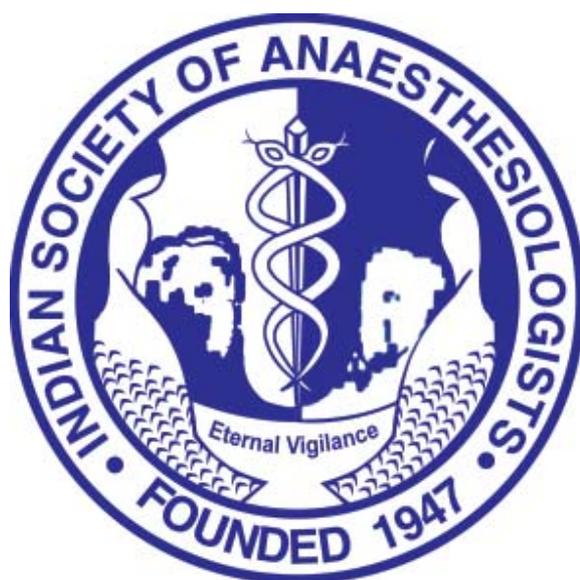


# INDIAN SOCIETY OF ANAESTHESIOLOGISTS



## THE RULE BOOK 2017 (WITH AMMENDMENTS UPTO 2016 AGBM)

***Published by :***

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# 1

## **Indian Society of Anaesthesiologists Rule Book - ISA**

Statutes / protocols other than in Constitution of ISA, but published elsewhere in the last 20 yrs are codified and published for easy retrieval. This helps in day to day functioning of ISA at City / State and Zonal level. Explains each mandatory as well as non- mandatory commitment / tasks in ISA and procedure to do in detail with needed application / format / support. This book describes all existing functioning areas other than 'on going projects' in ISA.

This 'Rule Book or protocol' includes

Constitution – ISA

History of ISA

Award - medals

Educational programs (WFSA / ISA CME/ Fellowship) (industry CME)

Functioning of ISA units

Monitoring standards

Awareness program –World Anaesthesia Day (Ether Day)

Welfare activities

Anaesthesia patient safety foundation, Quality improvement measures

More material will be added as and when need arises

Rule/Protocol book is printed and kept as a priced publication costing Rs 200 /- copy. This book is the manual of ISA at National, Zonal, State and City Units.

# 2

## **Indian Society of Anaesthesiologists**

### **INCEPTION - GROWTH AND PRESENT POSITION (1947 – 2015)**

The Indian Society of Anaesthesiologists (ISA), the professional society of anaesthesiologists of India, is a nonprofit organization, exists for the benefits of its members and is recognized as the representative body of the specialty by the Government of India, State Governments in India, Medical Council of India, Universities of India and National Academy of Medical Sciences (NBE). The Society was founded in 1947 and is committed for improving patient care, education and research in anaesthesia, pain, critical care, primary care of trauma and perioperative medicine.

In the year 1944, the Anaesthesiologists attending a surgical conference at Bombay (Mumbai), thought of forming a common platform for exchanging scientific views on practice of Anaesthesia and the idea was consolidated in 1946, following the centenary celebrations of ether anaesthesia in October that year, where they finalized the idea to form a separate body of

Anaesthetists under the name of Indian Society of Anaesthetists. The twelve members present on the occasion are the founder members of our society. They are Dr. Ambardekar G. S., Dr. Bhargava V. B & Dr. Mehta J. G. (Bombay); Dr. Bakshi S. K., Dr. Dhameja P. D. & Dr. Satyendra Singh (Delhi); Dr. Barat H. G., Dr. Chatterjee S. K. & Dr. Sur P. B. (Calcutta); Dr. Prasad (Patna), Dr. Som M. M. (Dhanbad) and Dr. Chandrashekar N (Madras).

With the continued efforts of above leaders, the society was born on 30 Dec 1947. Dr. M. Desai (President), Dr. B. N. Sircar (Secretary) and G. S. Talwalkar (Treasurer), were elected as the officers to lead the society. The society continued as a joint organization with the surgical – obstetric society of India till 1947 and had combined annual meetings prior to 1964.

During inception in 1947 itself, an urgent need was felt to start post graduate course in anaesthesia in our country to increase number of qualified anaesthetists. Dr. Ambardekar G. S of Bombay, the first Indian to obtain a post graduate qualification in anaesthesia (in 1946) 'DA' (London), was entrusted to start DA course under Bombay University in 1946. Later on it was felt that lot of doctors practicing medicine and giving anaesthesia in the country are L.M.P's and could not qualify for university diploma / degree course. Therefore to enable them to do post graduation D.A (C.P.S) course was started in 1948 under college of physicians and surgeons, Bombay.

The first annual conference of ISA was held on 23<sup>rd</sup> & 24<sup>th</sup> December 1949 in K.E.M Hospital Bombay.

This inaugural meeting of ISA discussed and framed Memorandum, Rules & Regulations which are still the same with minor modifications. Rules for Indian Journal of Anaesthesia were also made although the first issue of the journal was printed in 1953 under the editorship of Dr. M. G. Ganguli of Calcutta. It was an annual publication till 1957. In 1958 it became biannual publication. IJA faced the usual teething troubles; predominantly financial.

It was soon appreciated that status of anaesthetists can only improve if they are academically at par with other medical specialities. Dr. Mukhteshwar Prasad of Patna and Dr. T. N. Jha of Darbhanga showed exemplary determination and courage to start the first post graduate degree (M.S Degree) course in anaesthesia at Darbhanga under Bihar University, Mujaffarpur in 1955 in spite of strong opposition from many quarters.

The society separated from the joint organization and established as independent society in 1964. We had our first stand alone ISA annual conference in 1965 and the conference dates were constitutionally fixed as from 27-30 December of every year as in earlier years while with the combined society. From the year 2016 onwards the Annual National Conference dates is fixed as 27<sup>th</sup> to 29<sup>th</sup> November with pre Conference workshops on 25<sup>th</sup>, CME & inauguration on 26<sup>th</sup> Orations on 27<sup>th</sup>, AGBM on 28<sup>th</sup> & Valedictory function on 29<sup>th</sup> November.

The growth of our society in the later years is fascinating and inspiring.

ISA celebrated our Silver Jubilee of formation in 1972 at Trivandrum and the Silver Jubilee Conference in 1975 at Madurai. The Golden Jubilee of formation was conducted in 1997 at New Delhi and the Golden Jubilee Conference celebrated at Coimbatore of Tamilnadu in 2002. Diamond jubilee of ISA formation was celebrated at Vishakhapatnam in 2007.

In 1956, the ISA joined the 'World Federation of Societies of Anaesthesiologists' (WFSA), as a founder member. Under WFSA initiatives, a regional grouping, on name 'South Asian Confederation

of Anaesthesiologists' (SACA) was formed in November 1991. With in the region we are linked to Asian- Australasian Regional Section. Inside the country, we have formation of state chapters and city branches with independent functioning but governed by the same constitution. For academic presentation, we form zonal interstate groups and sub speciality forums.

Annual conference is conducted every year from 27 to 29 November, with the venue keep shifting to major towns in India, (Zonal Rotation is preferred). Over the years, the annual conference became very popular and attracts large number of delegates from inside and outside India. State of the art industrial exhibition, cultural and sight- seeing program, in addition to the highly academic scientific program remain the major attraction at the conference.

Zonal- Interstate meetings comprising of 5-6 nearby states are held once every year. Likewise 'State Annuals' are conducted at every state suiting the local convenience. ISA city branches are the main active areas where members meet once every month / quarter, discuss organizational as well as scientific matters and promote the society.

Society in the formative years sustained very many hardships and segregation, where as now we are united, independent and progressive. Improved communication facilities in the society and enhancement of educational programs, brought the involvement of members in the society matters. Continuing Medical Education (CME) program was added on to annual conference from 1981 (Chandigarh) onwards and this program is the star attraction at the conference for practitioners as well as students. CME program is now prefixed to all zonal and state conferences apart from National. From the year 2000, certain CME programs, supported partially by WFSA are done at rural areas. Soon, we may have mid year 'Refresher courses or Continuing professional development courses' and 'scholarships for higher training' as our additional national academic programs. Now ISA National is sponsoring 10 CMES/ workshops and 6 zonal PG assemblies every year.

'The Indian Journal of Anaesthesia' is the official journal of the society and was first published in 1953. From the year 1982, the journal is bimonthly publication and the journal is indexed with index medicus for WHO – South East Asia Region (IMSEAR). The journal is disseminated through our own website isaweb.in & ijaweb.in. From the year 2016 IJA is published as monthly journal. We are looking ahead the ways and means to make the journal truly 'international'.

The Association changed the name from 'Indian Society of Anaesthetists' to Indian Society of Anaesthesiologists' from 01 April 2000 onwards. We have now over 25000 life members, in addition to annual and overseas members.

The society started its own website. in 2000 and the website provide organizational details of the society and has interactive sessions.

The society emblem was designed by Dr. Badola of Lucknow and the flag was brought in to use from 1969. The flag is blue and white which express the medical gases, with the society emblem at the centre on the white back ground.

The board of control of the society rests with the governing council chaired by the president of the society. The society office is administered by the secretary, assisted by the treasurer. The governing council is the apex body and the council members are elected by Electronic (online) voting in November.

To promote the various branches in anesthesia, we have formed certain sub speciality forums. The forums have specific academic and business sessions oriented towards laying guidelines and research in the subspecialty practice. At present the forums functioning are, anaesthesia subspecialties in cardiac, neuro, pain, obstetrics, pediatrics and neonatology, clinical pharmacology, trauma and critical care. A separate forum exists for private practitioners in anaesthesiology. Society after discussion and interaction at various level, laid down anaesthesia monitoring standards for anaesthesia practice in India (1999). These are our patient safety standards and are trying to legislate for compliance all over India.

Apart from Indian Journal of Anaesthesia, we have publications at state and city branch levels. We do have at present 26 state chapters and 135 city branches. ISA is promoting research activities and we have established certain awards and medals to activate the research work as well as organizational activities. We are in the process of publishing 'clinical protocols' on practice and certain 'text books' in anaesthesia.

### 3

## **Indian Society of Anaesthesiologists ISA Flag and Banner**

1. ISA flag was designed in 1969 and carries the colour designated for Medical gases we use in anaesthesia practice. The flag projects our achievements, dedication and unity. The flag reminds us to pledge for community upliftment through our service and exhibits 'awareness' to non-anaesthesiologists. Flag is tailored as white centre with a blue border on top and bottom. Standard size of Flag ISA released is 60" width with 40" height. Arranged as Blue top and bottom Measuring 60" (width) x 10" height, centre is white of measurement 60 (width) x 20" (height). On the white background, emblem (Logo) of ISA with the caption "Indian Society of Anaesthesiologists. Founded 1947" is placed; in the centre (in blue colour on the white background). ISA flag is presented at all our official meetings with in ISA at all levels. The flag is hoisted at annual conference venue by President ISA before starting of conference, at an arranged ceremony and lowered by the President ISA before closure of meeting. At national level the custodian of the flag is the national Secretary of ISA.
2. ISA would like to introduce our flag at 'State'/ City' level. At state annual conferences, state ISA Presidents are instructed to hoist the ISA flag at annual conference venue. On other occasions the same flag could be mounted on the back screen of podium, where ISA meeting of any nature (scientific/ general body/ executive) goes on. The state/ city units could print their 'state name/ city name' on the bottom leaf of the flag (on the blue colour in white)
3. City branches concerned are requested to make a banner 30"x20" size, where 5" of upper and lower border in blue with centre piece of 30"x10" in white. Centre piece will carry our emblem (Logo) and outside the logo at the near bottom of blue shade, the name of the city branch will be printed. This banner will be used during all branch functions either as mounted on the back screen of podium or fixed on the rostrum.

4. In future, we will be entertaining the display of our flags/ banners at our annual conference venue at “a dedicated organizational function” of our members and branches (at the national conference venue during meeting of branches with the national unit).
5. ISA Flag on the table.

## 4

### **Indian Society of Anaesthesiologists Orations-Awards – Medals**

1. Past President’s Oration (Past National President)
2. Venkata Rao oration (Orator nominated by ISA every year for the following year)
3. Dr. A P Singhal “Life time achievement award – ISA” (Award winner selected every year)
4. Late Dr. T. N. Jha memorial and Dr. K. P. Chansoriya medal and traveling grants (Open to ISA member - post graduate students only)
5. Dr. Rukmani Pandit award (Best paper presented in previous year at National Conference in publication format)
6. Dr. Y. G. Bhoj Raj award (Best review article published in IJA or accepted & yet to be published)
7. Dr. Kop’s award (In all ISA recognized sub specialties of Anaesthesiology)
8. ISA- Bhopal award for academic excellence (Consolidated work of previous years) (selected every year)
9. Ish Narani award – for poster presentation
10. Award for public awareness – promotion (Efforts taken to generate awareness on anaesthesiology)
  - a. Individual - Three awards
  - b. State unit - One award
  - c. City unit - Two awards
11. Individual proficiency award (President’s Award – (3 Numbers)
12. Award for best city branch - ISA / best metro city branch -ISA / best state unit ISA (Over all performance of each unit)
13. Award to previous conference organizers
14. World Anaesthesia Day Celebration Award(Ether day award) – City/ State units (3 Numbers) (Over all performance at 16 October celebration every year)
15. Membership promotion award – City units (President’s award – 3 numbers)
16. ISA Goldcon Quiz
17. ISA Jaipur Awards for Difficult Airway, Acute / Perioperative Pain & Day Care Anaesthesia.

**NB: (Details on each Award / orations / medal could be availed from website or protocol book of ISA or from ISA Secretary National. All are annual awards / orations and only ISA members are eligible)**

## INDIAN SOCIETY OF ANAESTHESIOLOGISTS

### COMPETITIONS – ORATIONS, AWARDS AND MEDALS – ISA -DESCRIPTION

#### Information

Salient information on all ISA Competitions / Oration / Awards / Medals given below and further details available with Secretary ISA National or at the ISA web site or in protocol book of ISA. Only ISA members / recognized ISA units are eligible for the award.

#### Declaration

All awards and medals will be declared during the Annual National Conference every year and presented during the inauguration / valedictory function of Annual National Conference every year. All awards – medals – orations listed below are annual.

#### A. Individual Awards / Medals

##### 1. Past President Oration

A mandatory oration delivered by the immediate past president on the 2nd day of the conference of the annual national conference and on delivery of the oration, ISA will award a medal / silver plaque + Rs 5000/- + certificate of appreciation to the past president.

##### 2. Dr:Venkata Rao Oration

An award initially instituted by ISA AP state chapter and later sponsored by family members of Dr. M. Venkata Rao to honour Dr. M. Venkata Rao, Past President, ISA. Oration delivered on the second day of ISA annual national conference every year after past president's oration and the orator is selected from the applicants by the governing council ISA an year earlier. Aspirants may place their request with CV to Secretary ISA National. before 30 September each year. The governing council ISA selects the orator. The name of the selected orator will be declared at ISA valedictory function. The award carries a cash sum (Rs. 20,000/-) and certificate.

##### 3. Professor Dr. A. P. Singhal 'Life time Achievement Award'.

(Award sponsored by family of Dr. A. P. Singhal, Past President, ISA)

Nominations invited from state unit of ISA (from city branch where state unit not established) and should reach ISA national before 30 June every year. This is the highest award given to an individual member in ISA for his / her contribution to the Indian Society of Anaesthesiologists. Award carries cash sum (Rs. 15000/-)+ scroll and silver plaque. (Details enclosed elsewhere) Presented during inaugural function of ISACON.

##### 4. Late Dr. T. N. Jha Memorial Gold Medal & Dr. K. P. Chansoriya and Travel Grants:

(Award sponsored by Late TN Jha Memorial award fund and from generous contribution of Dr. K. P. Chansoriya, Past President ISA)

Twelve travel grants & Medals (could be increased) to the participants and Medals for the winner will be awarded. Award open for Anaesthesiology post- graduate students of ISA. Last date to receive the nomination is 10<sup>th</sup> November every year. (Details of conduct enclosed elsewhere).

## **5. Dr. (Mrs) Rukmani Pandit Award**

(Award sponsored by Dr. S. K. Pandit, Professor, PGIMER / Currently in Michigan, USA)

This award is for the best paper presented at the preceding ISA Annual Conference. Eligible members may send 4 copies of the paper before 30 June each year in a publication format to the office of the Secretary, ISA National. Committee consisting of Editor, Vice President and a member of governing council select the award winner.

The award carries a medal & certificate.

## **6. Dr. Y. G. Bhojraj Award**

(Award sponsored by Dr. Y. G. Bhoj Raj of Mumbai)

A cash award of Rs. 2,000/- along with certificate will be given to a member of ISA for the best review article published in the IJA or accepted for publication in the IJA from October in the previous year to September of current year. All articles published in the said period will be handed over to the Hon. Secretary by the Editor of IJA before 30<sup>th</sup> September to be circulated among judges (Editor, Vice President & President) There is no need to apply separately.

The award winning article, if not already published in IJA, will be published at a later date. Committee consisting of Editor, Vice President and President ISA, select the award winner.

## **7. Dr. Kop's Award**

(Award sponsored by Dr. Kop's family)

Award will be given to the best scientific free paper presented at the ISA Annual Conference in the specialty chapter on 29<sup>th</sup> November. There will be a total of 8 awards and one award for every major anaesthesia specialty, Award carries Rs 1000/- and certificate of merit.

Members interested to contest may directly send the paper to Scientific Committee Chairman – ISACON - every year on or before September 30, of the year with copy to Hon. Secretary ISA.

(Details published separately)

## **8. ISA - Bhopal – Award for academic excellence**

(Award sponsored by ISA Bhopal City Brand from profit of ISA National Con – 2004)

An award consisting of Rs 5000/- and a certificate of merit will be given to an ISA member for outstanding excellence shown in clinical anaesthesia / academics / perioperative medicine / critical care/ pain / discovery / innovation. Professional achievement of previous 10 years taken to consideration. Award given only once to a member in life time

Application to be submitted before 30 June each year to ISA National. Selection Committee consists of Vice President / Past President in GC / Editor.

(More details enclosed separately / refer website)

## **9. Ish Narani Poster Award**

(Award sponsored by Dr. K K. Narani, Sir Ganga Ram Hospital, New Delhi)

3 awards (Rs 3000/-, Rs 2000/- and Rs 1000/- respectively) for best posters competing at annual national conference. Award carries the cash sum and certificate. Poster judged by a team consisting of one past president ISA and two senior academicians in ISA. Same team to evaluate all the posters presented.

(Details published separately / refer website)

**10. Awareness Promotion Awards: (individuals / units) (Activity done from 1<sup>st</sup> October to 30<sup>th</sup> September )**

(Award sponsored by ISA)

Three awards (certificate of appreciation) released for individuals.

Any ISA Member who promoted maximum awareness campaign to make “Anesthesia and Anaesthesiologists” popular among public in the year will be awarded with certificate of appreciation. City / State units. Two awards for city branch and one award for state unit.

Nominations for the award are to be sent to Secretary ( National) ISA on or before 20<sup>th</sup> October each year and selection done by National governing council.

**11. Proficiency Awards – Individual Awards**

(Award sponsored by ISA)

Three proficiency awards (certificate of appreciation) will be released every year by the National Governing Council to ISA functionaries in India who gave outstanding contribution to run the ISA outlets at city/ state ISA levels. City / State units may send their recommendation before 20<sup>th</sup> October each year. Nomination done by the governing council.

**B. Awards for ISA Units (Activity done from 1<sup>st</sup> October to 30<sup>th</sup> September )**

**1. Awards for Best City Branch / Best ‘Metro City’ Branch & Best ‘State’ chapter of ISA (sponsored by ISA)**

The best ‘City’, ‘State’ and ‘Metro’ branch will be selected as per the decision of the Governing Council according to the format published and will be awarded with a medal and citation. All recognized city /metro branches and state units can compete for this award. The applications in the proper format along with immediate previous three years audited statement may be forwarded to the office of the Secretary( National) ISA, before 20<sup>th</sup> October (Details as per pro-forma published required).

**2. Award to previous conference organizers (sponsored by ISA)**

Previous National conference organizers will be awarded with a medal and citation once when constitutional obligation to ISA National is made and the audited accounts of conference presented.

**3. World Anesthesia Day (Ether Day) celebration award (during the year of Award) (Sponsored by ISA)**

Certificate of appreciation given to city branch/ state units ISA (one each) for the best conduct of World Anesthesia Day celebration.(Separate nomination to reach ISA National before 20<sup>th</sup> October every year)

**4. Membership promotion Award (sponsored by ISA)**

Certificate of merit awarded to City / State units.

City - 2 Awards

State - 1 Award

**ISA Goldcon Quiz**

**ISA Jaipur Awards**for Difficult Airway,Acute / Perioperative Pain & Day Care Anaesthesia

## 6

### Indian Society of Anaesthesiologists

DESCRIPTION - COMPETITIONS / AWARDS / ORATIONS – ISA

(REGULATION / DISTRIBUTION DETAILS OF AWARDS)

(ONLY ISA MEMBERS / ISA UNITS ELIGIBLE)

Sl.No.	Name of Award	Capital / Source	Rights to the Winner
1.	Past President's Oration	ISA fund	Rs. 5000/- + medal + plaque/ citation
2.	Venkata Rao Oration (orator selected by governing council ISA)	Rs. 25000.00/- sponsored by ISA, AP + Rs 5 Lakhs from family of Dr. Venkat Rao	Rs. 20000/- + citation
3.	Professor A.P. Singhal 'Life time achievement award'- (Ombudsman of the year)- to be selected by the governing council ISA	Rs. 200000.00 (sponsored by family)	Silver (plaque) + Scroll (cloth)/ citation + cash award of Rs. 20,000/-
4.	Dr. T. N. Jha, Dr. K.P. Chansoriya gold medal + travel grants (PG competition) (best article presented at ISA state/ city meet by PG students-)	Rs. 1,57,000.00 (sponsored by family of Dr. T. N. Jha and Dr. K. P. Chansoriya)	Medal to the winner at competition + award of Rs. 1000/- limited to 12 candidates as traveling grant (Number flexible) + certificate of participation
5.	Dr. Rukmini Pandit Award (competing of best presentations selected at the previous ISA national annual conference – in publication format)	Rs. 32196.00 (sponsored by Dr: Pandits'family)	Medal to winner (one) + certificate
6.	Dr. Bhojraj Award (Best review article of the year)	Rs. 25000.00 (sponsored by Dr. Bhoj Raj)	Rs. 2000/- to winner + certificate
7.	Dr. Kop's speciality award (Anae. Sub. Speciality paper competition)	Rs. 126585.00 (sponsored by family of Dr. Kop)	Rs. 1000/- subspeciality (8 nos )+ certificate)

8.	ISA Bhopal Award for Academic excellence – award for the outstanding work in Anaesthesiology/ Perioperative medicine/ Critical Care/ Pain.	Rs. 200000.00/- sponsored by ISA Bhopal	Rs. 5000/- + citation
9.	Ish Narani Memorial Award for best poster presentation	Rs. 100000.00/- (Sponsored by Dr. K. K. Narani) + ISA funds	3 awards for best poster presentations at the annual national ISA conference (Rs. 3000/-Ish Narani award) ( Rs. 2000/- Rs. 1000/- ISA awards) + citation
10.	Awareness promotion Award a. to individual – 3 awards (nomination from individuals supported by ISA formation / selected by council b. to the city / state units of ISA (one each) (city / state selected by council)	ISA fund	Citation
11.	Proficiency award (individual award) - three Awards	ISA fund	Citation
12.	Best “City branch ISA” of the year (to be selected by Governing Council – ISA) Best “State Chapter ISA” of the year (to be selected by Governing Council ISA) Best Metro city branch ISA (to be selected by governing council ISA)	ISA fund ISA fund ISA fund	Medal + citation Medal + citation Medal + citation
13.	Award to conference organizers of previous year	ISA fund	Medal + citation
14.	World Anesthesia Day celebration Award to the best city branch (1 No.)and to the best state chapter (1 No.)( for the best conduct of world anaesthesia day)	ISA fund	Citation

15.	Membership award (Presidents award )Three awards( Two awards to City branch One award to State chapter)	ISA fund	Citation
16.	ISA Goldcon Quiz	Rs. 1,00,000/-By ISACON gold - Coimbatore	Cash Award and Certificates for 3 teams (I, II & III)
17.	ISACON Jaipur Award 3 awards (I,II,III) in 1. Day Care / Ambulatory Anaesthesia 2. Accute / Peri Operative Pain 3. Difficult Airway	Rs. 7,50,000/- by ISACON – Jaipur – 2015	Cash Award and Certificate for I, II & III in all 3 Categories
18.	P. Chandra Award for young ISA Member within 40 years of age or 10 years of Membership For the best research Paper published in indexed Journal	Rs. 5,00,000/- Contributed by Dr. P. Chandra	Cash Award and Citation Rs. 15,000/-, Certificate & Scroll

## 7

### Indian Society of Anaesthesiologists

#### Dr. A. P. SINGHAL LIFE TIME ACHIEVEMENT AWARD

1. Dr. A. P. Singhal, Past President ISA and his family, donated a sum of money to identify and honour an outstanding anaesthesiologists in India every year and to grant an award titled as "Dr. A. P Singhal Life – Time Achievement Award" from ISA. This award is given to the outstanding anaesthesiologists in India, every year and started in 1999, from the proceeds of the interest from the capital deposited. Award consists of cash sum (Rs 15000/-) a citation in a silver plaque and a scroll and will be awarded to the individual selected every year at the annual conference - inauguration function.
2. Any ISA State chapter can nominate one of their out-standing anaesthesiologists for the award with their recommendation. Only one nomination is allowed from a state. If there is no State Chapter available, city branch can send the nomination directly to ISA National Office.
3. Any Anaesthesiologist of Indian origin working in India who is a valid member of ISA and has put up more than 20 years of productive service in anaesthesia specialty could be nominated. Selection of the award winner will be based on a proforma description of the nominated individual, submitted by the nominating unit and the proforma is published by ISA, taking into total consideration of academic, organizational and socio medical commitments. Nomination favoring deceased candidates will not be entertained.

4. A copy of the nomination proforma is attached.
5. Application should reach ISA National Office before June 30 each year and the selection of the award winner will be done during the mid-term Governing Council Meeting of ISA. The City/ State unit will be informed of the result for onward communication to the recipient of the award and the consent regarding presence of award winner at the annual conference to accept award is absolutely mandatory to declare the award.

**NB:**

1. Nomination favouring deceased candidates will not be entertained.
2. If there is no State Branch available, city branch can send nomination directly to ISA National Office.
3. Lateral nomination from branches (City / State / Units) other than the members authorized branch will not be accepted.
4. Consent letter accepting the award from Individual to be submitted by the concerned unit before official declaration of award.

## 8

### **Indian Society of Anaesthesiologists Awards - Medals**

This 'medal and traveling grants' competition reserved for anaesthesia postgraduate students was originally floated by family of late Dr. T.N. Jha and his colleagues. Owing to financial paucity to run the program, a generous contribution was received from Dr. K.P. Chansoriya (Past National President of ISA) and the name is now changed to "Late Dr. T.N. Jha Memorial Medal and Dr. K.P. Chansoriya Traveling grant" from 2001 onwards.

**Rules & Regulations:**

1. Only ISA member – anaesthesia postgraduate students are permitted to participate.
2. Last date of receiving the nomination is 10<sup>th</sup> November of every year.

Twelve Travel grants, one each to a member of ISA, from twelve states (if more states apply, selection will be done by Scientific Committee / on Rotation); will be given every year to attend the Annual National Conference of ISA. The amount of grant will be Rs. 1,000/- to each participant to meet the travel expenses. (Actual number of grants varies every year)

**Selection**

The Selection of the participating - candidate will be done by the State chapter based on the guide lines that;

- a. He / She must be a PG student at the time when he / she read the paper in respective State Annual Conference of the year.
- b. His / Her paper will be adjudged as the best from PG's who read the paper in State Annual Conference.

- c. He / She will present the same paper in the Annual National Conference of ISA immediately following the State Conference.
- d. State units may support the participant financially to attend the national conference. .

#### **Submission**

He / She should submit a certificate endorsing the above facts, a + b, from Hon. Secretary of ISA of respective state to ISA Secretary at HQ for inclusion of name in the competition, before 10<sup>th</sup> November of each year. At places, where no state chapters are functioning, the paper with the recommendation from ISA City Branch Secretary will be accepted with the provision that only one paper allowed from a state.

#### **Competition for medal**

All such papers accepted for competition, will be read in one session on afternoon of 27<sup>th</sup> November every year. This is an ISA function. The President ISA will chair the session. The Hon. Secretary ISA will anchor the session. The Vice President, ISA will be the coordinator of the function. The Chairperson will introduce the theme of this award and the donors to the audience. The judging team will consist of (a) Vice President ISA (b) Editor IJA (c) One Past President ISA. Time allotted for presentation will be 7 minutes followed by 2 minutes of interaction. Only judges are allowed to ask questions. After valuation of the paper presented, with the permission of the chair, audience can interact with the presenter, if time available. Judging of paper will be based on the art of presentation of the paper, methodology of the work presented and the audience control while presenting and answering of the questions.

#### **Result and awards**

The President ISA will declare the best paper presented at the end of the session and the winner is entitled for Dr. T.N. Jha Memorial and Dr. K.P. Chansoriya Medal, which will be awarded at AGM / Valedictory functions of ISA. Travel grants and certificates will be distributed from office of Secretary on participation at the competition.

## **9**

### **Indian Society of Anaesthesiologists “ISA – Bhopal Award for Academic Excellence”**

1. This award will be presented each year to the Anaesthesiologist who has done outstanding work in the field of Anaesthesiology, Perioperative Medicine, Critical Care & Pain Management.
2. Application to be submitted to the Secretary ISA (National) by 30<sup>th</sup> June each year. All eligible applications received by the Secretary will be forwarded to a panel of judges for evaluation. Panel of judges consists of
  - a. Vice President ISA (National).
  - b. Editor IJA.
  - c. Past President of ISA in the Governing Council.
3. Professional achievements in the last 10 years in the following decreasing order of importance will be considered for evaluation.

- a. Invention / development of any equipment, instrument, device, procedure, drug development & development of any special teaching aids or methodology etc.
- b. Authorship / editorship / reviewer ship of any textbook, chapter, and journal.
- c. Publication of original research articles, reviews, editorials in indexed medical journals.
- d. Presentation of original research work, orations, guest lectures in medical conferences.
- e. Recipient of award for outstanding contribution to medical sciences, social cause, or in scientific congress.
- f. Fellowship / Degree / DM or PhD Examiner to any University / Society / College.
- g. Holding any important position in professional bodies & organizational responsibilities in the form of conferences, workshops, CME etc.

\* International contribution carries more importance over 'all of the above'.

4. Only life members of ISA are eligible for the award. If once applied but not awarded, the person can apply again only after 3 years. The award will be given only once in a life time.
5. Panel of judges will recommend maximum three names of applicants in the order of merit to midterm meeting of Governing Council of ISA. Governing Council will finally decide the recipient of the award. In case of any dispute the decision of the President ISA (National) will be final.
6. This award will be presented during annual ISA conference and carries a cash prize of Rs. 5000/- & a citation.

## 10

### **Indian Society of Anaesthesiologists Dr. KOP's AWARD**

Award is in the name of Dr. B. R. Kop (14-11-43 to 09-02-93)

Dr. Kop worked as Professor of Anaesthesia at Krishna Institute of Medical Sciences, Karad and served for upliftment of anaesthesia service in Karad. Award sponsored by Wife of Dr. Kop (Smt (Dr) P. B. Kop)

Award is given to the best free paper presented in any recognized anaesthesia subspecialty.

Specialties marked for the competition are,

1. Cardiac anaesthesia
2. Neuro anaesthesia
3. Pain
4. Obstetric anaesthesia
5. Paediatric & Neonatal anaesthesia including neonatal intensive care
6. Clinical pharmacology
7. Trauma and Critical Care
8. Practitioners Forum (organizational forum)

Award carries Rs 1000/- and certificate to each winner

Eligibility - ISA Members - All age groups / All designations entitled to present (bonus marks for young participants)

Judges - 3 members (Subspecialty coordinator + 2 judges)

Presentation - 7 minutes

Selection based on art of presentation / methodology / work presented / interaction / time control

Request to compete, along with the paper may be submitted to scientific committee chairman of the National conference with soft copy to National Secretary of ISA before 30 September of every year.

## 11

### **Indian Society of Anaesthesiologists Ish – Narani Best Poster Award**

1. This award is intended to increase the academic and research activities of practicing anaesthesiologists and P.G Students in clinical anaesthesiology, perioperative medicine, critical care & pain management.
2. Only members of ISA are eligible to participate in this competition.
3. Preference will be given to original research work.
4. 10 posters will be selected from the posters submitted for poster presentation by the Chairman Scientific Committee / posters presented during the Conference by Judges appointed. These 10 posters will be presented in a special session in the Conference on 29<sup>th</sup> November in ISA National Conference every year.
5. This award will be presented for the best research paper presented in the poster format.
6. 3 judges nominated by the Chairman Scientific Committee will evaluate these 10 posters on different criteria's like scientific content, presentation style etc. The presenter who gets the maximum marks will be awarded.
7. The award consists of certificate and cash prize. **First prize of Rs. 3000/- goes to the post graduate student ISA member** who presents best and sponsored from Ish Narani funds. The remaining awards for 2<sup>nd</sup> / 3<sup>rd</sup> place to any successful participants carry certificates and cash award of Rs. 2000/- and Rs. 1000/- sponsored by ISA. All 10 finalists will get Certificates.
8. The award will be announced immediately after the poster presentation.
9. Timing of poster presentation will be decided by the organizers.
10. The decision of the Chairman Scientific Committee / Judges for selecting the papers for the award and the decision of the judges will be final & binding to all.
11. It is mandatory that the first (main) author should also be the presenting author and the award will only be given to the first author.

## 12

# Indian Society of Anaesthesiologists Norms and Protocol to conduct ISA Annual Conference To be observed while organizing various ISA functions

(Ref:- (1) Annual GC meeting 1997 (26-29 December 1997)  
(2) AGBM 1999

### **Annual Conference:**

#### **a. General Details**

Conference may be held in any Indian City which is easily accessible by air, rail and road transport. The city should have a good auditorium or a convention centre, having adequate seating capacity and multi stage presentation facilities. Inaugural function may attract a crowd of minimum 3000 nos. Total of one large auditorium (which could be temporarily partitioned later, if needed) and 7 to 8 additional halls required for general purpose/ scientific meetings of conference. Air conditioning of halls are preferred. There should be adequate place (closed and open) for trade exhibition and catering, within the conference venue. In addition, enough good quality toilet and vehicle parking area should be available. The city should have sufficient living accommodation at varying, rates (hotel, hostel, guest house etc), for housing the registered delegates, spouses, members of the industry and other guests attending the conference.

#### **b. Organisation of the conference:**

##### **Bidding of the conference**

The conference venue will be decided 2 years in advance at the annual Governing Council meeting, subject to clearance by the general body and confirmed in the next Annual General Body Meeting (immediately preceding conference). Request for holding the conference should be submitted to the ISA Hon. Secretary, (National) before 20 October every year, 2 years in advance. All similar applications will be discussed together and council will present the recommendation to the General Body for approval. Conference days are constitutionally fixed from 27 November to 29 November every year. Annual General Body Meeting (AGBM) falls on 28 November every year. A pre-conference Continuing Medical Education program (CME) is mandatory. The application in proper format, for hosting the conference should come from the State / City Branch proposing to host, after conducting the needed meeting on the matter at the State / City branch level. In the application, the names of the organizing chairman and secretary 'proposed', should be mentioned.

The governing council visit the 'decided' venue at the earliest but before confirmation of the conference at the next Annual General Body Meeting.

#### **c. Delegate – Registration Fee:**

Delegate - Registration fee of various categories will be decided by the local organizing committee and will be presented for approval to the council, following which it will be discussed at the general body meeting for clearance, once venue is confirmed. ISA member anaesthesiologist at

any ISA conference will get minimum 50% concession in delegate fee than the regular Reg Fee (for non ISA member). All ISA members are entitled for concessional rate. There need not be any difference in the spot registration rate between ISA member or non- member. Small increases (5-10 %) in delegate registration from the previous year allowed, if absolutely needed.

**d. Scientific Program:-**

ISA (National Body) is responsible for scheduling and conducting the scientific program. Scientific committee constituted will run the program as advised. The committee from Governing Council along with local organizers will reach decisions on such as choice of the speaker, selection of topic, arrangement of halls, selection of free papers, choice of public interaction topic, presentation timings, credit hours etc. The ISA team will over view the program always and will suggest modifications when needed. On 29 November, speciality papers are presented and ISA will nominate a co-ordinator from ISA & Specialty to finalise the program of the day / supervise the conduct in liaison with scientific committee. Kop's award competition for the best paper in the specialty also conducted on the same day. There are 8 (eight) sub-specialities identified (including Practitioner Forum) to conduct proceedings separately. The coordinators nominated will work with the scientific team in running the program at the specified specialty hall, arrange free papers, co-judge papers, and will intimate the name of the best paper presented to the secretary ISA.

The scientific committee of ISA will ensure that adequate representation is given in the faculty placement allocation to each state of India / zones of ISA. Same time, as far possible 60:40 parity maintained between academic and practice groups respectively. All current Governing Council members should be given faculty participation on "days / time" not encroaching on their organizational commitments during conference. All Past Presidents attending national conference should be given "faculty first chairperson placement" during the session (preferably in CME, looking into their seniority, convenience etc., not very early morning session) and is mandatory. All State Presidents & Secretaries attending national conference should be given "faculty first chairperson placement" during the session. Overseas ISA members do not have any preference in faculty placement except for if their academic excellence demands. Overseas speaker / invited guest to the conference will be given free registration / local hospitality and local transport by organizers.

There will be an industry session on one of the evenings and a public forum on another evening during conference.

**e. ISA Share**

ISA (National) share from the conference income is fixed as minimum Rs. 20 Lakhs or 10% of gross income. This share goes to ISA fund to float the society activities. ISA will not be responsible for any loss sustained by the conference organizers. ISA will be willing to grant interest free loan (advance) up to Rs. 10,00,000/- on written request from the organizing secretary and chairman, once the conference venue is confirmed in their favour. The advance from ISA may be returned on the last day of conference. The accounts of the conference shall be audited by the accredited chartered accountant and is to be submitted to ISA preferably within six months after conference; if not, before the next annual governing council meeting. The ISA share of money may be delivered as early as possible but not later than the next conference date.

**f. Mid – term meeting – Governing Council**

There are two mid term meetings. First mid term meeting will be at the location of the venue selected for next year and second meeting will be at the conference venue of the year.

- 1 After consulting with the President and Hon. Secretary ISA, Organising Secretary of conference will inform the convenient dates for mid-term governing council meeting of next year and dates will be fixed on mutual convenience. The dates will be confirmed in January of every year. Date will be informed to all council members by the Secretary ISA. First mid-term meeting will be in Feb. - March every year and the second mid-term meeting of council will be in July - August. Special GBM will be conducted with 2<sup>nd</sup> mid term GC meeting to pass audited accounts.
- 2 The meeting will be of 2 days duration
- 3 Circular of the mid-term governing council meetings will be circulated 6 weeks prior to the confirmed dates.
- 4 The Governing Council members should intimate the organizing secretary and the secretary ISA regarding their participation, time of arrival and the port of arrival sufficiently early so as to arrange their pick up and accommodation.
- 5 The conference organizers will arrange the transfer of the council members from their port of arrival to the boarding and vice-versa. Lodging and boarding of the council members attending the meeting is the courtesy of the organizers of the conference and expenses connected will be borne by the organizers.  
Hospitality will be extended from mid day previous to meeting to mid day post meeting.
- 6 The President ISA, will be received in person by the organizing chairman/ organizing secretary.
- 7 All governing council members except the local members are entitled for return air fare from ISA (limited to Rs. 15,000/-) for all invited council meetings.
- 8 Detailed agenda of both days meeting will be circulated to all council members, by the Hon. Secretary, (National) in advance.
- 9 Audio / video recording of the proceedings will be arranged by the conference organizers for the whole duration of the council meeting.
- 10 Venue inspection: Conference venue will be inspected by all the governing council members. Organising Secretary should be ready with the blue prints of the inauguration site, lecture halls, cooking area, dining area, registration area, governing council meeting hall, ISA office, industry stalls, accommodation etc.
- 11 Discussion on conference matters: A joint discussion on conference matters will be done during the sessions in the meeting (after venue inspection). The meeting will discuss the CME program, scientific programs, entertainment, travel and sight seeing, transportation during conference days, spouse's program, accommodation etc. Organising Chairman and Organising Secretary with officers in charge of every particular aspect of conference, should be available to give a detailed presentation of the proposed activity, on demand from the council.
- 12 Scientific program: CME program is meant for the practicing anaesthesiologists and anaesthesiology post-graduates. Topics selected should be as far as possible of current interest and preferably, not to discuss topics of the previous year except few areas. CME lecture notes (Print or CD) should be made available to all participants and extra" sale' copies also may be

provided. Highlights of the CME, scientific program, and workshop if any, also may be presented, during discussion.

- 13 Registration: Conference organizers are requested to collect two address and at least one telephone no. of a close relation from every delegate, for contact in emergency.  
Past (National) Presidents & Secretaries of ISA and their Spouses are entitled for complimentary registration and standard accommodation at par with GC members. ISA life members aged over seventy five years (75) along with their spouses are also entitled for complementary registration and standard accommodation. Ruling President & Secretary also will get Complimentary Registration with spouse.
  - 14 ISA Flag - ISA Flag will be handed over to the Organizing Secretary of the year of conference at the end of mid term meeting after final confirmation of the venue and arrangements of conference. Handing over of flag is executed by Secretary ISA (National).
  - 14 ISA Flag - ISA Flag will be handed over to the Organizing Secretary of the year of conference at the end of mid term meeting after final confirmation of the venue and arrangements of conference. Handing over of flag is executed by Secretary ISA (Nat).
- g. Annual Conference (Arrangements)

#### **President ISA**

1. Organising Chairman or Organising Secretary should be in person to receive the President ISA on his arrival. President is expected to reach venue one day prior to start of conference.
2. President ISA should be provided with free accommodation suitable to the status of the President by the conference organizers.
3. President ISA should be provided with a vehicle for movement.
4. President ISA will chair CME inauguration, the inaugural function of conference, Past President's oration, Dr. Venkata Rao Oration, Dr. T. N. Jha Medal & Dr. K. P. Chansoriya Travel Grant Competition, Industry session, public interaction session and valedictory function during conference, in addition to organizational activities.
5. The President ISA will hoist the ISA flag on 26 November before, CME inauguration and will lower the flag on 29 November, after dissolving general body meeting.

#### **Vice- President ISA**

1. Vice- President should be given due honour by the organizers.
2. Vice- President is entitled for free accommodation and transport from the conference organizers.

#### **Hon. Secretary ISA (National) and Hon. Treasurer ISA (National)**

1. Hon. Secretary ISA and Hon. Treasurer ISA should reach the venue of the conference at least one day prior to conference, to help the conference organizers as well as supervise the events going on.
2. Hon. Secretary and Hon. Treasurer will be received by the conference organizers on their arrival.
3. Conference organizers should make necessary arrangements to receive the ISA office staff and office materials on their arrival.
4. Hon. Secretary ISA and Hon. Treasurer ISA are entitled for free accommodation, suitable to their status, for the duration of the conference and should be near the venue as far as possible.

5. A vehicle to be kept at the personal disposal of Secretary ISA (National) during conference days.
6. Extra office staff and furniture, if requested may be provided at conference venue ISA office and council meeting room.

#### **Editor IJA**

Editor IJA is entitled for free accommodation and suitable accommodation may be provided as near to the venue as possible.

#### **ISA office staff**

They (maximum two numbers) will be provided free accommodation, and boarding by the conference organizers during the conference. Secretary ISA will meet their transport requirements.

#### **Governing Council members**

Suitable accommodation to all governing council members may be arranged as complimentary, as near the venue as far as possible, so that when needed could assemble at short notice.

#### **Badge**

Separate badges will be issued for the ISA officers. Colour of the badge should be different from conference organizers or volunteers. The badge for the President, Vice- President, President elect, Imm. Past President, Secretary, Treasurer, and Editor should be of the biggest size with their name typed/ printed on it. Medium size badges may be provided for council members with their names typed / printed. Distinctive Badges may be given to all attending State Presidents & Secretaries with their name, Office (President / Secretary) & State name printed in the badge.

#### **ISA office**

Sufficient space to run the ISA office with computer with internet connection & printer and stationery to be provided during conference days. One (lockable) almira may be provided in addition to office furniture. Space to be provided for Office of IJA & ISAFBF. The office must be easily accessible to members.

#### **ISA Flag Hoisting**

This will be the first official function of ISA at conference venue and flag hoisting will be done by the President ISA on 26 November morning before CME inauguration.

All governing council members and organizing committee will attend the function.

#### **CME program Inauguration**

CME program inauguration will be done by the President, ISA. This function is a limited period function to save time. Scientific committee Chairman, Organising Chairman, Organising / Scientific Secretary, President (ISA), Academic Committee Chairman of ISA & Secretary (ISA National) will be on the stage. The function include welcome speech by the scientific chairman, inaugural address by the President (ISA), Talk by Academic Committee Chairman of ISA and vote of thanks by the Scientific / Organising Secretary. Duration of function is limited to 20 (twenty) minutes. All governing council members and organizing committee members will attend.

#### **Annual Governing Council Meeting**

Annual Governing Council Meeting starts on 25 November every year. The council meeting will be continuous, interrupted by adjournments to meet other needs. A separate hall/ room which could

seat 20 to 25 persons may be arranged for this meeting. Adjoining toilet facilities preferred. ISA office which could be kept under lock and key, should be in the close proximity of conference area and ISA office will function during the whole duration of conference. Coffee/ Tea/ Soft Drinks/ Snacks/ Fruits may be provided at the meeting venue on days when council meeting is in session. The other meetings scheduled at this venue are editorial board meeting, joint meeting with the past presidents of ISA, meeting with state / city units (Secretary / President) and meeting with the trade representative at conference. Hospitality may be extended during all these sessions by the organizers. Video recordings of the whole proceedings of meeting may be done. In additions typist / stenographer may be made available locally. Council meeting will conclude on 29 November afternoon (new Council meeting).

#### **h. Annual Conference (functions)**

Inaugural Function - Details: The inauguration will be on 26 November during evening hrs.

This is an ISA function. Seating arrangements on the stage will be restricted to persons concerned with the organization of the conference, Chief guest and ISA officers. The following persons are allowed on the stage.

- (1) Patron, Organising Committee. (only chief patron)
- (2) Chairman, ,,
- (3) Secretary, ,,
- (4) Chief Guest at Conference (Guest No 1)
- (5) Guest invited to release souvenir + Felicitation (Guest No 2)
- (6) Guest invited to inaugurate trade exhibition + felicitation (Guest No 3)
- (7) President, ISA
- (8) Vice- President, ISA
- (9) President elect, ISA
- (10) Secretary, ISA
- (11) Treasurer, ISA
- (12) Editor in Chief, IJA
- (13) State President, ISA
- (14) State Secretary, ISA
- (15) WFSA Office Bearers from ISA

No other persons should be entertained on the stage except when permitted by governing council. Actual procedure on function and placement of seats available with secretary and enclosed as appendix. ISA President is the presiding officer of the function and ISA Secretary is the controller of function.

#### **Seating in the Auditorium**

All former Presidents, Vice- Presidents, Secretaries , Treasurers, Editorsshould be seated in front row and Past GC Members in Second raw on one side, at a marked area. Area to be shown by sign board (Past National Officers). All GC members to be seated in front.

All participating past presidents of ISA should be felicitated by garlanding or presenting flowers on their arrival by the organizers (before starting the function and are to be seated).

The press, media and industry should be assigned one corner in the front row and sign boards placed.

All invitees should be seated in the middle row.

### **Inaugural Ceremony**

President ISA, will chair the function. Chief guest should be received jointly by the President ISA and conference organizers. President ISA, will introduce all other governing council members to the chief guest before seated. If possible, chief guest may be given a brief introductory session with all past presidents also, prior to the ceremony. Inaugural ceremony should start with prayer, welcome speech by the chairman organising committee, lighting of the lamp to mark inauguration by the chief guest followed by address by the chief guest, release of souvenir, inauguration of the trade exhibition and felicitations to follow followed by address by the President. After the inaugural speeches, the Secretary ISA will read out the roll-call of honour consisting of the names of 'the Past Presidents' in the chronological order and the name of the Prof. A. P. Singhal Life Time Achievement award winner and other names to honour. The Past Presidents of ISA and award winners, will come to the stage to receive the memento from the Chief guest. Past Presidents in rotation will be seated in a chair, garlanded, introduced to the audience, and mementos given. All awards / medals to individuals / ISA units also will be delivered, as far possible, during inauguration. Vote of thanks from organizing Secretary will follow roll call of honour. National anthem will be sung and President ISA will dissolve the meeting after national anthem. The program will be screened prior to the event by Secretary ISA. President ISA will lead all members out of inauguration hall.

### **Scientific Exhibition**

Scientific exhibition to be inaugurated at the venue after the main inaugural function or during conference inauguration.

### **Annual Conference – Scientific Function**

#### **Orations**

This is an ISA function. After the morning session on 27 November, and tea break, orations will take place at the main hall. The orations are (1) Past President's oration (2) Dr. M. Venkata Rao oration. President ISA will chair the orations. Hon. Secretary will conduct the program as anchor. All governing council members are required to attend the orations along with the delegates. Orators will be given mementos from ISA as well as from conference organizers.

#### **Late Dr. T. N. Jha Medal and Dr. K. P. Chansoriya Travel Grant Competition**

This is an ISA function and to be held on 27 November afternoon in main hall. Vice- President, ISA is the coordinator. The Vice- President ISA, the Editor and a former President of ISA will be the judges during the session and will decide the award winner. President ISA will chair the session. Secretary ISA will be the anchor.

#### **Scientific Session**

All those presenting scientific papers should be members of ISA and registered delegates at the conference except invited speakers from outside the speciality or outside India. The delegates who present papers will be given their certificate of presentation at the end of every particular session or at the Registration Counter / KIOSK after their presentation.

## **Annual Conference – Organisational (ISA) (Schedules)**

### **ISA Office**

A separate room should be provided for running the office of the ISA during the conference days and should be in close proximity to the council meeting venue. The room should be equipped with few chairs and tables, computer with internet & printer, almarahas and an attendant. A computer operator and steno / typist may be provided by the organisers during the whole period of the conference. A notice board may be provided outside the ISA office to display various circulars.

### **Stall**

An exhibition stall will be provided for ISA near the office or in the trade exhibition area.

### **Exhibition – Trade and Industry area- Visit – Meeting**

President and Secretary ISA, along with the Organizing Secretary and Editor IJA will visit all the stalls on 28 / 29 November when ever is convenient and will decide on the best stalls. The best stall award winners (equipments/ pharma) will be given the awards during the annual general body meeting / valedictory function (concerned stall holders may be intimated in advance). The President and Secretary ISA along with the Organising Secretary of the conference will have a meeting with the trade representatives on 28 / 29 November.

### **Photo**

Governing council members group photo along with the Organising Chairman and Organising Secretary may be taken on the evening of 25 November. Like wise, a giant group photo of all members attended the conference may be taken on any one of the days convenient and done in front of main venue.

### **ISA Dinner / Faculty Dinner**

Presidential dinner (hosted by President) to all governing council members and organisers will be on 24<sup>th</sup> November and Faculty Dinner on 25<sup>th</sup> November. (These may be combined and on 25<sup>th</sup> November.)

Organising committee should host a dinner to all the governing council members, and their family members along with the past presidents, their family members on 25 November evening. This dinner may be combined with the dinner given to conference faculty members & President's dinner.

ISA dinner (banquet) will be on 28 November after Annual General Meeting.

### **General Body Meeting**

General body meeting will be held on 28 November from 1400 hrs onwards. The auditorium of the general body meeting should be a closed area, preferably in the main hall. General body will be called in at 2 PM.

President, ISA will conduct the general body. Along with President, the Vice- President, President elect, Honorary Secretary, Treasurer ISA and the Editor will be seated on the stage.

All award winners / competition winners will be presented with award by President ISA during AGBM. Organising Secretary of the past conference will be felicitated with a suitable memento on clearance of ISA obligations and presentation of accounts. All needed thanks giving resolutions will be placed to floor on completion of business of the day. The AGM will be adjourned to 29 November noon at valedictory function.

### **ISA Run**

There will be an ISA run, of short distance, along a specified route on morning of 28 November. This will be a publicity function. Caps + T.Shirts for run will be provided by local organizers. Needed route clearance from police / civil authorities will be done by organizers.

### **Valedictory Function**

Valedictory function will have two parts (a) completion of general body proceedings (b) appreciation of conference; any part will take precedence on depending need of the hour.

### **Adjourned general body – Completion**

The general body adjourned earlier on 28 November evening will be called in and the results of ISA election will be declared. Installation of the new office bearers will be done by outgoing President ISA and incoming President ISA will make the office acceptance speech. After office acceptance speech, change over of seats between presidents simulating taking over function will take place and the incoming president takes over control of ISA. President will declare the AGM as closed and will move for lowering ISA flag.

### **Valedictory Function**

This is totally a function controlled by organizers where Organizing Chairman, Organising Secretary and ISA office bearers takes the chair. The meeting is of limited period. During the meeting, controlled by Organising Chairman, delegates appreciation as well as remarks on the ongoing conference will be invited. Preferably one member from organizers, one from delegates and one from ISA officials will present their views. Valedictory function will be closed by Organising Chairman. Organising Secretary will invite all attendees for lunch.

## **13**

# **Indian Society of Anaesthesiologists PROTOCOLS**

## **SCIENTIFIC PROGRAMME – ISA – ANNUAL**

- (1) Sessions are arranged in such a way to grant 28 hours educational activity (CME – Credit hours) to attending delegates (CME + Conference). Attendance at CME will provide 8 hours activity and conference proper may provide 20 hours educational activity.
- (2) There will be small official break for tea / coffee / snacks during scientific program. Refreshments will be provided near the CME halls or at dining area. The delegates requiring refreshment will find their time for so and food articles are not allowed in lecture halls.
- (3) Official lunch break is for 40 minutes where as lunch open from 12 noon, to 3 PM every day. Delegates will find their time to go for meal but sessions will go on, as scheduled.
- (4) Preview and peer viewing allowed from 25<sup>th</sup> November Afternoon. Facility for online depositing and correction of Presentation should be provided in advance for all faculties / Members participating in competitions / Presenting Papers / Posters etc.

- (5) Casual advertisement during session (in between lectures) will be limited to one minute and only one advertisement to be projected. More advertisements / major advertisements / film etc screened during lunch break hours.
- (6) Industry session and public forum session are limited period session and will go as scheduled even if attendance is thin.
- (7) There should be two entrances to lecture hall and once the session starts entry to hall through the entrance near podium / front will be closed so as not to disturb the speaker.
- (8) Certificate of lecture delivery will be given to speaker on closure of the session by the chairman of the session or at the Registration Counter / KIOSK after their presentation and will not be delayed any further.
- (9) Faculty dinner, for all those faculty members participating in the Workshop / CME / Conference lectures will be on 26 November evening and all faculty to be invited.
- (10) Only invited foreign participants (speakers) are entitled for accommodation + local hospitality + local travel needs from conference organizers.
- (11) Speciality day program will be coordinated by ISA coordinators (separately nominated) and they will conduct the show in association with local organizers. Kop's award paper will be decided by a team comprising of three judges of which one will be the coordinator from ISA GC, one nominated by ISA GC and the other one nominated by local organizers. The judges will be persons interested / practicing the speciality. Selection criteria based on art of presentation, methodology of the work presented, interaction with judges on the paper and time control.
- (12) Late. Dr. T.N. Jha and Dr. K.P. Chansoriya medal competition is an ISA function and the ISA secretary will conduct the same as per ISA protocol on the matter on 27 November AN.
- (13) A single team of judges will value all competing posters in Ish Narani poster competition. Finals (10 Best Poster) will be on 29<sup>th</sup> November forenoon.
- (14) Scientific Program of the conference will be printed and distributed to all registered delegates by Post / Email & Posted in conference Website before second week of November and from same time onwards programs will be aired on conference website.
- (15) An abstract book of free papers will be published.
- (16) CME- proceedings will be published as booklet and will be given as complimentary to all registrants of CME. However additional copies will be made available for sale during CME and conference days.
- (17) Conference proceedings may be published and may be issued as complimentary either in electronic form or book.
- (18) Any change in program may be made only with the consent of the scientific team of ISA represented by ISA Academic Committee Chairman (Immediate Past President) or authorized.
- (19) The scientific committee of ISA will ensure that adequate representation is given in the faculty placement allocation to each state of India / zones of ISA. Same time, as far possible 60:40 parity maintained between academic and practice groups respectively. All current Governing Council members should be given faculty participation on "days / time" not encroaching on their organizational commitments during conference. All Past Presidents attending national

conference should be given “faculty first chairperson placement” during the session (preferably in CME, looking into their seniority, convenience etc., not very early morning session) and is mandatory. All State Presidents & Secretaries attending national conference should be given “faculty first chairperson placement” during the session. Overseas ISA members do not have any preference in faculty placement except for if their academic excellence demands. Overseas speaker / invited guest to the conference will be given free registration / local hospitality and local transport by organizers.

(20) ISACON Jaipur Award competition will be on 27<sup>th</sup> & 28<sup>th</sup> in Free Paper Hall continuously.

(21) ISA Goldcon Quiz preliminaries will be on 26<sup>th</sup> & Finals on 27<sup>th</sup> / 28<sup>th</sup>.

## 14

### Zone Conference Protocol

1. Please invite the ISA National President well in advance, preferably once the Conference dates are fixed and give him details of the program and enquire whether he will attend the program. If he attends, explain his role in the inaugural function. Please inform time & date sufficiently early. Same is about National Secretary. Invite him, explain his role. Provide them local hospitality. Tickets if finance permits. Inform this to them in advance. Immediate Past President is ISA Education Committee Chairman. Invite him for all Scientific activities. If the President is not attending the conference, the Vice President should be invited and be explained his role just like President. Give prime importance to National President. He will speak at the end.
2. Earlier it was decided that senior most GC member of the Zone will preside over the inaugural meeting of Zone Conference. But, if it is combined meeting, the host state President will preside over the inaugural function and the senior most GC member of the Zone will be Guest of Honour.
3. ISA Flag to be hoisted on the 1<sup>st</sup> day by Host State President.
4. Regarding speakers, all the states in the Zone have to be given equal importance. In combined Conference, more faculty can be considered from host State. The Organising Team should give place to others as faculty (Be hosts, let others be speakers) / Chairpersons) Only one lecture to be given to one speaker in CME & Conference together. You can co ordinate with respective state President / Secretaries for this. Whether you are giving them accommodation or not, inform them while inviting. All National Office bearers, Past National Presidents & Secretaries & State President & Secretaries attending must be given faculty position as speaker or 1<sup>st</sup> Chairperson. They must be given distinct badges with their name & office & should not be made to wait in queue.
5. Please invite all the National Office Bearers. You can collect Regn. Fee from G C members from your Zone. National GC members from other Zones, if coming, consider complementary Regn. But accommodation should be provided to all. Make the Regn.& Accommodation. Complementary for National President, President elect, Vice President, Hon. Secretary & Hon. Treasurer and Past National Presidents and Secretaries.

6. Past National Presidents and Secretaries with spouse have to be given Free Regn. Complementary accommodation to be provided to them. Like wise ISA members above 75 years to be given Free regn. with family.
7. One each senior member from all the states in the Zone have to be honoured during the inaugural function. Communicate to all the State Secretaries and request them to send the details of the Senior member selected from their state. You have to provide them complementary Regn. & accommodation. More people may be honoured from host state.
8. All National GC members, State Presidents, Past National Presidents to be recognized & honoured with Shawl during inaugural function. They have to be seated in front. State Secretaries also to be seated in front.
9. If any GC member is coming from other Zones, they may be given faculty position.
10. ISA wants to stress on communication skills & PAC. Please include this in topics and in prime time in main hall.
11. The inaugural function must be solemn and ISA Officials & Guests to be seated as per protocol published
12. ISA logo must be in proper color in all communications & banners. Advertisement is not allowed in main banner in the stage. If any advt. is put in stage, it must be smaller in size than that of ISA logo, and below the level of ISA logo. Total advt. space must be less than 2% of total area.

## 15

### State Conference protocol

1. Please invite the ISA National President well in advance, preferably once the Conference dates are fixed and give him details of the program and enquire whether he will attend the program. If he attends, explain his role in the inaugural function. Please inform time & date sufficiently early. Same is about National Secretary. Invite him, explain his role. Provide them local hospitality. Tickets if finance permits. Inform this to them in advance. Immediate Past President is ISA Education Committee Chairman. Invite him for all Scientific activities. If the President is not attending the conference, the Vice President should be invited and be explained his role just like President. Give prime importance to National President. He will speak at the end.
2. State President will preside over the inaugural function and the National President / President elect / Vice President / Hon. Secretary / GC member of the Zone will be Guest of Honour / Chief Guest as per seniority.
3. ISA Flag to be hoisted on the 1<sup>st</sup> day by State President.
4. Only one lecture to be given to one speaker in CME & Conference together. The Organising Team should give place to others as faculty (Be hosts, let others be speakers) / Chairpersons) National Office bearers, Past National Presidents & Secretaries & State President & Secretaries attending must be given faculty position as speaker or 1<sup>st</sup> Chairperson. They must be given distinct badges with their name & office & should not be made to wait in queue.

5. Please invite National President, President elect, Vice President, Hon. Secretary & Hon. Treasurer, Education Committee Chairman (IPP) & National GC members of your Zone. Provide them complementary Regn. & accommodation. Past National Presidents and Secretaries with spouse have to be given Free Regn. & Complementary accommodation to be provided to them. Like wise ISA members above 75 years to be given Free regn. with spouse.
6. All National Office Bearers & GC members (past & present), Past National Presidents & Secretaries and State Presidents to be recognized & honored with Shawl during inaugural function. They have to be seated in front. Past State Secretaries also to be seated in front.
7. ISA wants to stress on communication skills & PAC. Please include this in topics and in prime time in main hall.
8. The inaugural function must be solemn and ISA Officials & Guests to be seated as per protocol published
9. ISA logo must be in proper color in all communications & banners. Advertisement is not allowed in main banner in the stage. If any advt. is put in stage, it must be smaller in size than that of ISA logo, and below the level of ISA logo. Total advt. space must be less than 2% of total area.

## 16

### **Guidelines & Protocols for all ISA meetings, Conferences, CMEs etc.**

It is observed by many members of ISA including the GC members that the organizers of the Meeting, Conferences, CMEs etc. do not observe ISA protocol and also do not recognize elected Officers of ISA during these programs. ISA GC at Gauhati discussed this matter. In any Govt. Program we see strict adherence of Protocol and all elected members from the Ward member to the MP / Ministers are accommodated in the Program and suitably recognized. We do not see this in most of ISA Programs. This causes lot of embarrassment to the elected Office Bearers of ISA and also is not in good taste. The following guidelines are issued for all Regional, State & Zonal ISA meetings, Conferences & CMEs etc. for strict adherence. These are to be adhered when ISA name / emblem is used in any way any part of the program including communication, banner etc. (Except for regular City Branch meetings, the Office Bearers must be invited for all other meetings)

1. Prime Importance must be given to ISA and ISA emblem must be put in all communications in proper place and proper size in proper color.
2. ISA name & emblem must be put prominently & properly in the banner.
3. ISA Flag must be hoisted in Conferences of State level and above. State President will hoist the flag.
4. State / National Office Bearers of the Zone / State must be invited for the meetings and they must be suitably seated in the dais if they are attending. If there are many the seniors (Seniority in Office / Post) in the Office may be seated in the dais and others in the front row and their presence must be recognized.

5. In case of any combined meeting ISA name & emblem must get equal importance as the other organization and ISA Office Bearers must be invited as detailed above.
6. The seating arrangement in the dais will be as per the protocol published in ISA Rule Book.
7. The meetings will be presided over by ISA President.
8. Badges must be separate for the ISA Office Bearers with their name & Office so that members recognize them.
9. They may be given complementary Regn., & local hospitality by the Organisers and this must be informed to them in advance.
10. Travelling expenses also must be met by the Organisers except when the invited Office Bearer is also part of the Program Organising Team.
11. If for any reason the Organisers are unable to provide Travelling expenses, this must be informed in advance.
12. When inviting, the Organisers must clearly tell the ISA Official his role and about the other guests so that he knows the guests & has a rough idea of the program and his position / role in the Program. He can guide the Organisers in Protocol etc.

Example: For any CME / Conference in State / Regional level, the State President & Secretary and National Office Bearers from the State must be invited and above guidelines are to be adhered. Other Office Bearers may also be invited at the discretion of the Organising Committee. For Zonal Level Program, the Presidents & Secretaries of all the States in the Zone & the National Office Bearers in the Zone must be invited and same guidelines are to be adhered. The invitation and information should be given sufficiently early to them so that, if possible, they will attend the Program. When present, National Office Bearer must be given a slot to speak, so that he communicates the messages from the Hq. to the members. General guidelines published for National Conference & Scientific program is applicable to State & Zone Conferences & other ISA activities.

In all Conferences & CMEs there should be session on communication skills, preferably immediately after tea break / inaugural function.

There must be display of slides of ISA activities & protocols etc and in between the session. Public awareness videos and videos of ISA activities during the CME & Conferences.

17

Indian Society of Anaesthesiologists  
Awards – Medals  
BEST - City / Metro City/ State Unit of ISA  
Selection Proforma

Name of the city / Metro / State unit .....

	Marks Maximum	Marks Awarded
	(Not to be filled)	
1. Marks of good standing (regularity in reports) Previous awards / certificate of merit etc.)		20
2. (a) Membership strength (existed as on 31 Dec of Previous year)		
(b) New members joined in the reporting year (Names with ISA Numbers may be attached Separately) (percentage increase noted)		20
3. Academic events conducted during the reporting year		20
4. Awareness programme conducted (Promotion of anaesthesia / anaesthesiologists)		20
5. Financial status (audited report / certified report)		20
<b>Total</b>		<b>100</b>

We, (1) ISA No..... (Name)..... President  
ISA..... City / Metro / State unit (2) ISA No..... (Name).....  
Secretary ISA ..... City / Metro / State unit certify that the statements made in this  
format are true to best of our knowledge.

President, ISA City / State

Secretary, ISA City / State

Place:

Seal

Date:

## 18

### **Indian Society of Anaesthesiologists Functioning of ISA Offices State Chapter - City Branches – ISA (Directives published)**

Indian Society of Anaesthesiologists (ISA) publishes following directives for strict compliance, aimed at promoting uniform as well as base level activities at all units of ISA and for strict compliance. ISA state branch will be known as 'state chapter' of ISA and city branch will be addressed as 'city branch' ISA .

1. State chapter ISA will have supervisory control over city branch ISA in all matters and the immediate appellate authority over city branch is the corresponding state chapter. The state chapter will be given more functional and financial freedom.
2. At all states where state offices are not formed so far, will immediately form a state chapter and like wise in states, where there are no city branches may promote the formation of city branches.
3. Secretary of the state chapter will be invited for a meeting with the National governing council during the annual council meeting of ISA (Nat) to discuss the common problems and similarly city branch secretaries will be invited for a meeting with the national secretary during the annual conference to present their suggestions for improvement as well as redressal of grievances...
4. State chapter will collect report of activity from city branches every quarter, consolidate the activities of branches and publish the same for the information of all branches in the state and HQ ISA. ISA wish conducting minimum of one activity in any quarter. State secretary will maintain close contact with the city branches and will attend city branch function in rotation. All ISA functions in future will be through city branch/ state chapter. State chapter directly and city branch through state, will present audited statement of accounts along with the yearly report of activities to HQ ISA before 30 October every year.
5. State offices will be responsible for the state level World Anaesthesia Day (Ether Day celebrations) celebrations which will be our ISA sponsored Anaesthesia- Day of the year. State chapter will publish pamphlets in the regional language, conduct poster campaign, arrange TV or Radio talks, or Public meetings. The thrust will be to popularize anaesthesiology and anaesthesiologists outside the operating rooms.
6. State and City offices will promote monitoring standards (patient safety standards) published by the society.
7. As bound by constitution, the branch will be vigilant to prevent anaesthesia practice by quacks or unqualified anaesthesiologists in your area and will take aggressive steps, if such situation is known.
8. ISA year is from **01 December to 30November** every year and ordinary membership is valid only during the concerned calendar year.
9. Election, as per constitution, may be carried out before **30 October** at state/ city level, every year and new office bearers takes over administration following election in each year. Except, President and Vice- President, the term of other office bearers are for 3 years. Under no

circumstances, an ISA National office bearer should occupy a post either at state or city level. The simplest and recommended establishment for compliance is appended below.

10. City ISA branches could collect small amounts yearly from members to meet their running expenditure, if needed, in addition to availing industry support.
11. State chapter will have one annual conference every year and at least one continuing medical education program as 'stand alone' or, workshop, preferably in the middle of the year. Further to the academic program, state chapter should promote "medico – social welfare program" for members.
12. City branch will have at least one activity in every quarter and near by branches, if possible, may be invited. Every city branch will have an annual day preferably in the first part of the last quarter.
13. The ISA protocol insist that if any officer from your higher ISA formation is present at any ISA meeting (general body / inauguration), the presence of the concerned officer may be specially mentioned.
14. Metro City branches falls in to the category of city branch with more than one hundred members and current metro city branches are New Delhi, Kolkata, Mumbai and Chennai.

#### State level office – Establishment pattern

President	-	1 (1 yr term)
Vice – President	-	1 (President elect) (1 yr term)
President elec	-	(1 yr term)
Secretary	-	1 (3 years' term)
Treasurer	-	1 ( ,, )
Editor	-	1 ( ,, )
Council members	-	10 members (4 members from State level & 6 (one each) from 6 regional.
Past President	-	(1 yr term)
Past Secretary	-	( 1 yr)
Past Treasurer	-	( ,, )

#### **(Ex-Officio members)**

Organising Secretary of annual conference of the year

National Governing Council member from state

National Secretary (if from the state)

National Treasurer (if from the state)

National President (if from the state)

Ex National Secretary / Treasurer / President (if from your state) (life term)

Other representatives (to your requirement)

#### **City Branch (establishment pattern)**

a. City branch with less than 30 members

President - 1 (1yr term)

Secretary cum treasurer - 1 (3yr term)

- Council Members - 3 (3yr term)
- Co-coordinator - 1 (3yr term)

Ex officio-

State & National office bearers (if available) from your area

b. City branch with more than 30 members

In addition to above, add Vice- President (1year term), add one additional council member to represent every 10 ISA members over 30 member strength (3 year term for council member)

These directions are introduced for effective functioning of the society and are the minimum expected. All are requested to function along the guidelines. The directions will be reviewed / revised as and when needed. Minimum changes suiting the functioning of each unit could be allowed over to this directive.

## 19

### Indian Society of Anaesthesiologists

#### ISA – UNITS – BRANCH CITY / STATE CHAPTER- FORMATION

#### ISA-City branch and State Units formation

##### REQUISITES

The formation of ISA City Branches and State Units are guided by following format.

- a. Application for new city branch need to be supported with 20 life members residing in the city and recognition fee for Rs. 2000 to ISA with recommendation of State Secretary.
- b. Application for new state chapter need to be supported with 50 life members (from less than 5 different areas) residing in the state and a recognition fee of Rs. 5000 to ISA (certain north eastern states are exempted from having the mandated number of members required).
- c. Application consists of request made to Secretary ISA (Nat), Name, ISA No.. and address of the members supporting with their signature and demand draft for the amount specified for City / State Unit.

Application meeting above specifications only will be recommended for formation by governing council ISA. All intending to form new branches are requested to comply with this amendment in formation. Final authority to sanction formation of new units rests with General Body, ISA.

## 20

### **Indian Society of Anaesthesiologists Privileges of ISA Membership**

1. All Life and Annual members shall be entitled to participate in all activities of the Society. They shall also receive a copy of the Indian Journal of Anaesthesia when it is published and other periodicals free or at discount & Contribution.
2. Free, preferred, communication on all conferences, educational programs, career advancement schemes etc.
3. Exposure to career advancement programs and sponsorship of ISA when needed.
4. Access to compete for various medals and awards of ISA every year. Subject to eligibility criteria.
5. Eligibility to elect your association leaders.
6. Eligibility to contest at election to become ISA office bearer of your choice at branch level, state level and national level. Subject to eligibilities criteria.
7. Reduced delegate registration charge at all ISA sponsored CME, workshop, conference, in India for your life time (city level, state level, zonal level and national).
8. Complimentary conference registration and accommodation to member aged over 75 years and to spouse.
9. Access to family benefit scheme of ISA.
10. Enjoy the status as corporate member of Society of Anaesthesiologists of World (WFSA).
11. Eligibility to attend any ISA branch meeting in India with prior intimation.
12. To become a member of proposed Indian College of Anaesthesiologists and receive honors.
13. Communication support and legal assistance in accidental anaesthetic mishaps where member is involved or incriminated.
14. Right to publish your scientific article in our journal.

## 21

### **Indian Society of Anaesthesiologists**

#### **WORLD ANAESTHESIA DAY – CELEBRATION('Ether Day' Celebration) (‘Annual Day’ branch/ chapter) – Celebration**

This brief instructs on observation of World Anaesthesia Day (Ether Day) and celebration of Annual Day of each unit every year.

#### **World Anaesthesia Day – celebration**

16 October of every year is 'Ether Day', accepted as world anaesthesia day. The day may be celebrated in the most suitable manner, at your convenience. Inform all the faculty members / staff members of other departments and together should have 10-15 mts joint interaction 'on the subject of 'entry of ether in anaesthesia' in 1846 as well as later developments in the specialty.

Meeting to be followed by tea / coffee / joint break- fast/ sweet distribution as you may like (funds from departmental or through joint contribution).

Branches / chapter of ISA should call for extra ordinary meeting at some time of the day where public presentation on the specialty arranged with participation of 'Media/ Public' to narrate achievements and, our role in patient care, primary care on health etc. Poster presentation on the specialty is welcome. Various state level awareness programs are expected and should be at one city of choice rotating each year. Neon sign display, pamphlet distribution/ poster presentation/ banner presentation at various hospitals and medical shops / halls / traffic junctions may be arranged. A press meet to highlight 'the day and profession' is the most remarkable promotion, if it could be arranged.

ISA will be on the look out of arranging TV shows, public demonstration etc. with governmental/ non governmental support.

### **Annual Day Celebrations**

The anaesthesiologists of India want an annual day of festivities. The most suitable day will be a day in November and till we fix a common day for all of us in India, we will celebrate one day in November according to local convenience, as our 'ISA Day'. Soon, we will arrive at a common date for whole of us in India, so that we all celebrate our 'ISA' day on a particular date. This is to make our presence felt, awareness created and voice heard in public.

State chapter ISA is given responsibility to supervise both functions at various branches under them and since state office is constituted from branches, state chapter need not celebrate these functions independently instead should coordinate the activities, in the state.

These celebrations are the 'need of the hour' to meet the challenges of future years and hence instruct to comply.

### **PROTOCOL for WAD program**

1. 16 Oct of every year is regarded and celebrated as the World Anaesthesia Day (Ether Day) round the world.
2. Early in the year, ISA branch concerned should inform all their members about the day, date and form a committee to celebrate the Anaesthesia Day ('ether day'); if not able to celebrate on 16 October.
3. All teaching departments in the locality should take lead; if no teaching departments in the area, department of major corporate hospital should take the lead.
4. In the month of September, we should publish and circulate awareness literature to public, students, arrange radio/ TV talks. Should arrange CPR demonstration in schools, offices, colleges, street etc. Possible teaching on resuscitation at a public area, will be given as hands on training backed up with audiovisual support.
5. Should publish articles in newspaper/ periodicals, exposing our area of activities in "pain and critical care, trauma, palliative care, operating rooms etc".
6. On the day 16 Oct or the day of celebration, we should all assemble in the morning, should have a common break fast (cost sharing) or tea with other professional colleagues. At collegiate/ corporate hospital departmental level, the invitation may be extended to other departments to join for tea/ coffee.

7. In the afternoon, at every area a public meeting may be raised, where law and medicine, right of common man, anaesthetic mishaps etc. may be discussed. Ideal to make representatives of judiciary/ police/ consumer court to participate. Amongst professionals, maximum number of non- anaesthesiologist doctors and from the public, large number of educated persons may be invited. Common invitation may be given through press/ media.
8. Some branches, where possible, should conduct a live TV programme on resuscitation, pain control, palliative care etc. in the national TV channel.
9. Awareness exhibition, at possible areas may be arranged by branches which are capable to perform.  
 These attempts if done well co-ordinated, will elevate ISA and Us as well as our profession amongst all, to equal heights.

## 22

### Indian Society of Anaesthesiologists

#### Fund Mobilisation – Working finance for ISA city branches / state Chapters

##### – WAYS AND MEANS

ISA Headquarters is being enquired by city branches/ state chapters 'on ways and means' of making working finance for city / state formation since certain units are facing extreme difficulty in keeping the organisational activities to the least minimum expected owing to paucity of funds. This communication explains the protocol to be followed to mobilise money for state / city ISA formations.

#### a) State

1. State could collect 10 % of the membership fee as their share from city branches.
2. A pre determined share of profit either as percentage of profit or a fixed sum from the proceeds of annual conduct of the conference, from the conference organizers every year.
3. In addition to the annual conference, state chapter ISA could conduct stand alone CME / Workshop in the state during the middle of the organizational year so that profit made could be utilized for the state ISA activities.

#### b) City

1. City branches could collect small amount of money (Rs. 100-150 / year) from the individual members, for the regular working of the branches.
2. Branch activities should be sponsored by the industry support.
3. Promote more members to the society so that 15 % of the membership fee could be availed as branch share.
4. Arrange CME / Workshop / Refresher course lectures under your banner, so that some amount of money could be generated as profit.

ISA direct to follow the above steps for mobilisation of money for activities.

## 23

# Indian Society of Anaesthesiologists

## ZONE FORMATION IN ISA ELECTION OF ZONAL MEMBERS

### **PREAMBLE**

Demand for selecting council members from various areas making equal representation of whole India in governing council of ISA was felt much necessary for a long period of time and the council meetings in 2004 decided to implement the proposal. The general body met in 2005 ratified the decision of the council to make zones and a committee consisting of past presidents of ISA (Dr. R. C. Agarwal, Dr. Surendra Reddy, Dr. Das Gupta and Dr. K. P. Chansooriya) was constituted to make the guidelines on the matter. The committee's opinion was presented at council in 2006 and the report of the committee since not acceptable in total, was later modified by the governing council, ISA. The modified guidelines from the governing council based on the recommendation from past presidents were placed at the annual general meeting 2006 at Mysore. The general body opined for certain further changes. With subsequent modifications, the subject matter was presented to general body for adoption at annual general meeting 2007 at Vishakhapatnam and was accepted for promulgation.

### **Introduction**

The Indian Society of Anaesthesiologists (ISA) have observed that we the 'ISA' are not achieving adequate representation of whole India in the National Governing Council of ISA with the current system of electing the governing council members. We have seen council members elected do not come to any acceptable national pattern and is finding difficult in uniform promotion of ISA activities. As, remedial measure to this and a constitutional requirement, ISA decided in the national council meeting 2005 and later resolved at annual general meeting 2005 and 2006 to establish 6 regional zones of ISA.

### **Zones – Description – Entitlement**

The zones in ISA will be described as 1. North 2. South 3. East 4. West 5. Central 6. North – East.

North, South, East and West may include the respective metros New Delhi, Chennai, Kolkata and Mumbai, respectively, if the metros exist as ISA metro cities.

The zones will correspond to the geographical areas of member states included in the zone. The zones will be conglomeration of states and will function as an upper platform of state ISA units in certain matters. The zones will be responsible for carrying out national instructions to our lower units at state and city levels. Every zone is authorized to hold a zonal (regional) annual meeting every year. Date of zonal meeting every year is to be finalized in consultation with the national ISA so as to avoid overlap with other zonal meetings. The zonal conference will be combined with the state conference of the state in which the zonal conference is held. The zones will be sponsored by the member states and working finance for zonal activities generated through holding educational activities in the zone.

The predominant functions of the zone will be promotion of academic activities of the zone by way of conducting zonal conference as an academic arena and for facilitation of general matters, welfare activities and to disseminate organizational working culture.

Zonal administration rests with a committee consisting of Presidents and Secretaries of all member state units of ISA in the zone. The committee may select a zonal -coordinator / or an appropriate officer, for liaison with all concerned, from within the committee or outside the committee. **Owing to paucity of funds, no financial incentives will be given to the zones from national ISA.**

Each zone will be electing one GC member from electorate in that zone who will be named as G C member (Zone) and his / her term will be for a period of 3 years. The name of the candidate must be in the electoral roll of that Zone.

#### **Election**

Election of GC member from a Zone will be along with National elections. All eligible voters from that zone will be eligible to vote.

#### **Geographical distribution of areas in the zone**

1. East Zone  
Bihar, Orissa, Jharkhand, West Bengal, Andaman & Nicobar Islands
2. West Zone  
Goa, Maharashtra, Gujarat, Rajasthan
3. North Zone  
Punjab, Haryana, Delhi, Chandigarh, Himachal Pradesh, Jammu & Kashmir
4. South Zone  
Kerala, Tamil Nadu, Andhra Pradesh, Telangana, Pondicherry, Karnataka, Lakshadweep Islands.
5. Central Zone  
Madhya Pradesh, Chhattisgarh, Uttar Pradesh, Uttarakhand.
6. North East Zone  
Assam, Meghalaya, Tripura, Arunachal Pradesh, Mizoram, Nagaland, Manipur and Sikkim.

#### **Administration**

Administration of the zone is vested in a committee consisting of President, Secretary of each member state representing the zone.

#### **Election – Eligibility to contest**

Eligibility to contest or being nominated as zonal member will be governed by respective articles of ISA constitution (article 3 and 5) and that he / she should have been a valid member of the society for the previous 10 years and should have attended 3 Annual General meetings of ISA in the previous 5 years Nomination fee published is mandated for zonal member election also. The nominations will be verified by secretary ISA National to find the eligibility and will be communicated to the member as well as the election officer. The zonal member elected from each zone will be designated as governing council member at the national governing council and concerned will represent the respective zone. The term of office of zonal members will be 3 years w.e.f. 2017.

## 24

### **Time Schedule for ISACON Program**

- 25<sup>th</sup> Nov. 09.00 onwards GC Meeting  
09.00 onwards Workshops  
19.00 onwards Presidential Dinner + Faculty Dinner
- 26<sup>th</sup> Nov. 08.00 CME + Conference Regn.  
08.30 ISA Flag Hoisting  
08.40 CME Inauguration  
09.00 to 17.00 CME in 4 - 6 Halls, 9 - 10 lectures in each Hall  
(Each lecture for 20 - 25 minutes & 15 - 20 minutes for discussion)  
(15 minutes Tea Break F.N. and A.N., 40 minute Lunch Break)  
18.30 Conference Inauguration, Dinner for all
- 27<sup>th</sup> Nov. 08.00 Conference Registration  
09.00 - 11.30, 14.00-17.00 Scientific Program in all the Halls  
11.30 -13.00 Past President's Oration & Prof. Dr. Venkat Rao Oration in Hall A. No programmes in any other Hall  
09.30 -11.00 Past Presidents' Meeting  
14.00-16.00 Dr. TNJha Medal & Dr.Chansooriya Travel Grant papers Hall A  
16.30 - 17.30 ISA Gold Con Quiz finals  
14.15 Onwards  
State & City Presidents & Secretaries meeting  
ISA FBF AGBM  
IJA Editorial Board meeting
- After noon: 3 specialty forums Railway, Army & Practitioners meeting 2hrs. time for each, any Hall (small) is OK.  
19.00 Entertainment & Dinner
- 28<sup>th</sup> Nov 9.00 to 13.30 Scientific Session in all the Halls, ISACON Jaipur award competitions in one Hall.  
IJ A Session (Hall A) 8.30-11.00 a.m.  
ISA Session (Hall A) 11.00-01.00 p.m.  
compulsory for all GC members & State Office Bearers  
14.00 AGBM Hall A  
19.00 Entertainment & Banquet
- 29<sup>th</sup> Nov. 8.30 to 10.30 8 Kop's Award competition papers (limited to 10 competition papers in each) If there are more entries, best 10 will be selected and the rest will go to free papers.  
Ish Narani Best poster Award final round.  
Results to be handed over to the Hon. Secretary before 10.45 a.m. to announce at 11.00 am, prepare the Certificates to be handed over at 12.30 noon.

10.30-12.30 *Scientific Session* The specialty sessions can be conducted in Cardiac, Neuro, Pediatric & Neonatal, Obstetric, Trauma & Critical Care, Clinical Pharmacology, Pain, Ophthalmic & Transplant Anaesthesia  
12.45 AGBM continues in Hall A, Awards, Installing New President & newly elected GC, Closing Ceremony. Valedictory program  
14.00 Lowering of ISA Flag  
14.00 Lunch & disperse  
14.30 1<sup>st</sup> GC Meeting

ISA Goldcon Quiz preliminary on 27<sup>th</sup> Morning to select final 8 teams.  
Poster competition: 10 best posters to be selected from all & they will present for Ish Narani Best Poster Award on 29<sup>th</sup> 8.30 a.m.  
No Scientific Program is permissible by Industry in the Stalls during Official Scientific Programmes. Companies should not be allowed to host talk + dinner at Hotels on Conference days.  
In any Halls, the Certificates to the Speakers & Chair Persons to be handed over at the end of the session.  
President & Secretary visit all stalls with Org. Secretary on 27<sup>th</sup> / 28<sup>th</sup> / 29<sup>th</sup> morning.



# INDIAN SOCIETY OF ANAESTHESIOLOGISTS

(FOUNDER MEMBER OF THE WORLD FEDERATION OF SOCIETIES OF ANAESTHESIOLOGISTS)

National Secretariat : "Ashwathi", Opp. Ayyappa Temple, Nullippady, Kasaragod - 671 121, Kerala.

Tel : 04994 - 227395. Mob. : +91 9388030395 (Hon. Secretary).

E-mail : secretaryisanhq@gmail.com / isanhq@gmail.com / isanhq@isaweb.in

## Dr. A. P. SINGHAL LIFE TIME ACHIEVEMENT AWARD 2016

### NOMINATION FORM

Name of City Branch ISA : Name of State Chapter ISA :

#### DETAILS OF THE NOMINATED PERSON.

1. Name of the Member nominated with ISA Membership No. : Dr.

ISA No:

2. Address for Correspondence:

Phone No :

Mobile No.:

E-mail :

3. Qualifications with year of passing:

4. No. of years of Anaesthesia Professional Service rendered in India: ..... Years.

5. Publications (Books, Papers) (National) :  
(International):

6. Academic participation (in the past 10 years)

Conferences :

Workshops :

Courses :

International Conferences/ Work shops etc.:

7. Contribution of the applicant in promotion of anaesthesia. :

8. Whether the nominee served Indian Society of Anaesthesiologists in any capacity : (mentioned name of the branch, post held, year in capital):

State / City :

National :

9. Whether the nominee is an office bearer of any National Professional Association - details. (President/ Secretary/Executive member)

10. Details of special activities if any, of the nominee. (Socio - medical)

(a). Medical camp/ Relief work. :

(b). Slum eradication/health education :

(C). Any other special activities/ Social activities :

(d). Rural Service. :

(e). Leprosy relief work/ Rotary, Red cross, Emergency medicine Groups etc. :

11. Role in development of Institution/Development/ Work area. :

12. Whether the applicant is a winner of National/International awards in the Field of Medicine/ Any other awards. :

13. Contribution to anaesthesia teaching (Mass teaching/CME/Courses run etc.,)

:

14. Details of involvement in new innovative methods in the medical field in the country/ medical research done/ research associated/new service started

:

15. Details of outstanding service any where inside the country/ outside. :

**DECLARATION.**

ISA..... City branch and ISA..... State branch  
nominate Dr. .... ISA No..... for Dr.A.P.Singhal Life Time Achievement  
award of ISA and all entries made on this nomination form are true to best of our knowledge.

**Signature of the City Branch President**

**Hony. Secretary, City Branch.**

**Name :**

**Name:**

**Date :**

**Place :**

**Recommendation.**

ISA..... State branch nominate Dr. ....  
ISA No..... for Dr.A.P.Singhal Life Time Achievement award of ISA and all entries made on this  
nomination form are true to best of our knowledge.

**Signature of the State President**

**Hony. Secretary, State Branch.**

**Name :**

**Name:**

**Place :**

**Date:**

- NB:** 1. The person nominated should possess minimum 20 years service as anaesthetist in India and should work in India at the time of submission of nomination.
2. Relevant documents in support, wherever needed may be attached.
3. Nominees consent to be obtained separately along with his/her C.V.

**Office use:**

Date of receipt of the Nomination :

Name of the City/State Branch Recommended :

Name of the State Branch Recommended :

**NB: Separate sheets for any additional information can be attached if space is insufficient.**

## Rules

### Dr. A. P. SINGHAL LIFE TIME ACHIEVEMENT AWARD

1. Dr. A. P. Singhal, Past President ISA, and family, donated a sum of money to identify and honour an outstanding Anaesthesiologists in India, every year and to grant an award titled as "Life - Time Achievement Award" from ISA. This award is given to the outstanding Anaesthesiologists in India, every year, started in 1999, from the proceeds of the interest from the capital deposited and award consists of cash plus a Citation in a Silver plaque and a Scroll, will be awarded to the individual selected every year at the annual conference inauguration function on 26<sup>th</sup> November.
2. Any ISA City Branch can nominate one of their out-standing Anaesthetists, with the State Branch recommendation for being selected to this award. Only one nomination is allowed from a branch.
3. Any Anaesthetists of Indian origin working in India who is a valid member of ISA and has put up more than 20 years of productive service in anaesthesia speciality could be nominated. Selection of the award winner will be based on a proforma description of the nominated individual, submitted by the nominating branch and the proforma is published by ISA, taking into total consideration of academic, organizational and socio medical commitment.
4. A copy of the nomination proforma is attached along with this letter and if interested, you may fill up the nomination to sponsor one of your beloved members for this award.
5. Application should reach ISA HQ Office before **30.06.2016** and the selection of the award winner will be done during the mid-term Governing Council of ISA. The City/ State branch will be informed of the result for onward communication to the recipient of the award and the confirmation of the presence of award winner at the annual conference is absolutely mandatory.
6. Consent letter of the nominated member is must.

**Dr. Venkatagiri K. M.**  
Hon. Secretary  
ISA NHQ.

**Encl :** As above.

- Nomination favouring deceased candidates will not be entertained.

If there is no State Branch available, city branch can send directly to ISA NHQ



# INDIAN SOCIETY OF ANAESTHESIOLOGISTS

(FOUNDER MEMBER OF THE WORLD FEDERATION OF SOCIETIES OF ANAESTHESIOLOGISTS)

National Secretariat : "Ashwathi", Opp. Ayyappa Temple, Nullippady, Kasaragod - 671 121, Kerala.

Tel : 04994 - 227395. Mob. : +91 9388030395 (Hon. Secretary).

E-mail : secretaryisanhq@gmail.com / isanhq@gmail.com / isanhq@isaweb.in

## Proforma for Best City/State/Metro Branch

1. Name of the Branch:
  2. OfficeAddressof the Branch:
  3. E-mail ID of the Branch:
  4. Nameof the President:
  5. Address of the President & contact Nos:
  6. Name of the Secretary:
  7. Address of the Secretary & contact Nos:
  8. Current Membership strength:
  9. New member enrolledin current year:
  10. Academicactivities.
- Number of CME'S and Workshops conducted in the current year with Topics :

Members participated in CME's workshop with date:

11. Administration:
  - a. Number of executive meeting held in current year with date:
  - b. Number of general body meeting held including AGBM:
  - c. Attendance of members in the AGM with date:
  - d. Do you have yourown constitution:
  - e. If yes attach a copy of it:
  - f. Furnishyourbank detail-  
(Name of the Bank, branch, A/C number, FDreceipt numbers,Balanceas on 30thSeptember 2.....):
  - g. Have you sent Annual reportto ISA HQ :
  - h. Have you sent Annual Audit report to ISAHQ:
  - i. Do you regularly publish newsletter, if yes send the copy to HQ:
  - j. PAN :
  - k. Society registration No.
12. Public awareness program – have you conducted any such program this year, furnish brief detail on Topic, type of audience with no:
13. World Anaesthesia Day programme Conduction:
14. Enrollment of members for FBS:
15. Members Participation in Annual Conference of ISA Conference (ISACON 2.....):

The best 'City branch', 'Metro city branch' and 'State Chapter' of ISA will be selected as per the decision of the Governing Council and will be awarded with medal, memento and citation. All recognized City branches; State Chapters can compete for this award. The application in the proper format duly completed along with last three years audited statement, details of month wise activities and awareness Programme, family meet etc. may be forwarded to the office of the Secretary, ISA (NHQ), before 20<sup>th</sup> October office on written request. Format will be available in the Website or from the Secretary's .

(Activity from 1<sup>st</sup> October previous year to 30<sup>th</sup> September of current year.  
Attach proof of activity and send online after logging in at isaweb.in.

**Dr. Venkatagiri K. M.**  
Hon. Secretary  
ISA NHQ



# INDIAN SOCIETY OF ANAESTHESIOLOGISTS

(Founder Member of the World Federation of Societies of Anaesthesiologists)

## **CERTIFICATE OF MERIT**

The Indian Society of Anaesthesiologists (ISA) certify that Dr.....  
.....has attended the Continuing Medical Education Programme/

Workshop promoted by ISA at Kasaragod and organised by ISA Kasaragod City Branch of Nileshwara on 21-05-2017 and ISA also  
place the service in record for chairing a session/delivering a lecture on the subject .....

Chairman  
ISA-Educational Committee

President  
ISA-National

CO-ordinator  
ISA-CME

Hon. Secretary  
ISA - National

..... hours of credit time is awarded by .....Medical Council as per order No.  
.....



**FAMILY BENEVOLENT FUND  
OF  
INDIAN SOCIETY OF ANAESTHESIOLOGISTS**  
(Regd.629 / 2007 under Societies Registration act. 35 of 2001)

**FORM OF MEMBERSHIP**  
(To be filled with BLOCK LETTERS)

(For Office Use only)

FBF No.
R.No.
Date :

Affix  
Passport size  
Photograph

ISA No.

Proposed by Dr.....

Life member of.....City Branch of ISA

SURNAME	:	
FIRST NAME	:	
NAME TO BE PRINTED ON CERTIFICATE AS	:	
NAME OF FATHER / HUSBAND	:	
DATE OF BIRTH	:	
AGE	:	
NAME OF NEAREST CITY BRANCH OF ISA	:	
CORRESPONDENCE ADDRESS	:	PERMANENT ADDRESS
.....		.....
.....		.....
CITY..... PIN .....		CITY..... PIN .....
STATE.....		STATE.....
EMAIL .....		EMAIL .....
MOBILE.....		MOBILE.....

**NOMINATION FORM**

S. No.	Name of the Nominee	Relationship of the Member	Address
1.			
2.			
3.			

If the nominee is a minor, name of the person who represents the minor and his/her address :

Date of birth and age of Minor :

Specimen Signature of the

Nominee of Minor's representative

1.  
2.  
3.

I hereby declare that the above information furnished by me is true and correct.

Signature of Applicant

I, the undersigned, hereby apply for the Membership of Family Benevolent Fund of Indian Society of Anaesthesiologists.

I enclose here with D.D No.....dated ..... for Rs .....  
(Rupees.....)  
.....) drawn on ..... bank being the relevant  
fee and caution deposit.

I do hereby declare that the above information is true withheld no information whatsoever regarding the application and I agree to pay the demanded amount as per the rules of this scheme.

I further agree to abide by all the conditions laid down in the Constitution of the Scheme and the amendments to be made from time to time.

I shall inform the change of address time to time.

Date : .....

Signature of the Applicant

**Dr. J. Ranganathan**  
President

**Dr. Sugu Varghese**  
Hony.Secretary

**Dr. Abraham Cherian**  
Treasurer

**Applications may send to :**

**Dr. Sugu Varghese**

Secretary, ISA FBF

Anaesthesia House, 1st Floor, GCDA Shopping Complex, Panampilly Nagar, Cochin 682 036

Ph : (Off.) 9895519551 Email : isafbsecretariat@gmail.com; sugulissieux@rediffmail.com

**For Office Use Only**

**ADMISSION FEES**

(1) A non-refundable deposit will be collected from members joining the Fund according to their age.

- |                                   |                                                        |
|-----------------------------------|--------------------------------------------------------|
| a) Less than 30 years - Rs.2000/- | b) 31 to 35 years - Rs.3000/-                          |
| c) 36 to 40 year - Rs.4500/-      | d) 41 to 45 years - Rs.6000/-                          |
| e) 46 to 50 years - Rs.8000/-     | f) 51to 55 Years - Rs.10000/-                          |
| g) 56 to 60 Years - Rs. 15000/-   | h) Single payment of Rs 1,00,000/- at a time till 2016 |

(2) Annual Membership fees Rs. 200/- (it is otherwise called as administrative charges)

**Total - 1 (Admission fee) + 2 (administrative charges)**

- N.B.
1. Demand Draft / At par cheque be drawn in favour of **ISA FBF**, payable at **Ernakulam**  
**A/c details for online transfer : A/c Holder's Name : ISA FBF; Current A/c No. 35338132424;**  
Bank : **State Bank of India**; Branch : **Samaritan Hospital, Pazhanganad, Kerala;**  
Branch Code : **10594**; IFS Code : **SBIN0010594**
  2. Receipt of ISA Life Membership subscription issued by ISA or xerox copy of I.D. card must accompany this application form, as proof of life membership.
  3. Enclose two (2) passport size photographs.
  4. Certified xerox copy of Date of birth certificate / PAN card / Passport may be produced as proof of age.



# INDIAN SOCIETY OF ANAESTHESIOLOGISTS

(FOUNDER MEMBER OF THE WORLD FEDERATION OF SOCIETIES OF ANAESTHESIOLOGISTS)

National Secretariat : "Ashwathi", Opp. Ayyappa Temple, Nullippady, Kasaragod - 671 121, Kerala.

Tel : 04994 - 227395. Mob. : +91 9388030395 (Hon. Secretary).

E-mail : secretaryisanhq@gmail.com / isanhq@gmail.com / isanhq@isaweb.in

## PROFORMA APPLICATION FOR BIDDING ISA NATIONAL CONFERENCE VENUE - 2020

1. Name of the City Branch Bidding for Conference Venue :
2. Name of the State Chapter Bidding for Conference Venue :
3. Name of the place where Conference will be Conducted :
4. Number of Members in the Branch :
5. Name of the Organising Chairman (of the proposed conference) :
6. Name of the Organising Secretary (of the proposed conference) :
7. Financial Status of the Branch (Attach audited a/c of last 3 years) :
8. Is the Conference to be held at Institutional Building or Commercial area :
9. Do you have man-power to meet the needs of the Conference :
10. Adequate Accommodation available to near the Venue :
11. What are the Transport Facilities available to reach the Venue :
12. Proposed registration fee from Delegates :
13. Areas of Tourist importance in the surroundings :
14. Will you agree to follow the protocol in conduct of the Conference :
15. Entitlements of Delegates (Pickup, compliments, food etc) :
16. Availability of auditorium & additional halls for Scientific session :
17. Is space available for trade & exhibition :

We, Dr..... Organising Chairman and Dr.....  
..... Organising Secretary on behalf of .....City Branch &  
.....State Chapter accept the responsibility to conduct the 68<sup>th</sup> ISA National Conference  
at.....(place), as per Constitution of ISA and we will be responsible for safe conduct of the  
Conference. Accounts of the Conference will be submitted within one calender year of completion of the Conference.

Place: Name & Signature of Organising Chairman.....

Date: Name & Signature of Organising Secretary.....

### ENDORSEMENT BY CITY BRANCH

Name & Signature of City Br. President

Seal

Name & Signature of City Br. Secretary

### ENDORSEMENT BY STATE CHAPTER

Name & Signature of State Chapter President

Seal

Name & Signature of State Chapter Secretary

# LETTER OF AGREEMENT

---

Place:

To

The Hon. Secretary (ISA NHQ)

Date:

Sir,

1. We (1). Dr..... ISA No..... Organising Chairman, 66<sup>th</sup> Annual National Conference of ISA (2). Dr..... ISA No ..... Organising Secretary, 66<sup>th</sup> Annual National Conference of ISA of ..... City/State chapter, pledge and confirm that we will pay Rs. 20,00,000/- (Rupees Twenty Lakhs) or 10% of the Total Conference income (gross) whichever is higher to ISA National and will Execute a Compliance Proforma on Rs.100/- Non Judicial Stamp paper with this letter to ISA National office for record. We stand to disciplinary action as decided by NHQ ISA if we fail to fulfill this commitment to ISA. Current Financial State of our City branch is Rs.....
2. We the organizers of ISACON of 2018 agree to suggestions offered by President, Secretary and GC members of ISA regarding venue, facilities in and around, reception, transport, and local travel of delegates, food and scientific proceeding at the Conference. we have read the protocols of conduct of the conference and know the requirements of the venue.

Signed on .....day of ..... 2016 in presence of

Witness 1

(Name & Signature)

1. Organising Chairman

(Name & Signature)

Witness 2

(Name & Signature)

2. Organising Secretary

(Name & Signature)

**INDIAN SOCIETY OF ANAESTHESIOLOGISTS**  
**ISA - CONTRACT AGREEMENT**  
**CONDUCT OF NATIONAL CONFERENCE**  
**(To be executed on Rs.100/- Non Judicial Stamp Paper)**

---

To  
The Hon. Secretary (ISA NHQ)

Place:

Date:

Sir,

1. We (1) Dr.....ISA No..... Organising Chairman, 66<sup>th</sup> Annual National Conference of ISA (2) Dr..... ISA No ..... Organising Secretary, 66<sup>th</sup> Annual National Conference of ISA of ..... City/State chapter, pledge and confirm that we will pay Rs. 20,00,000/- (Rupees Twenty Lakhs) or 10% of the total Conference income (gross) whichever is higher to ISA National. We stand to disciplinary action as decided by ISA NHQ if we fail to fulfill this commitment to ISA. Current Financial State of our City branch is Rs.....
  
2. We the organizers of ISACON of 2018 agree to suggestions offered by President, Secretary and GC members ISA regarding Venue, facilities in and around, reception, transport, and local travel of delegates, food and scientific proceeding at the Conference. We have read the protocols of conduct of the conference and know the requirements of the venue accounting etc.

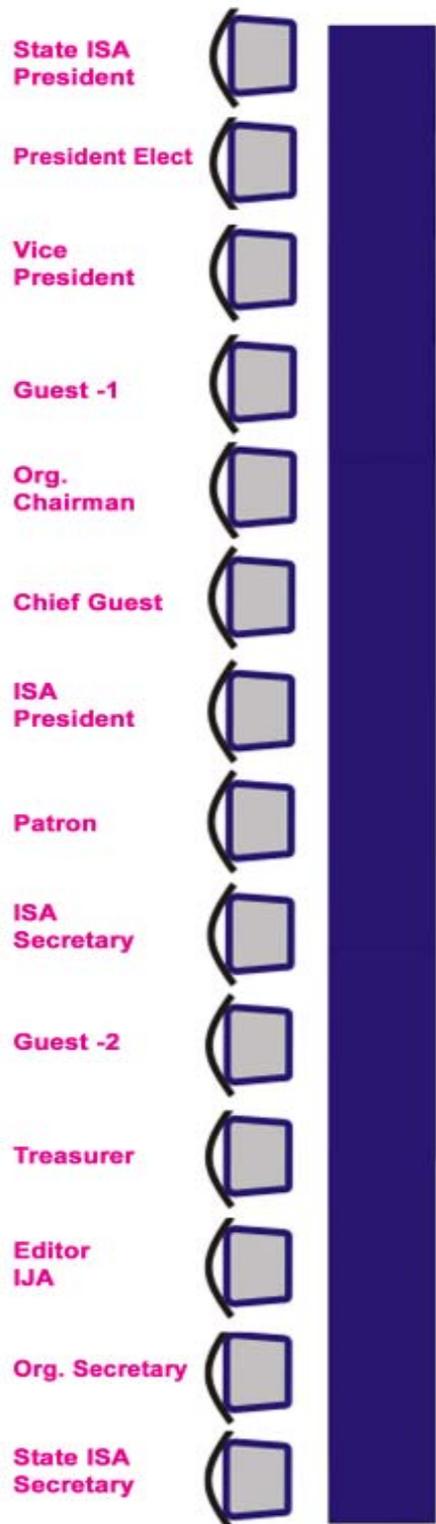
Signed on .....day of.....2018 in presence of

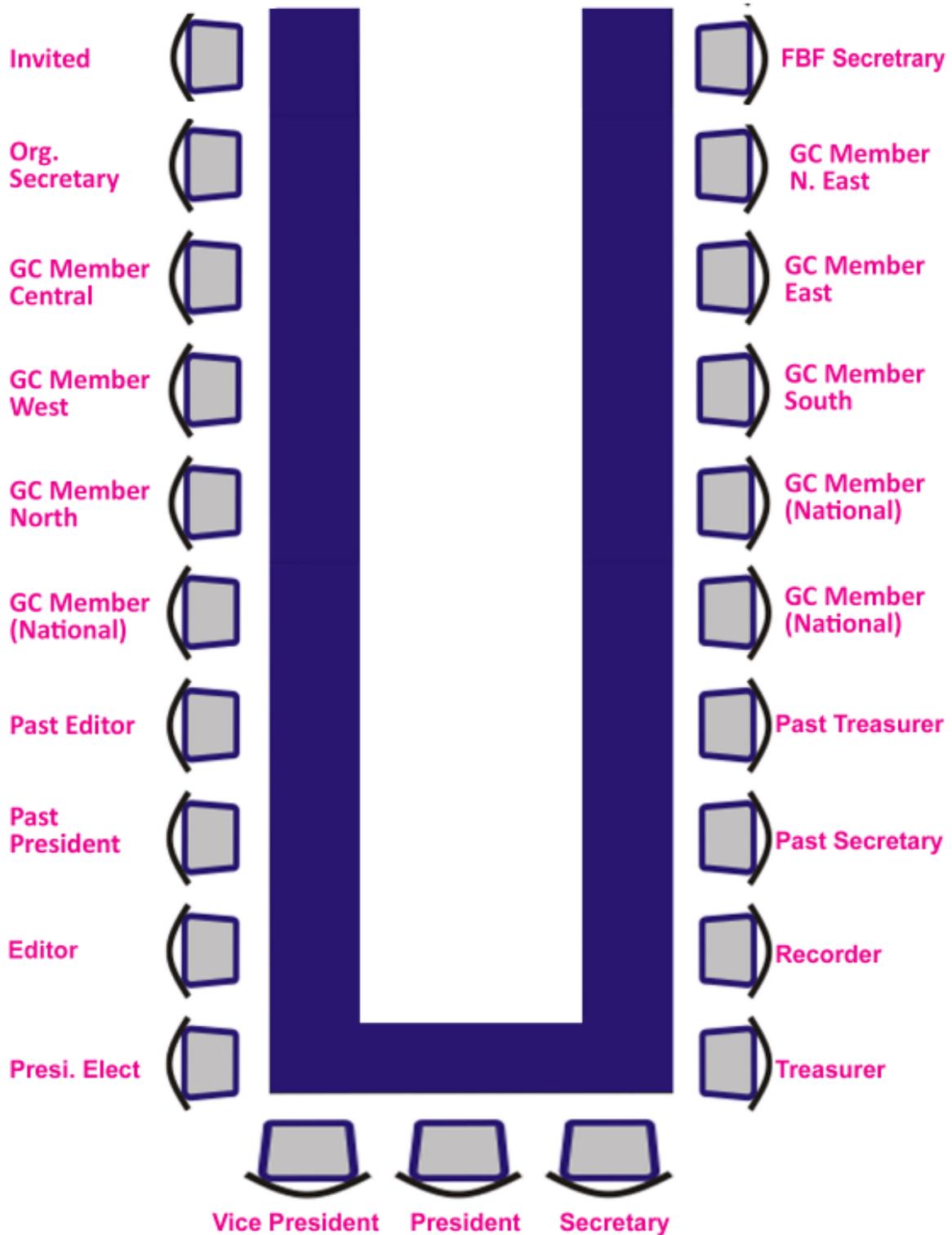
Witness 1  
(Name & Signature)

1. Organising Chairman  
(Name & Signature)

Witness 2  
(Name & Signature)

2. Organising Secretary  
(Name & Signature)







**For GC Members**  
**INDIAN SOCIETY OF ANAESTHESIOLOGISTS**  
**NOMINATION FORM - 2018**

I Propose the name of Dr.....ISA No..... of.....  
City Branch..... State Branch as Governing Council Member of  
(..... Zone/National ) of the Indian Society of Anaesthesiologists for the Year 2018-2021.

Proposer's Name :..... ISA No :.....  
Address :..... Mob :.....  
..... Email ID :.....  
.....

\_\_\_\_\_  
Signature of Proposer

Seconder's Name :..... ISA No :.....  
Address :..... Mob :.....  
..... Email ID :.....  
.....

\_\_\_\_\_  
Signature of Seconder

I give my consent to the above proposal and promise that I shall abide by the rules and regulations of the Indian Society of Anaesthesiologists.

I am a Life Member of ISA since ..... for.....Years.

I have attended & signed AGBM attendance register in the following General Body Meetings. (Please put  Mark against places) S. No. (to be mentioned).

2013 - Guwahati	<input type="checkbox"/>	S.No.	<input type="checkbox"/>	2014 - Madhurai	<input type="checkbox"/>	S.No.	<input type="checkbox"/>
2015 - Jaipur	<input type="checkbox"/>	S.No.	<input type="checkbox"/>	2016 - Ludhiana	<input type="checkbox"/>	S.No.	<input type="checkbox"/>
2017 - Kolkata	<input type="checkbox"/>	S.No.	<input type="checkbox"/>				

Name :

Phone/Mobile No.

Postal Address:

Email ID :

Place :

Date :

***Details of Election Deposit made***

Signature of the Candidate

***Candidate, Proposer and Seconder must be active Life Members and their Name should appear in the valid voter list (of the Zone in case of Zonal GC.)***



**For President Elect/Vice President**  
**INDIAN SOCIETY OF ANAESTHESIOLOGISTS**  
**NOMINATION FORM - 2018**

I Propose the name of Dr.....ISA No..... of..... City  
Branch..... State Branch as President Elect/Vice President of the  
Indian Society of Anaesthesiologists for the Year 2018-19.

Proposer's Name :..... ISA No :.....  
Address :..... Mob :.....  
..... Email ID :.....  
.....  
Signature of Proposer

Secunder's Name :..... ISA No :.....  
Address :..... Mob :.....  
..... Email ID :.....  
.....  
Signature of Secunder

I give my consent to the above proposal and promise that I shall abide by the rules and regulations of the Indian Society of Anaesthesiologists.

I am a Life Member of ISA since ..... for.....Years.

I was a member of Governing Council during.....

I have attended & signed AGBM attendance register in the following General Body Meetings. (Please put  Mark against places) S. No. (to be mentioned).

2013 - Guwahati	<input type="checkbox"/>	S.No.	<input type="checkbox"/>	2014 - Madhurai	<input type="checkbox"/>	S.No.	<input type="checkbox"/>
2015 - Jaipur	<input type="checkbox"/>	S.No.	<input type="checkbox"/>	2016 - Ludhiana	<input type="checkbox"/>	S.No.	<input type="checkbox"/>
2017 - Kolkota	<input type="checkbox"/>	S.No.	<input type="checkbox"/>				

Name :

Phone/Mobile No.

Postal Address:

Email ID :

Place :

Date :

***Details of Election Deposit made***

Signature of the Candidate

***Candidate, Proposer and Secunder must be active Life Members and their Name should appear in the valid voter list (of the Zone in case of Zonal GC.)***



**For Editor in Chief - IJA**  
**INDIAN SOCIETY OF ANAESTHESIOLOGISTS**  
**NOMINATION FORM - 2019**

I Propose the name of Dr.....ISA No..... of.....  
City Branch..... State Chapter as Editor in Chief IJA  
for the Year 2019-2022.

Proposer's Name :..... ISA No :.....  
Address :..... Mob :.....  
:..... Email ID :.....  
:.....

\_\_\_\_\_  
Signature of Proposer

Seconder's Name :..... ISA No :.....  
Address :..... Mob :.....  
:..... Email ID :.....  
:.....

\_\_\_\_\_  
Signature of Seconder

I give my consent to the above proposal and promise that I shall abide by the rules and regulations of the Indian Society of Anaesthesiologists.

I am a Life Member of ISA since ..... for.....Years.

I have attended & signed AGBM attendance register in the following General Body Meetings. (Please put  Mark against places) S. No. (to be mentioned).

2014 - Madhurai	<input type="checkbox"/>	S.No.	<input type="checkbox"/>	2015 - Jaipur	<input type="checkbox"/>	S.No.	<input type="checkbox"/>
2016 - Ludhiana	<input type="checkbox"/>	S.No.	<input type="checkbox"/>	2017 - Kolkata	<input type="checkbox"/>	S.No.	<input type="checkbox"/>
2018 - Agra	<input type="checkbox"/>	S.No.	<input type="checkbox"/>				

Name :

Phone/Mobile No.

Postal Address:

Email ID :

Place :

Date :

***Details of Election Deposit made***

Signature of the Candidate

***Candidate, Proposer and Seconder must be active Life Members and their Name should appear in the valid voter list (of the Zone in case of Zonal GC.)***



**For Hon. Secretary & Treasurer**  
**INDIAN SOCIETY OF ANAESTHESIOLOGISTS**  
**NOMINATION FORM - 2018**

I Propose the name of Dr.....ISA No..... of..... City  
 Branch..... State Branch as Hon. Secretary and name of  
 Dr.....ISA No..... of..... City  
 Branch..... State Branch as Hon. Treasurer of the Indian Society of  
 Anaesthesiologists for the Year 2018-21.

Proposer's Name :..... ISA No :.....  
 Address :..... Mob :.....  
 :..... Email ID :.....  
 :.....  
 Signature of Proposer

Seconder's Name :..... ISA No :.....  
 Address :..... Mob :.....  
 :..... Email ID :.....  
 :.....  
 Signature of Seconder

We give our consent to the above proposal and promise that we shall abide by the rules and regulations of the Indian Society of Anaesthesiologists.

<p>I am a Life Member of ISA since ..... for.....Years.</p> <p>I was a member of Governing Council during .....</p> <p>I have attended &amp; signed AGBM attendance register in the following General Body Meetings. (Please put ✓ Mark against places) S. No. (to be mentioned).</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">2013 - Guwahati</td> <td style="width: 15%;"><input type="checkbox"/></td> <td style="width: 15%;">S.No.</td> <td style="width: 15%;"><input type="checkbox"/></td> </tr> <tr> <td>2014 - Madhurai</td> <td><input type="checkbox"/></td> <td>S.No.</td> <td><input type="checkbox"/></td> </tr> <tr> <td>2015 - Jaipur</td> <td><input type="checkbox"/></td> <td>S.No.</td> <td><input type="checkbox"/></td> </tr> <tr> <td>2016 - Ludhiana</td> <td><input type="checkbox"/></td> <td>S.No.</td> <td><input type="checkbox"/></td> </tr> <tr> <td>2017 - Kolkota</td> <td><input type="checkbox"/></td> <td>S.No.</td> <td><input type="checkbox"/></td> </tr> </table> <p>Name :          Phone/Mobile No.          Postal Address:          Email ID :          Place :          Date : <span style="float: right;">Signature of the Candidate</span></p>	2013 - Guwahati	<input type="checkbox"/>	S.No.	<input type="checkbox"/>	2014 - Madhurai	<input type="checkbox"/>	S.No.	<input type="checkbox"/>	2015 - Jaipur	<input type="checkbox"/>	S.No.	<input type="checkbox"/>	2016 - Ludhiana	<input type="checkbox"/>	S.No.	<input type="checkbox"/>	2017 - Kolkota	<input type="checkbox"/>	S.No.	<input type="checkbox"/>	<p>I am a Life Member of ISA since ..... for.....Years.</p> <p>I was a member of Governing Council during .....</p> <p>I have attended &amp; signed AGBM attendance register in the following General Body Meetings. (Please put ✓ Mark against places) S. No. (to be mentioned).</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">2013 - Guwahati</td> <td style="width: 15%;"><input type="checkbox"/></td> <td style="width: 15%;">S.No.</td> <td style="width: 15%;"><input type="checkbox"/></td> </tr> <tr> <td>2014 - Madhurai</td> <td><input type="checkbox"/></td> <td>S.No.</td> <td><input type="checkbox"/></td> </tr> <tr> <td>2015 - Jaipur</td> <td><input type="checkbox"/></td> <td>S.No.</td> <td><input type="checkbox"/></td> </tr> <tr> <td>2016 - Ludhiana</td> <td><input type="checkbox"/></td> <td>S.No.</td> <td><input type="checkbox"/></td> </tr> <tr> <td>2017 - Kolkota</td> <td><input type="checkbox"/></td> <td>S.No.</td> <td><input type="checkbox"/></td> </tr> </table> <p>Name :          Phone/Mobile No.          Postal Address:          Email ID :          Place :          Date : <span style="float: right;">Signature of the Candidate</span></p>	2013 - Guwahati	<input type="checkbox"/>	S.No.	<input type="checkbox"/>	2014 - Madhurai	<input type="checkbox"/>	S.No.	<input type="checkbox"/>	2015 - Jaipur	<input type="checkbox"/>	S.No.	<input type="checkbox"/>	2016 - Ludhiana	<input type="checkbox"/>	S.No.	<input type="checkbox"/>	2017 - Kolkota	<input type="checkbox"/>	S.No.	<input type="checkbox"/>
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***Details of Election Deposit made***

*Candidate, Proposer and Seconder must be active Life Members and their Name should appear in the valid voter list (of the Zone in case of Zonal GC.)*

