

II. Selection of Office Bears and Members of IAP East Zone Coordination Committee and Place of Conference: Rotational Policy

IIA. Selection of Office Bearers and Members of IAP East Zone Coordination Committee

Tables: Showing the Rotational Policy of Selection of Office Bearers and Places of Zone PEDICON

Year	President	President Elect	Imm. Past President	Vice President	Secretary & Treasurer	Sc. Committee Chairperson	Place of conference
2015	Orissa	Meghalaya	Jharkhand	Tripura/Manipur	Bihar/	West Bengal	Manipur
2016	Meghalaya	Tripura	Orissa	Bihar/Jharkhand	Tripura	Meghalaya	West Bengal
2017	Tripura	Manipur	Meghalaya	Assam/West Bengal	Tripura	Bihar	Meghalaya
2018	Manipur	Bihar	Tripura	Sikkim/Jharkhand	Meghalaya	Orissa	Bihar
2019	Bihar	Assam	Manipur	West Bengal/Tripura	Meghalaya	Jharkhand	Orissa
2020	Assam	West Bengal	Bihar	Meghalaya/Orissa	West Bengal	Assam	Jharkhand
2021	West Bengal	Jharkhand	Assam	Sikkim/Manipur	West Bengal	Tripura	Assam
2022	Jharkhand	Sikkim	West Bengal	Orissa/Meghalaya	Bihar	Manipur	Tripura
2023	Sikkim	Orissa	Jharkhand	Tripura/Manipur	Bihar	West Bengal	Manipur

Selection of Executive Committee of IAP East Zone Coordination Committee:

(i) Structure of IAP East Zone Coordination Committee

- President – One
- President – One
- Vice President – Two
- Secretary General – One
- Treasurer – One

Joint Secretaries – Three

- (a) Organising Secretary of Last Conference
 - (b) Organising Secretary of Coming Conference
 - (c) To be selected by the President from his place who will assist him in all the activities.
 - Editor –in-Chief of PEDI-INFO
 - Executive Members- 2 from each of East and Northeast States
 - Scientific Committee Member-One from each East and Northeast State
 - Chairman of Scientific Committee
- (ii) There must be a fixed rotational pattern to avoid controversy of selection of

office bearers (Vide above Table).

- (iii) Respective State branches will send 2 names for executive committee member and one name for scientific committee member for IAP East Zone Coordination Committee. They will also nominate the President, Vice President, Secretary General and Chairman of the Scientific Committee following the list of rotation (Vide above Table). No selection or election will be held during the AG meeting and the nominated names must reach IAP East Zone Secretary by 30 June of each year before Mid Term Coordination Committee Meeting. Otherwise the name will not be considered.
- (iv) It is the duty of Secretary General of IAP East Zone Coordination Committee to circulate letters amongst the State IAP Secretaries asking the names of the nominated committee members with a fixed deadline as mentioned above.
- (v) Respective IAP State Secretary must take the responsibility of selecting the names in consultation with the executive board members of the respective State branches. An agenda should be kept in their executive board meeting (of each State) in the month of April and May. A transparency is to be kept in selection. When selecting or nominating a valid and bona fide member of Central as well as State IAP for these posts, the consent of the respective person must be taken so that he/she positively attends the IAP East Zone Annual Conference as well as the Mid Term EB meeting. The names should reach the secretary of IAP East Zone Coordination Committee latest by 30 June of the year as stated earlier.
- (vi) No controversy will be received or accepted by the coordination committee of IAP East Zone and in the Annual GB meeting. The problems of each State have to be solved in the State level before IAP East Zone Conference (East Zone PEDICON).
- (vii) Only those candidates' name will be considered who will be present personally in the Annual GB meeting and the Annual Conference (East Zone PEDICON) where the committee will be announced in front of all delegates of East Zone PEDICON and EB meeting will be held. The name of the member not interest to join the East Zone PEDICON and the Meeting will not be considered. No personal reason will be accepted for his/her absence. Even if State Branch of IAP recommends his/her name, simple absence in the 1st EB Meeting in East Zone PEDICON will lead to deduction of the name from the committee. The 1st meeting will be compulsory to attend.
- (viii) Co-opted members – The selected coordination committee can take maximum 3 coopted members if it is felt necessary in the committee, who will have no voting right. This coopted members can advice or give suggestion to help in smooth functioning of the committee. They will be invited in Mid Term EB Meeting or their suggestion will be asked over phone, letter or email.

Role of Executive Members of IAP East Zone Coordination Committee:

He/She will be the main person responsible for liaison between East Zonal level and State level of IAP. He/She should attend 2 meetings in a year, one during East Zone PEDICON and another in Mid Term EB meeting and will take part in all decision making of this platform.

Role of Scientific Committee Members;

- (i) Should try to organize at least one small CME in his/her State under the auspices of IAP East Zone in collaboration with respective State Branch of IAP with local faculty.
- (ii) Should work for academic upliftment in his/her State.
- (iii) Should try to establish an relationship between Zonal and State level.

IIB. Place of Conference:

Please of conference will be strictly chosen on rotational basis as mentioned in the above Table. If any State refused to accept, the next State will get the opportunity automatically.

III. Guidelines for Organisation of Annual Conference of IAP East Zone (East Zone PEDICON)

The annual conference of IAP East Zone will be termed officially as “East Zone PEDICON”.

The East Zone PEDICON will be organized by one State Branch of IAP of any East Zonal States along with the annual state conference of that State Branch.

1. Selection of the Organising Committee

The organizing committee of each East Zone PEDICON must be formed in consultation with respective executive board of that state branch of IAP as the host will be always the State Branch.

2. Days of the Conference

The conference will be of 2 days, Saturday and Sunday. Both the days may have non concurrent and concurrent sessions. The concurrent session can not be place during the time of IAP East Zone Oration, Award paper session for Postgraduates and Annual GB meeting.

3. Timings of the Conference

The conference will start at 9 am on day 1 and will continue day long up to 5 pm. Annual GB Meeting will be held between 5 and 6 pm of day 1. In day 2 the conference should start early and end between 2 and 4 pm. There must be a short valedictory session at the end of the program on day 2.

Daily a lunch break of one hour between 1 pm and 2 pm is to kept. Tea break will be . Optional.

4. Financial Responsibility

- (i) The organizing committee will have to bear the total cost related to the conference.

(ii) The organizing committee of the respective East Zone PEDICON must have to donate a sum of Rs.25, 000/- to IAP East Zone fund. The 50% of payment will be given in the inaugural dais and rest 50% should be paid by the mid term meeting of the IAP East Zone.

(iii) Additionally the organizing committee of East Zone PEDICON have also to bear the cost of the plaques and certificates of Purbanchal Shishu Visheshagna Shiromoni Award and IAP Purbanchal Pioneer Awards.

5. Mandatory Program

The Mandatory programs of each East Zone PEDICON will be: (i) Inauguration, (ii) IAP East Zone Oration (iii) Award paper session of Postgraduates (iv) Free paper session, (v) Annual General Body Meeting at the end of the first day between 5 pm and 6 pm, (vi) Combined Executive Board Meeting of old and new committee in the prebreakfast session of day 2 between 8 am and 9 am. No concurrent session will be kept with programs.

6. Inauguration

The Inauguration must be placed either between 11 am and 12 noon of day 1 or between 6 pm and 7 pm of day 1 after the Annual GB Meeting and before the cultural program and dinner.

President IAP East Zone, Immediate Past President, President Elect and Secretary General of IAP East Zone Coordination Committee, Organising Chairperson, Reception Chairperson and Organising Secretary of the Conference must be present in the inaugural dais. An inaugurator, a chief guest and one or two guest of honour may be invited from outside considering the local importance and also from Central Office bearers of IAP. Either national President of IAP and/or National President Elect of IAP and/or Secretary of Central IAP must be one or two of the above dignitaries. Maximum 2 office bearers from Central Committee of IAP can be invited.

7. Award giving ceremony and felicitation

The Awards (Purbanchal Shishu Visheshagna Shiromoni Awards and IAP East Zone Pioneer Awards) giving ceremony must be included in the inauguration program.

Felicitations of the local eminent persons should not be included in the inauguration ceremony of East Zone PEDICON. Only the office bearers of IAP East Zone and the organizing committee of respective East Zone PEDICON can get separate felicitation.

8. Pre Conference Program

Pre conference workshop, CME, special symposia may be arranged if possible. One day prior to the main conference i.e., on Friday. This is not mandatory.

9. Selection of Scientific Program and Faculty

The scientific program will be selected in consultation with the main office bearers of IAP East Zone Coordination Committee. An approval of the final program from Secretary, President and Chairperson of Scientific Committee of IAP East Zone should be taken. It is important to see that faculty from all the States of East Zones shall get chance.

The speakers, panelists, chairpersons (i.e., all faculty) must be selected from IAP members of East Zonal States. Only exception will be National President of IAP,

National President Elect of IAP and /or Secretary General of Central IAP (Any 2 of these 3).

10. IAP East Zone Oration

The Orator of IAP East Zone Oration may not mandatorily be an IAP member. He/ She can be chosen from outstanding research workers or some important person from eastern part of India who has definite contribution to pediatric fraternity or he/she can also be chosen from IAP members of East Zonal States if he/she has definite contribution in the subject of child health. First choice should be given to person of East Zonal States. But if no local person is available, person from neighboring countries, namely, Bangladesh, Nepal, Sri Lanka and Pakistan may be invited.

11. Registration

Each and every member willing to attend this conference must register himself/herself as a delegate. Only exception will be senior citizens above the age of 75 years who can attend the conference without registration. Organising Committee has to arrange his/her complimentary registration kit and food coupons.

The faculty (Speakers, Panelists, Chairpersons) and post graduate students can avail the facility of registration in the charge of 1st slab (Not early bird registration), even if they register late. Early bird registration is not an official one; it is a concessional charge of registration for the coming East Zone PEDICON to be taken during the days of the earlier conference. The 1st slab delegate' s fee is the 1st official registration fee.

12. Facilities to be provided to the Office Bearers of Central IAP

The travel expenses and local hospitality of the President, President Elect and Secretary General of Central IAP (Minimum 1, Maximum 2) are to be provided by the organizing committee. Their registration fee is also to be waived.

13. Facilities of Selected Office Bearers of IAP East Zone Coordination Committee

The President, President Elect, Immediate Past President and Secretary of IAP East Zone Coordination Committee can avail the local hospitality i.e., accommodation and local transport. But their registration is compulsory.

The travel expenses of the President and Secretary General of IAP East Zone are also to be arranged by the organizing committee.

14. Announcement of Place and Date Next East Zone PEDICON

The place and date of the next East Zone PEDICON must be announced in the Annual General Body Meeting.

15. Announcement of the Names of Nominated Members of New IAP East Zone Coordination Committee

The names of newly nominated committee members must be announced in the Annual General Body meeting.

16. Responsibility of Organisation of Food and Drinks during the Conference

Two sessions of Breakfast (One per day), two sessions of lunch (One per day) and one dinner (For day 1), Four sessions of Tea & Coffee (2 sessions per day) have to be arranged compulsorily by the organizing committee.

17. Cultural Program

It is expected that the organizing committee will organize a cultural program highlighting the local art and this program will be placed between inauguration and dinner on day 1.

18. Tour Program

Some tour programs of local places of tourist interest may be organized by organized committee if possible.

19. Preparation of Brochures and its Circulation

It is expected that two brochures will be published and distributed amongst all members of IAP in East Zone. The first brochure should be published at least 4-5 months prior the conference. The 2nd brochure will be published at least 45 days before the conference and should also contain a notice of Annual GB Meeting.

IV. Criteria for Selection of Awards

Criteria for IAP Pioneer Award, Purbanchal:

Mandatory (1) Age not exceeding 55 years (Except the Organising Secretary of EZ Pedicon who is an automatic choice).

Mandatory (2) IAP Membership No.(Central IAP)

Mandatory (3) Must be a member for at least 10 years of a State Branch of IAP East Zone.

Mandatory (4) Must have attended (Excluding own state) at least 3 East Zone Pedicon

Mandatory (5) Application must be forwarded by State Branch of IAP

(6) Any of the following criteria is mandatory

(a) Have involvement in IAP activities of the State (President, Vice President, Secretary, Treasurer, Jt. Secretary, Organising Secretary of State PEDICON, Editor at least for one term or Executive Board Member at least for 2 items.

(b) Have involvement in IAP East Zone activities (Office Bearer for at least one term and/or Executive or Scientific Committee (any one) member of IAP East Zone Coordination Committee at least for 2 terms) and/or Central Executive for 2 terms.

(c) 10 published papers in medical journals.

Criteria for Shishu Vishesagna Shiromoni Award, Purbanchal :

Mandatory (1) Age above 58 years and the gap from the Pioneer Award must be minimum of 3 years.

Mandatory (2) Central IAP Membership for at least 15 years (IAP Membership No.)

Mandatory (3) Must be a member of IAP State Branch for 15 years

Mandatory (4) Must have attended one IAP East Zone Conference out side the own State

Mandatory (5) Any of the following criteria is mandatory

(a) Teaching Experience of 20 years

(b) Outstanding contribution in IAP, State or IAP, East Zone namely, ornamented the post of President IAP East Zone/President IAP of his/her State, active involvement in IAP activities for 15 years

(c) Published 20 papers in Medical Journals of National International, State level

(d) Did outstanding research activities

Other Rules

1 If the person applied directly to the Secretary IAP East Zone, who will sent back the application to the Secretary of respective State Chapter and ask for his kind opinion, so that the grievance of State member comes in the eyes of the IAP State Secretary. But it is not mandatory for the State Secretary to consider his name. State IAP secretary should discuss the matter in his Executive Board and should send a comment to IAP East Zone Secretary.

2 The Number of Awards per State will be restricted according to following:
Purbachal Shishu Visheshangna Shiromoni Award

One – if the membership strength is up to 500

Two – if the membership strength crosses 500 marks

IAP Purbanchal Pioneer Award

One – if the membership strength is up to 500

Two – if the membership strength crosses 500 marks

3 The decision of East Zone Award Committee is Final. They are the main selective authority. They have the right to cancel any application even recommended by State Branch. In that case the committee is bound to give the reasons why they are not selecting the candidate.

(a)The Secretary of IAP East Zone will circulate the form and notice of Awards to the Secretary of respective State by March 31st of each year.

(b) The Secretary of the State should circulate the form in their Newsletter, Bulletin of Journal or should send form to individual member. Application must be processed thought the State Branch.

The Secretary of State IAP should inform that the filled up form must come back by 31 May and he should call an executive board meeting and finalise the names and finally inform the IAP East Zone Secretary latest by June 30 of that year.

(c) The Secretary of IAP East Zone will send the Xerox copies of the filled up forms to the members of Award Committee.

(d) The President of IAP East Zone will be the Chairperson of the Award Committee.

The other members of Award Committee will comprise of :

(i) President Elect

(ii) Imm. Past Presidents

(iii) 2 Vice Presidents

(iv) Editor in Chief of PEDI-INFO

This 6-member committee can co-opt maximum 2 experienced member who can not give vote for Award but can give advice about irregularities to the Chairman of Award Committee.

(e) The Award Committee members will work in email correspondence between each other or over phone.

(f) Ultimate the nomination will be finalized by August 31.

(g) The Candidate (Awardee) must get a letter of selection from the Secretary General, of IAP East Zone with a request to attend East Zone PEDICON it will be the duty of Secretary General, IAP East Zone to inform the Awardees the details of the East Zone PEDICON in which the Awardees will get the Awards. If any Awardee cannot attend the Conference for health reason only, he can send an authorized person (With an authorization letter) to accept the award. But it is expected that the Awardee will accept the award by his personal presence.

(h) The Secretary of IAP East Zone Coordination committee should also inform the Organising Secretary of the Conference the names and addresses of Awardees.

V. Award Paper session of postgraduates in East Zone PEDICON

1. This should be the mandatory program in IAP East Zone Annual Conference .
2. The organizing secretary must invite award papers from postgraduates in each brochure.
3. Postgraduate student of the subject of pediatrics, pediatric surgery, social and Preventive medicine can participate in this program. Postgraduate students of other specialties of medicine can also participate if the topic of paper is related to Child Health, Neonatology and Adolescence.
4. There must be minimum 3 prizes (i) The first prize will be given by IAP West Bengal Branch minimum prize money will be Rs. 2000/-, a certificate and a memento are also to be given either by the organizer or by the respective state branch who is giving the prize money. (ii) The Second prize will be given in the memory of Prof.B.N. Dasgupta and will be donated by IAP Jharkhand Branch or Dr.Monoranjan Sahay. The prize money will be Rs.1, 500/-. A certificate and a memento are also to be given either by the organizer or by the respective state branch who is giving the prize money.(iii) The third prize will be given by Dr.Ksh. Chourjit Singh, Imphal, Manipur, the prize money will be Rs. 1,000/- . A certificate and a memento are also to be given either by the organized or by the respective state branch who is giving the prize money.
The Secretary of IAP East Zone should form a corpus of Award Fund. He should collect Rs. 50,000/- from IAP west Bengal, Rs. 35,000/- from Dr. Monoranjan Sahay, Rs. 25,000/- from Dr.Ksh.Chourjit Singh. The interest of the Fixed Deposit only can be utilized for the purpose of giving award money, printing certificates and making memento. The prize Money will be escalated at regular interval. So 10% of the interest will be accumulated with the principal sum every year and 90% of the interest will be utilized for the above purpose.

VI. Free Paper Session in East Zone PEDICON

The bona fide member of IAP of East and North East States can send Free Paper for selection in East Zone PEDICON. The time period of each paper will be 6 minutes and selection will completely depend on the Scientific Committee of East Zone PEDICON. Maximum 9 paper paper can be accepted for oral presentation. Rest will be accommodated in the poster presentation.

VII. Annual GB Meeting in East Zone PEDICON

Notice for Annual GB Meeting will be circulated to all delegates of Est Zone PEDICON by the Secretary General of IAP East Zone Coordination Committee with Agenda at least I month before the Annual Conference Date (East Zone PEDICON). This is a mandatory program of each East Zone PEDICON. At least one hour time is to be allotted by the Organising Committee of East Zone PEDICON at the end of Scientific Programs of day 1. Quorum will be achieved if minimum 30 members attend the meeting.

VIII. Special GB Meeting

Special GB Meeting can be called any time during the year for emergency situation. A notice 15 days prior to the meeting is mandatory and to be issued by the Secretary General of IAP East Zone Coordination Committee. Quorum will be achieved if minimum 10 members attend the meeting.

IX. Mid Term CME and Mid Term EB Meeting

This will also be organized once every year in the Mid term i.e., between July and September rotationally or voluntarily. One State Branch will organize it. It will be an one day program. First 2/3rd of the day between 9 am to 2 pm will be utilized for a CME. Post lunch 3-5 pm will be utilized for the Mid term Coordination Committee meeting. There is no need to pay IAP East Zone Coordination Committee any surplus fund.

The Organisers of the Mid term CME should try to pay at least one way travel expense to the coordination Committee Members who will attend the meeting.

At least 2/3rd faculty of Mid Term CME will be selected from IAP East Zone Coordination Committee Members.

X. PEDI-INFO: Journal of IAP East Zone

(i) PEDI-INFO IS THE Scientific Journal of IAP East Zone Coordination Committee.

(ii) The Editor-in-Chief will be selected by the executive committee of IAP East Zone Coordination Committee every 3 yearly by rotation.

If the Editor-in-Chief's activity is will appreciated by the IAP East Zone Coordination Committee, he/she can apply for the 2nd term i.e., for another 3 years. But no further request will be considered after 2 terms.

(iii) Editor in Chief will form an editorial committee with outstanding academicians and IAP activists of various East Zonal States.

(iv) An advisory board comprising President, Immediate Past President, President Elect, Vice Presidents and Secretary General of IAP East Zone Coordination Committee will be formed every year. No other member can be included in the advisory board.

(v) The Editor-in-Chief must publish 2 issues of at least 32 pages each in year. One issue will be published during the Annual East Zone PEDICON another issue during the Mid term CME and EB meeting. The number issues will depend on the number of delegates plus 200 copies, which are to be distributed to Central EB members and to different State Bodies. At the present moment it is impossible to print issues for all members of IAP East Zone States.

(vi) PEDI-INFO is mainly a scientific journal and will contain various scientific articles, review articles, original papers, case notes, current topics, book reviews and letters to the editor.

(vii)PEDI-INFO may also contain an announcement of Annual GB Meetings, the forms of various awards and some important announcements related to activities of IAP East Zone Coordination Committee and also activities of IAP of Several east and north east States, achievements of the members of those States etc.

(ix) The economic responsibility is to be mainly shared by the editorial board Only Rs.5000/- will be given as incentive from IAP East Zone Coordination Committee Annually, from the money, which they will receive form the organising committee of East Zone PEDICON every year. This amount can be increased if organizing committee of IAP East Zone Conferences increased their contribution.

The Editor – in- Chief and Journal Committee can raise fund from the various advisement from pharmaceutical houses, Instrument Companies, local pathological laboratories and medicine shops. Advertisement can also be taken from other non medical concerns. Apart from advertisements, total or parts sponsorship can also be taken. The Editor-in-Chief should give all his effort to make PEDI-INFO economically viable.

XI. Fund

A corpus fund which is already formed with the money received as contribution of the East zone PEDICON in Central Bank of India, Dharmatala Branch, Kolkata. The

money is kept in fixed deposit, not in savings bank account. Where the interest of Fixed Deposit is transferred.

Contribution from East Zone PEDICON

The fund received from the organizing committee of East Zone PEDICON will be utilized in the following way.

- (i) Rs. 5000/- will be given to the Secretary, IAP East Zone Coordination Committee to start his/her work
- (ii) Rs. 5000/- will be given each year to the Editor-in-Chief, PEDI-INFO.
- (iii) Rest 15000/- will be added to the corpus fund each year. Part of the interest will be cumulated with the original amount and a part will be used as expenditure time to time.

XI. Annual Contribution of Each State IAP Branch*

Every year respective Secretary of each State IAP will contribute Rs. 1000/- (Rupees one thousand) only to IAP East Zone Fund for its day to day activities. This donation is to be given during East Zone PEDICON.

This is a new proposal. The Secretary General of IAP East Zone must write to the secretaries of all State IAP in East Zone to kindly consider this in their executive board meeting and help IAP East Zone Secretary to have some fund. As the expense of Secretary of IAP East Zone is very high this money can be utilized by him, so that he gets Rs. 8000/- from 8 East State bodies of IAP in addition to Rs. 5000/- from the donation of organizing committee of East Zone PEDICON. The Secretary will thus get only Rs. 13,000/- for his annual expenses, which will be needed for printing Pad and Envelops, Posting and Couriering, Telephone Bills etc.