.A.;
- (b) Award winners for that year including P.K. Surendran Gold Medal may be earmarked immediately behind the Past Presidents;
- (c) Centre front rows may be earmarked for V.I.P. guests including Chief Guest/President of K.O.A. and his spouse, etc. and Foreign Faculty (if any);
- (d) If the venue of conference is a Medical College few rows behind the above may be kept reserved for the Heads of the various Departments in the Medical College. If none forthcoming, those may be reserved for senior members of K.O.A.;
- (e) Front rows opposite to the podium may be reserved for media persons/Organizing Committee.

XV.(vi) Master of Ceremonies/Conduct of Proceedings:

The Master of Ceremonies for this solemn function shall be a senior person (male or female) who has experience in conducting such Events, giving no room for wastage of time, with utmost importance to see it as a an official

function; unnecessary anecdotes, fanfare shall be avoided and the conduct of proceedings shall be with remarkable professionalism.

XV.(vii) Speeches/activities and their sequence:

The following will be the sequence of events:-

- (a) Delegates/Guests may be requested to take their seats by 5.45 p.m. The same shall be mentioned in the invitation card for the function.
 - (b) The President and the Secretary of the K.O.A., along with the Chairman of the Organizing Committee and the Organizing Secretary, shall receive the Chief Guest at the entrance and escort him/her to the venue.
 - (c) The Master of Ceremonies shall request all dignitaries to take their seats on the dais (to be escorted by the members of Organizing Committee) in following order, with a time span giving three minutes only:
 - (i) President of K.O.A.
 - (ii) Chief Guest
 - (iii) Guests of honour
 - (iv) President-Elect of K.O.A.
 - (v) Secretary of K.O.A.
 - (vi) Chairman Organizing Committee
 - (vii) Organizing Secretary
 - (d) Welcome of dignitaries by floral bouquets. (Maximum of 2 minutes);
 - (e) Welcome Speech by the Chairman of the Organizing Committee or Organizing Secretary. (Maximum of 5 minutes);
 - (f) Inauguration of Conference by Lighting of Lamp. (Maximum of 5 minutes);
 - (g) Secretary's Annual Report. (Maximum of 7 minutes);
 - (h) Presentation of K.O.A. awards by Chief Guest. The award presentation to be managed by Secretary of K.O.A. (Maximum of 5 minutes);
 - (i) Presidential address. (Maximum of 10 minutes);
 - (j) Release of Souvenir by Guest of Honor and his speech. (Maximum of 5 minutes);
 - (k) Speech by the Chief Guest. (Maximum of 10 minutes);
 - (l) Votes of thanks by the Organizing Secretary/Organizing Secretary. (Maximum of 3 minutes);
 - (m) National Anthem (Preferably by a team of singers to lead)
- The main function may be followed by short cultural programme to be followed by High Tea/Conference-Dinner.

XV.(viii) K.O.A. Awards:

The following awards will be presented during the inaugural function in the following order:-

1. P.A. Alexander life time achievement award of K.O.A. (1) – Citation & Gold Medal;
2. Meritorious award of K.O.A. (1) – Citation;
3. Honorary Fellows of K.O.A. (3) – Citation;
4. Certificate & Medal for Past President;
5. Certificate & Medal for Past Secretary;
6. Certificate & Medal for Past Treasurer;
7. Certificate for Organizing Chairman of previous KOACON;
8. Certificate for Organizing Secretary of previous KOACON;
9. Certificate for Organizing Chairman of Basic C.M.E. of K.O.A.;
10. Certificate for Organizing Secretary of Basic C.M.E. of K.O.A.;
11. Certificate for Organizing Chairman of Advanced C.M.E. of K.O.A.;
12. Certificate for Organizing Secretary of Advanced C.M.E. of K.O.A.;
13. Certificate for two K.O.A. Fellowships;
14. Certificate for Varghese Mathai Fellowship of K.O.A.;
15. Certificate for Basic Sciences Research fellowship of K.O.A.;
16. Prof. P.K. Surendran Memorial Gold Medal of K.O.A.;
17. Dr. P.V. Padmanabhan Nair Memorial Gold Medal of K.O.A. for the best Poster;
18. Medal of K.O.A. for the best Video;
19. Dr. Venugopalan Nair Best Consultant Gold Medal of K.O.A.;
20. Dr. T.C. Joseph Best PG of Kerala Gold Medal of K.O.A.;
21. Dr. K.C. Jacob Memorial Gold Medal for Best P.G. Paper Presentation;
22. Trophy and Certificate & Dr. Poulse Chacko Memorial Cash Prize for winners of KOACON Quiz &
23. Trophy and Certificate for Best Chapter award of K.O.A.

XV.(ix) Modifications how far permissible:

- a. Time of the inaugural function can be changed from 5 p.m. to 6.30 p.m. depending upon local factors.
- b. One or two Guests of Honor may be added.
- c. Mementoes to dignitaries may be given before the Vote of Thanks.
- d. Any other modification may be done in consultation with President/Secretary.

XVI. VALEDICTORY FUNCTION

The valedictory function is also an official function of K.O.A. and shall be conducted by the new President of K.O.A. & Secretary of K.O.A. The duration of the function shall be kept as short as possible, preferably within 25 minutes.

XVI. Venue and General Arrangements:

XVI.(i) The venue may, preferably, be the main hall of the conference. The dais shall have seats for the following:-

- (a) President
- (b) President–Elect
- (c) Immediate Past President
- (d) Vice-President
- (e) Secretary
- (f) Treasurer
- (g) Joint Secretaries
- (h) Organizing Chairman
- (i) Organizing Secretary

XVI.(ii) The time for the valedictory function shall be from 1.00 p.m. (or 1.30 p.m.) onwards on the last day of the conference after all scientific sessions.

XVI.(iii) No special seating arrangements may be required.

XVI.(iv) A representative from the Organizing Committee shall invite the dignitaries to the dais. The New President shall conduct the proceedings in the following order:-

- (a) Declaration of results of competitions if not already announced in the Annual General Body Meeting.
- (b) President shall deliver his comments regarding the conference and its organization.
- (c) President may invite the delegates to speak on their experiences about the conference.
- (d) The Organizing Secretary may reply to the delegate's remarks.
- (e) The President may announce at the end, with invitation, the next Annual conference.

XVI.(v) Suitable modifications/changes may be made in this format to suit the local circumstances.

XVII. K.O.A. OFFICE

A space of around 300-350 sq. ft. shall be provided at a convenient and prominent Area, within the conference premises for establishing the K.O.A. Office where Members may have business with the Officials/Staff.

The following facilities may be provided by the Organizers:-

1. Table and Chairs accommodating at least 5 people
2. Computer with Printer along with a Computer Operator
3. Two volunteers
4. Basic office stationery
5. Drinking water

6. Notice Boards

Notice boards at other prominent places, like entrance to various halls will be required for display of K.O.A. Notices.

XVIII. OTHER OFFICIAL PROGRAMMES OF K.O.A. DURING KOACON

XVIII.(i) Executive Committee Meeting:

The Executive Committee Meeting shall be held on Friday at 2.30 p.m. A Notice thereof, along with Agenda, shall be circulated by the Secretary, through the office-secretary, to all members well in advance. The procedure to be followed in the Executive Committee Meeting shall be the same as mentioned under the heading "Meetings of the Executive Committee". A hall big enough to accommodate around 40 people, preferably in a "round-table fashion" with tables/chairs, may be arranged. At least two volunteers may be provided. If need arises, lunch/tea/etc. may be served at the site. All arrangements shall be met by the Organizing Secretary.

XVIII.(ii) Annual General Body Meeting:

a) The General Body Meeting shall be conducted on Saturday from 4.00 p.m. onwards. The venue for the same shall be the main hall. A dais to seat President, President-elect, Vice-President, Secretary, Treasurer, Joint-Secretaries shall be required. A public address system with table-mike on dais, 2 stand-mikes in the aisle and 2 cordless mikes in the hall shall be required. Drinking water shall be provided outside the hall. At least 4 volunteers shall be present. If requested by the K.O.A. Office-Bearers, a computer with projector shall be arranged for instant projection of resolutions being put to vote.

b) The responsibility for all arrangements shall be done by the Organizing Secretary.

XVIII.(iii) Agenda:

- i) Obituaries and references;
- ii) Confirmation of the Minutes of the previous General Body Meeting;
- iii) Confirmation of the Minutes of all Executive Committee Meetings held during the year;
- iv) Secretary's Report;
- v) Treasurer's Report;
- vi) Report of various committees and businesses arising from it;
- vii) Financial report of the previous conference;
- viii) Report of progress of the CTIC;
- ix) Report of progress of the next KOACON;
- x) Confirmation of awards of the K.O.A.;
- xi) Fixing of Venue of the CTIC to be held for the next year;

- xii) Fixing of venue of the KOACON to be held after two years;
- xiii) Any other matter deemed essential to be discussed and ratified by the General Body;
- xiv) Announcement of results of P.K. Surendran Gold Medal and Best Poster Gold Medal and fellowships of K.O.A.;
- xv) Progress of basic and advanced C.M.E.'s of K.O.A. &
- xvi) Any other matter with the permission of the chair.

XVIII.(iv) Conduct of the Meeting:

- i) Punctuality shall be observed as far as possible;
- ii) Attendance of the Members present shall be taken;
- iii) The President shall conduct the Meeting with the assistance of the Secretary;
- iv) Discussions on any matter shall ordinarily be allowed for a maximum time of 10 minutes after which the Secretary shall frame a Resolution which shall be put to vote by raise of hands. The President shall have the discretion to allow a longer period of discussion on important matters. However no discussion shall be permitted beyond 20 minutes.
- v) The President shall have the authority to invite any number of persons to present their views. The President shall also have the authority to bar a person from further presentation of his views on his failure to maintain decorum in the Meeting.
- vi) The Minutes of the Meeting shall be recorded by the Joint Secretaries.

Extra ordinary General Body

If Executive committee have decided to have an extra ordinary General Body along with Annual General Body, it can be conducted prior to Annual general Body at 3.00 or 3.30 pm on saturday

**CHAPTER XI
PROTOCOL OF K.O.A. FOR ANNUAL ELECTION**

KOA ELECTION PROTOCOL

1. ELECTION COMMISSION

Chief election officer - President elect of KOA

The President-elect shall be the chief election officer for the year of his office. He shall maintain the highest degree of integrity in the conduct of this solemn duty.

Members

- President KOA
- 3 Immediate Past Presidents of KOA
- Presidents of all local clubs
- KOA secretary shall be an ex officio member with no voting rights.

Commission should meet a minimum of 3 times -

1. **Once** before election notification
2. **Once** before sending ballots
3. **Once** immediately after voting is over

In case of any difference of opinion between commission members the majority decision shall prevail. In case of equal divided opinion the decision of CEO shall be final.

(To maintain neutrality, the CEO shall vote only in case of a tie.)

Quorum for EC is minimum 25% of the total members

2. VOTER'S LIST

The state secretary shall provide club wise list of members **eligible to vote** to the local clubs on or before **15th August**.

This **draft** voters list will be published in all the clubs on or before **25th August**

Corrections if any have to be intimated to the State Secretary **on or before 30th August**.

Final voters list with name, KOA LM number, home club, registered email address and mobile number will be published **on 5th September** in the office of the EC and KOA website.

All clubs will publish the list by 10th September.

Every KOA member should select one of the 11 clubs as his home club and exercise his franchise only at that club. Every eligible voter shall be having only a single voting right, which shall be exercised in his home club or the designated polling station as provided hence.

3. Schedule of Elections

The President-elect shall follow the schedule of elections in consultation with election commission. The schedule along with the posts for which elections are to be held shall be published in **September** issue of the News Letter and KOA website. All nominations should come through concerned clubs.

ELECTION SCHEDULE

Election Notification September	15
Last date for receipt of nomination papers by EC October	31
Last date of declaration of eligible candidates November	5
Last date for withdrawal November	10
Final list of candidates to be published in KOA website November	15
Last date for sending the sample ballot papers to contestants November	30
Last date for receipt of approved ballot paper December	10
Date of election of January	2nd Monday

4. Posts for which elections are conducted by the KOA

President Elect	One post	One year
Vice-President	One post	One year
Secretary	One post	Three years
Treasurer	One post	Three years
Editor	One post	Two years
IT Secretary	One Post	Two years
Joint Secretaries (One post each from South & North Zone)	Two posts	One year
Chairman Koa Travelling Fellowship	One post	Two years
Chairman Long Term Planning	One post	Three years
OASIS Vice President (Will subsequently become Senior Vice President and then President of OASIS. Elections to this post will be conducted when Kerala's turn comes once every 6 years)	One post	
OASIS Executive Members	Two posts	Two years
OASIS Secretary General Elect years (Become OASIS Secretary General and elections will be conducted for this post only when Kerala's turn arises once every 18 years)	One Post	Three
OASIS Treasurer (Elections will be there for this post only when Kerala's turn arises once every 18 years)	One post	Three years
Cape KOA Chairman	One post	Three years
Cape KOA Secretary	One post	Three years

4. Eligibility

- All candidates should be KOA and IOA life members.
- Max age limit to contest is 65 years for all posts except President Elect.
- There won't be any upper age limit for the post of President Elect.
- President Elect should be more than 45 years of age with 10 years KOA membership and 2 years of KOA Executive Committee membership
- Vice President should be more than 40 years of age with 10 years KOA membership and 2 years of KOA Executive Committee membership.
- Hon. Secretary should have minimum 5 years of KOA membership and 2 years of KOA Executive Committee membership.
- CAPE Chairman should be between 45 years and 65 years of age and should have minimum 5 years of KOA membership and 2 years of KOA Executive Committee membership.
-
- One member can propose or second only one person during election process including the Annual General Body Meeting for vacant seats.
- An Executive Committee Member who do not attend atleast 50% Executive Committee meetings of the current year will not be eligible to be elected to any other post of KOA for the next 2 years

- Each member can offer himself for re-election to the same post, but no member shall hold office for more than three consecutive years in the same post.
- All nominations should be forwarded by the respective district club President / Secretary

5. DISPUTES

- An **Election Tribunal** should be constituted by the KOA executive every year before election notification with 3 past presidents of KOA who are not members of election commission to consider disputes regarding election if any.
- The function of the election tribunal shall be confined to disputes arising only after the declaration of results and not regarding the election process for which the EC is there.
- The senior most KOA president in the committee will be the chairman of the tribunal. (Seniority as KOA president)
- Date of receipt of the complaint after the counting is over -20th January
- Election tribunal to dispose of the complaint within one month from the date of receipt of the complaint.
- Election tribunal has the power to call for the records from the secretariat regarding the election, scrutinise the ballot papers, record evidence of persons who wish to dispose before the election tribunal, call any member of the KOA to give evidence regarding the matter in dispute.
- The tribunal shall give its verdict in writing and the same shall be binding on all parties concerned and only subject to appeal to the General Body of Kerala Orthopaedic Association . The expenditure incurred by the election tribunal shall be borne by the member who files the complaint or the club that files the

complaint. The expenditure incurred by the parties shall be borne by each party concerned.

- In case member/members or any other party is not satisfied with the decision of the election tribunal and prefers to go to the court, the jurisdiction shall be Ernakulum. All facilities and expenses of election tribunal to participate in such legal proceedings should be provided by state office, which is recoverable from any member/club as may be decided by the General Body of KOA

6. ELECTION PROCEDURES

- Votes can only be cast only by physical voting at the voting station decided by the District Club or Chief Election Officer. Postal or online ballot / voting is not permitted.
- The Chief Election Officer shall on or before **1st January** of every year, send to each local club Secretary, printed and numbered ballot papers signed by chief election officer containing the names of the candidates by registered post/courier/special messenger.
- The election will be conducted on **second Monday of January** every year and counting will be done on the polling day in the concerned local clubs.
- The particulars of votes and ballot papers (used and remaining) will be sent to the Chief Election Officer with signature of the club Secretary and polling officer by registered post.
- The particulars of the votes should be recorded in the Minutes Book of the local clubs.
- The club Secretary should Intimate about the place, and time of the polling to the members via email, SMS and WhatsApp.

- Election Commission shall appoint a Returning Officer to conduct election in each club.
- If the Returning Officer couldn't reach, the District Club President can nominate a senior member with a minimum of 5year life membership in his place after informing and getting approval from the chief election officer.
(Any Returning Officer who fails to carry out his duty will be debarred from contesting any elected post of KOA for the next five years besides attracting other disciplinary actions).
- Elections will be held on 2nd Monday of January in all the clubs by physical voting from 3 pm -9 pm.
- Final counting will be done on same day in the club itself.
- The counting of the ballot papers will be done on the same day itself in the Club after the polling time.
- Club Presidents will be deputed as Election Officer to a club other than his parent club.
- If any Club President is contesting for election, then Vice President of that club will become member of Election Commission.
- The KOA office and the Office Secretary shall be involved in all elections of the KOA.
- All elections of the KOA shall be done through the KOA office only including printing of the ballot papers and posting/ delivering the ballot papers.
- The ballots shall be printed by the KOA office, at a press selected by the KOA Executive Committee.
- The number of ballots printed shall be intimated by the Election Commission to the KOA Executive Committee.

- All postings of the electoral ballot to the various clubs shall be done by the KOA office.
- Election commission should maintain the record of the serial number of ballot send to each club.
- Number of club members+10 will be the number of ballots send to each club
- The Club Secretary should acknowledge the receipt of the same and should keep in safe custody.
- The cover will be opened only at the time of election by the Returning Officer.
- If the cover is seen in a damaged state or if seal is broken election will be postponed and the matter will be reported to Election Commission by the Returning Officer. Election Commission shall conduct proper enquiry and report given to the KOA State President. Election will be conducted on another date notified by the Election Commission.
- The candidates are permitted to appoint a polling agent to monitor the conduct of election.
- A polling agent can represent more than one candidate.
- Names of polling agents should be informed to election commission before 1st January and can change the polling agent latest upto 24 hrs prior to election after getting permission from election commission.
- The returning officer, observer and election agent can vote in the branch they are attending
- Voter should produce a valid photo Govt ID (Aadhar/Electoral ID / Passport / Driving licence) and Returning Officer will issue ballot paper after verifying ID card.

- If any vote is challenged by polling agent, it will be kept as challenge vote
- Any voter standing in the que to vote at the ending of voting time shall be allowed to vote.
- The voting time shall not be extended under any circumstances without the concurrence of the EC.
- Any vote polled after the prescribed voting time, subject to the rule of last person remaining in the que, will be considered invalid.
- Counting of vote will be done at the end of polling time. The number of votes obtained by each candidate will be entered.
- The details of votes secured by each candidate will be entered in the Performa supplied by the EC and the form will be signed by the returning officer, club secretary, and polling agents.
- The Performa and the ballot papers (used and unused in separate covers) will be sent to the office of the EC in a sealed cover within the end of next working day through courier or special messenger.
- The Returning Officer will submit a report to the Election Commission regarding the conduct of election in that club.
- It is not mandatory for club secretaries to minute the voting process.
- Election Commission will inform the returning officer about the time and place of election.
- The final tabulation of vote will be done at the office of EC within 15 days.

- Candidates will be informed regarding the verification and counting of votes by the EC through email.
- Candidates/ authorized person can supervise the verification and counting process.
- Total number of votes obtained by each candidate will be published on the same day and the final result will be declared in the next General Body by Chief Election Officer
- If a club does not participate in/refuses to participate in/boycotts any election of the Kerala Orthopaedic Association [KOA], eligible voters of those clubs may vote in the adjoining district where election is being held and Returning Officer [RO] should inform the Chief Election Officer [CEO] by Whatsapp/SMS/ and email- the names and KOA membership number of the voters from the other district clubs who have voted there and the CEO shall Inform all the other Returning Officers the names of these voters so as to prevent double voting.
- The Club Secretary Shall be barred for 5 yrs from contesting any elected or nominated post of the KOA if he refuses to conduct an election of the KOA besides initiation of disciplinary actions as per the KOA bye law
- If the Club Secretary cannot [for reasons other than refusal] conduct an election of the KOA, then he or the Club President will have to nominate a KOA member who has been a Life Member [LM] for at least 5 years to conduct the election.
- If a Club President will not / cannot go as a Returning Officer and will not appoint a substitute, then the Chief Election Officer can appoint a KOA member who is a LM for 5 years to act as the Returning Officer and the substituted Returning Officer may be from the same club or another club as per Chief Election Officer's discretion

- All meetings of the Election Commission of the Kerala Orthopaedic Association shall be conducted after informing the members of the Election Commission of the KOA by e mail and WhatsApp/SMS and the minimum of 25% of the members should be present for the meeting to be legally valid.
- The Election Commission of Kerala Orthopaedic Association shall have final say in candidate selection issues, subject only to appeal to the General Body of KOA.
- After any election of the Kerala Orthopaedic Association each Returning Officer shall send the signed voters list, affidavits of the polling agents, counting sheet/ proforma [signed by all concerned], used and unused ballot papers to the postal address of the Chief Election Officer by registered post
- Not mandatory for secretaries to minute the election in club meetings
- In case of disputes regarding election matters the decision of the General Body of the Kerala Orthopaedic Association [annual or special] shall be final
- A period of one week will be given for candidates and clubs to officially object to the rejection or acceptance of any candidate by sending email to the Chief Election Officer, Election Commission members and Kerala Orthopaedic Association Secretary
- The Election Commission is bound to give a reply to all these complaints within one week after last date of receipt of complaints.
- If a candidate or club doesn't receive a reply from the Election Commission within the stipulated time they can take appropriate legal measures.

- Any legal measures taken without approaching the Election Commission will be considered as an anti Association move and appropriate action would be taken by the General Body of Kerala Orthopaedic Association for the same.
- CCTV, electronic surveillance may be utilised for free and fair conduct of elections, if so requested by any district club / candidate. The expenditure towards the same will be borne by the requesting club / candidate.
- Election commission should discuss with candidates and try to arrive at a consensus to avoid election as far as possible to foster harmony and brotherhood in the association

(q) The *Pro forma* of the Nomination Form and Ballot Paper are annexed as **Appendix II and III** respectively.

CHAPTER XII

TRAVELLING FELLOWSHIP OF K.O.A.

(i) K.O.A. Fellowships – 2

(ii) Varghese Mathai Fellowship

(iii) Basic Research Fellowship

a) Constitution of the Fellowship Committee:

The Fellowship Committee shall consist of:-

1) Chairman, Fellowship Committee

2) President

3) President-Elect

4) Secretary

b) Last Date of Application

(i) The announcement for all Fellowships of K.O.A. shall be made in the March issue of K.O.A. News Letter by the Secretary. All Applications shall be received by the Chairman Fellowship Committee by December 31st of the same year. The Chairman shall then send a copy of the Application Forms to the other members of the Fellowship Committee.

(ii) The Committee Members shall then screen the Applications and submit the Report by January 15th. The Chairman Fellowship Committee shall tabulate the result and present the same during the Annual General Body Meeting of the K.O.A. The approved results shall be announced and intimated to all applicants through post by Chairman, Fellowship Committee. For all the Fellowships the Chairman Fellowship Committee shall be responsible for arranging the visit of the Fellow to various centres.

(iii) The Fellowship shall usually start from the venue of the KOACON and shall be for four to six weeks duration. The Fellows shall not be entitled for free registration or stay during the conference.

(iv) On successful completion of the Fellowship, the Fellow shall have to submit an official report to the Secretary, Chairman Travelling Fellowship Committee and Editor. The same shall be published in the Journal of the K.O.A.

(v) All the applicants for the Fellowships shall be present during the Annual General Body Meeting, where the Reports shall be presented.

(vi) Defaulters of the Fellowship shall not be considered for any K.O.A. Fellowships for the next five years.

Criteria for Starting new Fellowships

For any new Fellowship to be started, proposals shall be received by the Secretary and put on the Agenda for discussions. A sum of Rupees Two Lakh as donation for forming the Corpus Fund for the Fellowship shall be required from the sponsor. This may however be relaxed by the Executive Committee under extra ordinary circumstances.

Discontinuation of Fellowship

If a Corpus Fund is available, Fellowship shall not be discontinued. However the Fellowships for which Corpus Fund is not available and a yearly grant is obtained from a Company/Firm and, in case, the Company/Firm decides to discontinue the same, earnest efforts may be made for it to be continued.

Objectives

To provide exposure to young Orthopaedic surgeons to cope up different Orthopaedic problems and find its solutions in varied situations and facilities. Further giving exposure to young surgeons to senior Orthopaedic surgeons with a view to interact, gain knowledge of attitudes and philosophy of work, skills, organization of department and clinics etc. Also, in establishing rapport with prominent Orthopaedic surgeons for future interactions and making friendship along the way.

How Achieved

The Fellowship Committee selects young surgeons from applicants less than 40 years of age. The Fellows travel for a period between four to six weeks starting from the venue of KOACON. They visit the cities and at least two other smaller centers, decided by rotation, during their travel.

Selection

The selection shall be done by the Chairman, Travelling Fellowship Committee in consultation with the President/President-Elect/Secretary.

How to apply and time schedules

Six sets of applications properly formatted as per the format given and with the required certification shall be submitted to the Chairman, Travelling Fellowship Committee by December 31st of the year of application. Applications not in the prescribed format and without proof of documentation shall be rejected. Six copies of the application shall be submitted. The applications shall be scrutinized and passed on to the Fellowship Committee for final selection and the selected applicants shall be intimated by January 15th. The application is annexed as

Obligations of Travelling Fellows of K.O.A.

- (i) To complete the full tenure of Fellowship responsibly.
- (ii) To follow the guidelines provided by the Chairman, Travelling Fellowship Committee and visit all local Fellowship co-ordinators of the centers.
- (iii) To submit a completion report to the Chairman Travelling Fellowship Committee within a month of completion of the Fellowship.

Grading System for Fellowships

The maximum marks awarded will be 100.

- (i) Post Graduate Qualifications in Orthopaedics 5 marks
- (ii) Recognized qualifications M.S.Ortho; D.N.B.Ortho; D.Ortho or any degree recognized by M.C.I. 2 marks/qualification
- (iii) Experience 10 marks
One mark per completed year of seniority after post graduate qualifications
- (iv) Publication 40 marks
- (a) Indexed Journal/I.J.O./Journal of K.O.A. 20 marks
5 marks per publication as main author and 3 marks per publication as co-author
- (b) Non Indexed Journal 10 marks
2 marks per publication as main author; 1 mark per publication as co-author
- (c) Books 10 marks
10 marks per book as main author; 5 marks per book as associate author; 10 marks per book as Editor/Author of monograph; 5 marks per book chapter as contributing author; 3 marks per book chapter as co-author.
- (v) Papers/Poster presented personally 10 marks
International conferences abroad 3 marks per paper/poster
International conferences in India/KOACON 2 marks per paper/1 mark per poster
Subspecialty/State Chapter conferences 1 mark per paper/½ mark per poster
- (vi) Guest Lectures/Lectures at C.M.E. Workshops
International conferences abroad – 5 marks per lecture
International conferences in India – 5 marks per lecture
KOACON – 3 marks per lecture
Subspecialty/State Chapter conferences – 3 marks per lecture
- (vii) Research Projects Completed 10 marks
Funded by an International/National agency, Government organization or University 5 marks per completed project
- (viii) Conferences Attended 5 marks
International conferences abroad 2 mark per conference
International conferences in India/KOACON 1 mark per conference
Subspecialty/State Chapter conferences ½ mark per conference
- (ix) Organizational 5 marks
- (a) Convener or Organizing Secretary of International or National Meetings or workshops/office-bearer of National organization 2 marks/post held
- (b) Convener or Organizing Secretary of Subspecialty/State level Meeting/Office-bearer of National organization 1 mark/post held
- (x) Medal, Prizes and Awards 5 marks
In Orthopaedic K.O.A. 2 marks/medal, prize or award
Subspecialty University National organization International organization others (to be used in case of tie up of marks)

In case of dispute regarding interpretation under any heading, the decision of the Fellowship Committee shall be final.

CHAPTER XIII
MISCELLANEOUS PROTOCOLS OF K.O.A.
AWARDS OF K.O.A.

All awards of the Association are for the Life Members of the Association.

- (a) P.A. Alexander Life Time Achievement Award.
- (b) Meritorious Award to the Senior most living Past President of K.O.A. who has not been given yet shall be awarded.
- (c) Honorary Fellowship of K.O.A. (3) – Only one Past President (Criteria to be decided by Executive Committee)
- (d) Gold Medal

Same as the criteria laid down in the scientific session for the gold medal paper shall be followed.

Prof. T.C. Joseph best P.G. Gold Medal candidates shall be K.O.A. members/Associate Member.

K.O.A. C.M.E.s

A basic C.M.E. in the month of May and advanced C.M.E. in the month of October shall be conducted every year. The venue shall be decided in the Annual General Body Meeting.

CLINICAL TEACHING AND INSTRUCTIONAL COURSE (CTIC)

- (i) Two CTICs shall be conducted under K.O.A. every year – one in Thiruvananthapuram and the other in Kozhikode.
- (ii) The scientific and financial control of the CTIC will be done by a Programme Committee consisting of the following:
 - (a) President
 - (b) President-Elect
 - (c) Secretary
 - (d) Chairman, Long Term Planning Committee
 - (e) Organizing Secretary of CTIC
- (iii) This shall include finalization of the topic, scientific programme, faculty etc. The Programme Committee shall also monitor budgetary proposals, income, expenditure and savings.
- (iv) A South-Indian representation shall be ensured for selection of faculty as far as possible. The Programme Committee may add a one day pre-course workshop wherever feasible.

K.O.A. NURSES TRAINING PROGRAMME

- (i) There shall be two basic nurses training programme on the day prior to K.O.A. C.M.E.s.
- (ii) One advanced nurses training programme for those who have attended the basic programme shall be held on alternative years along with the KOACON of that year.
- (iii) The certificates for the nurses training programme shall be given only to the registered nurses.

SCIENTIFIC ACTIVITIES OF K.O.A.

- (i) A Permanent Committee consisting of the President, President-Elect, Secretary and two co-opted members shall govern all other scientific activities including the commencement of new courses, programmes, fellowships, workshops, publications etc.
- (ii) The Permanent Committee may also initiate activities in collaboration with other organizations.
- (iii) Concurrence of the Executive Committee shall be taken by the President before starting any new activity

MISCELLANEOUS PROTOCOLS

Protocols for miscellaneous activities of the K.O.A covered in this chapter may also be framed in the future and a supplement to these protocols be published at suitable time. Activities introduced in the future shall also be governed by protocols so developed and published.

-/END/-