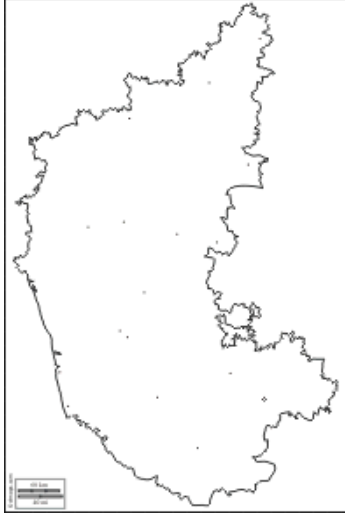


**KARNATAKA STATE CHAPTER
OF
ASSOCIATION OF SURGEONS OF INDIA**



**MEMORANDUM RULES AND BYLAWS
(Amended upto 03.02.2018)**

CONSTITUTION & BYELAW COMMITTEE

Dr. Sadashivayya Soppimath
Dr. Aravind Patel
Dr. Naaz Jahan Shaikh

FOREWORD

The Karnataka State Chapter of the Association of Surgeons of India was formed in 1982-83 under the chairmanship of Dr. A.J. Narendran. The constitutions and the bylaws were drafted at that time. During the subsequent years, the association grew in size and the members felt the need to revise the constitution. Accordingly, a committee was set up in 1991-92 with the Chairman Dr. K.S. Shekar, along with Dr. Somashekaraiah and Dr. Mahalinga Shetty as the other members of the committee. The revised bylaw was approved by the general body and was circulated to the members in 1992. Thanks to the efforts taken by the senior members of the association and the initiatives taken by the office bearers in the subsequent years, the association witnessed rapid growth, both in terms of membership and academic activities, during the last two decades.

Many proposals and several suggestions to improve the functioning of the association were discussed during the annual conferences and as a result further review of constitution and bylaws was recommended. A committee consisting of Dr. M.G. Bhat, Dr. Somashakraiah and Dr. Sadashivamurthy was set up in 1998 and the revised draft was approved by the general body in 1999. The three member committee of Dr. Vasudev Rao, Dr.S. Soppimath and Dr. Aravind Patel in 2011 and 2012 took up the task of printing these bylaws for circulation amongst members.

With various opinions of the members and discussions in the general body meeting of 2016, the Executive Committee of 2017 -18, requested Dr. Sadashivayya Soppimath, Dr. Aravind Patel and Dr. Naaz Jahan Shaikh to draft the general body approved modifications of KSC-ASI Bylaws for printing.

We sincerely thank all those who were actively involved in framing and later revising these bylaws.

Date :15.02.2019

Dr. Dayanand Nooli
Chairman

Dr. Narayan Hebsur
Secretary

OFFICE-BEARERS

Year	Chairman	Secretary	Treasurer
1990-91	Dr. K.S.Shekar	Dr.Prakash Mahalinga Shetty	Dr.A.S.Godhi
1991-92	Dr. R.T.Kulkarni	Dr.K.S.Gopinath	Dr.B.A.Anantaram
1992-93	Dr.R.B.Patil	Dr.K.S.Gopinath	Dr.B.A.Anantaram
1993-94	Dr.V.B.Dhaded	Dr.K.S.Gopinath	Dr.B.A.Anantaram
1994-95	Dr.G.K.Kulkarni	Dr.K.S.Gopinath	Dr.B.A.Anantaram
1995-96	Dr.G.M.Maheshwarappa	Dr.B.A.Anatharam	Dr.M.G.Bhat
1996-97	Dr.B.Sadashivamurthy	Dr.B.A.Anatharam	Dr.M.G.Bhat
1997-98	Dr.K.B.Pawar	Dr.M.G.Bhat	Dr.T.H.Anjanappa
1998-99	Dr.Somashekaraiah	Dr.M.G.Bhat	Dr.T.H.Anjanappa
99-2000	Dr.C.R.Ballal	Dr.V.B.Reddy	Dr.U.Vasudeva Rao
2000-01	Dr.S.N.Karur	Dr.V.B.Reddy	Dr.U.Vasudeva Rao
2001-02	Dr.B.C.Uppin	Dr.U.Vasudeva Rao	Dr.Sharad.M.Tanga
2002-03	Dr.K.S.Gopinath	Dr.U.Vasudeva Rao	Dr.Sharad.M.Tanga
2003-04	Dr.K.D.Bhadranavar	Dr. Sharad.M.Tanga	Dr.S.S.Soppimath
2004-05	Dr.C.G.Narasimhan	Dr. Sharad.M.Tanga	Dr.S.S.Soppimath
2005-06	Dr.K.V.Ashok Kumar	Dr. Siddesh.G	Dr.M.R.Kulkarni
2006-07	Dr.V.V.Chiniwalar	Dr. Siddesh.G	Dr.M.R.Kulkarni
2007-08	Dr.A.S.Godhi	Dr.S.S.Soppimath	Dr.Aravind Patel
2008-09	Dr.U.Vasudeva Rao	Dr.S.S.Soppimath	Dr.Aravind Patel
2009-10	Dr.S.D.Sajjanar	Dr.Vijaya Kumar.M	Dr.Manjuanth Shenoy
2010-11	Dr.Sharad.M.Tanga	Dr.VijayaKumar.M	Dr.Manjuanth Shenoy
2011-12	Dr. Tejaswini Vallabh	Dr. Arvind Patel	Dr.Prabhakar G.N
2012-13	Dr. V.A. Patil	Dr. Arvind Patel	Dr. Prabhakar G.N
2013-14	Dr. Anjanappa	Dr. Manjunath Shenoy	Dr. Madhusudhan

2014-15	Dr. G. Siddesh	Dr. Manjunath Shenoy	Dr. Madhusudhan
2015-16	Dr. R.N. Patil	Dr. H.V. Shivaram	Dr. Narayan Hebsur
2016-17	Dr. C.S. Rajan	Dr. H.V. Shivaram	Dr. Narayan Hebsur
2017-18	Dr. Durganna	Dr. Narayan Hebsur	Dr. M.B. Patil
2018-19	Dr. Dayanand Nooli	Dr. Narayan Hebsur	Dr. M.B. Patil

ORATORS

YEAR	H.S.BHAT ORATOR	A.J.NARENDRAN ORATOR	M.P.PAI ORATOR	NARASANAGI ORATOR
1983	Dr.M.Joshi			
1984	Dr.R.S.Rao.			
1985	Dr. A.J.Narendran			
1987	Dr. P.Venugopal			
1988	Dr.M.Srinivasan			
1989	Dr.R.H.N.Shenoy			
1990	Dr.M.S.Anatharaju.			
1991	Dr.R.B.Patil	Dr. Shrikhande		
1992	Dr.G.Pompanagoud	Dr.R.S.Rao		
1993	Dr.C.R.Ballal	Dr.R.Shantha		
1994	Dr.S.R.Kaulgud	Dr.M.Krishna Bhargava		
1995	Dr.G.M.Maheshwarappa	Dr.N.C.Mishra		
1996	Dr.S.S.Narasanagi	Dr.P.B.Desai		
1997	Dr.K.S.Shekar	Dr.R.B.Patil		
1998	Dr.H.T.Gangal	Dr.Sanath Kumar	Dr.K.RameshPai	
1999	Dr.Sampath Kumar	Dr.S.Vittal	Dr.M.Srinivasan	
2000	Dr.V.B.Dhaded	Dr.Raghu.Savalgi	Dr.U.Sheshadri	
2001	Dr.M.K.Nagathan	Dr.Satish Shukla	Dr.C.R.Ballal	
2002	Dr.Sadashiva Murthy	Dr.Ashok, Mehta	Dr.K.Sridhar	
2003	Dr.Somasekharaiah	Dr.K.S.Shekar	Dr.Ganesh. Nayak	
2004	Dr.R.T.Kulkarni	Dr.Devendra Patel	Dr.K.P. Shekar	
2005	Dr.U.Sheshadri	Dr.M.Natarajan	Dr.P.J .Prabhakar	
2006	Dr.B.C.Uppin	Dr.P.Jagannath	Dr.M.G.Bhat	
2007	Dr.K.S.Gopinath	Dr.K.V.Ashok Kumar	Dr.M.G.Shenoy	
2008	Dr.C.G.Narasimhan	Dr.P.S.Prabhakaran	Dr.Mrs.Tangam Vergheese	
2009	Dr.K.B.Pawar	Dr.Raman Deshpande	Dr.C.Palanivelu	

2010	Dr.A.S.Godhi	Dr.K.S.Gopinath	Dr.S.B.Belani	
2011	Dr.B.M.Alur	Dr.Dr.K.R.Srimurthy	Dr.Devanathan.	
2012	Dr. V.V. Chiniwalar	Dr. B.R. Patil	Dr. Jayaram Shenoy	Dr. Lakshman K
2013	Dr. U. Vasudev Rao	Dr. Niranjan Kumar	Dr.B H Anand Rao	Dr. S.S. Soppimath
2014	Dr. M. Ramesh	Dr. Vijaykumar	Dr. Sampath kumar	Dr. Vidhyadhar Kinnal
2015	Dr. C.S.Rajan	Dr. Ravindra Kalghatagi	Dr. Mohanchandra C.	Dr. H.K. Nagaraj
2016	Dr. P.S. Venkateshwar Rao	Dr. Uday Muddebihal	Dr. Raj Gopal Shenoy	Dr. Tejaswini Vallabh
2017	Dr. Siddesh G.	Dr. Ramesh Bilimagga	Dr. Ranganath	Dr. N. Beerappa
2018	Dr.B.A. Anantharam	Dr. Sreevathsa M.R	Dr. Vasudev Rao	Dr. B.R.Patil
2019				

**KARNATAKA STATE CHAPTER OF
ASSOCIATION OF SURGEONS OF INDIA**

**MEMORANDUM RULES AND BYLAWS
(Amended upto 03-02-2018)**

**MEMORANDUM, RULES, AND
BYLAWS. KARNATAKA STATE CHAPTER
OF ASSOCIATION OF SURGEONS OF
INDIA**

MEMORANDUM

1. The name of the Chapter shall be
KARNATAKA STATE CHAPTER OF ASSOCIATION OF THE SURGEONS OF
INDIA (ASIREGD.)
2. The aims and objectives of the Chapter shall be:
 - i) To encourage and advance the study and practice of science and the art of surgery and to implement new technologies in the practice of surgery.
 - ii) To promote social and cultural activities among the surgeons of the State.
 - iii) To encourage scientific research and experimental work on surgical problems.
 - iv) To provide a place where research may be carried out for studying, discovering and improving the means of preventing and curing diseases of mankind by the art of surgery.
 - v) To hold scientific discussion and arrange presentation of papers on surgical subjects and to maintain a reference library.
 - vi) To provide for the delivery and holding of lectures, meeting and classes for the purpose of directly or indirectly advancing the cause of scientific surgery.
 - vii) To acquire, construct, alter and maintain any buildings and / or property from the finances of the chapter.
 - viii) To publish a bulletin devoted to surgical subjects.
 - ix) To receive donations from any source for the development of the Chapter and collect subscriptions from subjects.
 - x) To make Bylaws, rules and regulations of the Chapter and to delete, change or add to the same as and when necessary and to inform the same to the Governing body of ASI.
- 3) There shall not be more than one state chapter in the State of Karnataka.

RULES AND BYLAWS

1. MEMBERSHIP :

The membership of the chapter shall be open only to the life/associate members of the Association of Surgeons of India in the state of Karnataka as per the list of members maintained by the ASI. However, if the state chapter has prescribed any fees for the associate members, he/ she is eligible to the rights and privileges of the associate membership only if he or she has paid the State Chapter Fees.

i) Life Members :

Any eligible members who pays the prescribed subscription of ASI for a life Membership.

ii) Associate Members:

Any practicing surgeon in the state of Karnataka who is not a life/annual, associate member of ASI, and who pays the prescribed subscription of KSC-ASI for associate membership and that includes post graduate students in surgery.

iii) Full or senior members of ASI, not belonging to the State Chapter can become Associate Members on payment of the prescribed subscription of KSC-ASI.

Postgraduates, MBBS Graduates after admission to post graduation (MS General Surgery/DNB General surgery) can be associate members. These associate members can participate in all academic activities. They are not eligible to participate in the General Body Meeting and for voting or contesting for any posts of KSC-ASI.

Note : Surgeon means General Surgeon and allied specialties like Urologist, Neurosurgeon, paediatric surgeon, Plastic surgeon and Cardiothoracic surgeon, but does not include ENT, Orthopaedics, Obstetrics and Gynaecology, and Ophthalmology.

Annual Member :

Any eligible member who pays the prescribed subscription annually. Annual membership should be scrapped as per Central Office guidelines.

Affiliate Life Members :

Any Surgeon practicing outside India, who is not a member of ASI, on payment of the prescribed subscription fees shall become an affiliate life member.

Senior Members :

Annual member of ASI who has attained the age of 65 years and 25 years of continuous membership may opt for becoming a Senior Member. He need not pay further subscription.

Associate / Senior / Honorary / Affiliate members do not have power to vote, propose, second or to contest for any post.

2. SUBSCRIPTION :

The State Chapter may fix its own annual fees and admission fees for its associate / affiliated members from time to time and collect directly from such members. ASI office sends the Chapter share of annual/life and associate members annually as per the existing rules.

3. CESSATION OF MEMBERSHIP :

A member of the Chapter shall cease to be a member if 1) he/she ceases to be a member of the Association of Surgeons of India, 2) Removed on disqualification by show cause notice for disciplinary reasons.

4. REPORTS:

The Secretary of the Chapter should send a brief report of its activities including duly approved minutes of all their meetings to the office of the Associate of Surgeons of India before July every year for records and to the journal office well in advance for publication in the "Association Notes" of the annual report. The report should have been placed before the Annual General Body Meeting.

5. INCOME OF THE CHAPTER SHALL BE FROM :

- 1) Chapter share from the ASI
- 2) Subscription of Chapter fees if any
- 3) Chapter admission fees if any
- 4) Donations
- 5) Contribution from Conferences/CME etc
- 6) Miscellaneous

6. FINANCES

The Chapter should open and maintain an account in the name of Karnataka State Chapter of Association of Surgeons of India using PAN number of ASI. The audited Statement of Account shall be placed before the General Body every year at the Annual General Body Meeting and copy of the approved report will be sent to the ASI office. Cheques and financial documents must be signed jointly by the Treasurer and Secretary or Chairman.

All the conferences must use PAN No. of the Central Head Quarters i.e ASI.

7.MANAGEMENT :

The executive committee shall manage the affairs of the Chapter. All members of the Executive Committee shall be elected by the General Body of the Chapter and shall hold office for a period of two years except for chairman and chairman-elect who will hold office for one year only. Others members will be eligible for re-election for a second term for the same post but not more than two terms continuously. It is obligatory that the Secretary and treasurer complete their term of office, to which they are elected for the first time before seeking election for any other post.

8. EXECUTIVE COMMITTEE :

The Management of the Chapter shall be vested in the Executive Committee consisting of **Office bearers**

Chairman

Chairman-Elect

Secretary

Treasurer

EC members –9 (out of which 3 shall be from Non Medical College area and 6 from Medical College area)

Ex-Officio Members

Immediate past Chairman and Immediate past Secretary

The Members of the National Executive Committee, President or President elect and Immediate past president of ASI representing the state shall be member of the Executive Committee

9. POWERS AND FUNCTIONS

- i. The Executive Committee shall have full powers to control and manage the affairs of the chapter, and to engage such officials, servants or other persons as may be found necessary in carrying out its objectives.
- ii. The Executive Committee shall have power to purchase, construct or acquire on lease or on hire, by gift or otherwise, any real or personal property and any rights or privileges necessary or convenient for the chapter and to improve, develop, manage, sell, lease, mortgage, dispose or return to account or otherwise deal with all or any part of

the property of the chapter after the necessary sanction of the general body.

- iii. At least Four (4) EC Meetings must be conducted in a year. First Meeting, immediately after the Valedictory function of the Annual Conference, Second Meeting, in the month of July/August, Third Meeting in the month of November/December (preferably to be clubbed with any CME), and Fourth Meeting during Annual Conference a day before General body Meeting. The quorum for all meetings is SIX

10. GENERAL BODY MEETING

- i. There shall be an Annual general Body Meeting, every year before the end of March, which shall be called after a notice of 4 weeks to the members. The notice shall include the agenda, date, time and place of meeting. The quorum shall be 100. If the number is less than 100 it is adjourned for 30 minutes. After 30 minutes the meeting continues. However at any cost the quorum is 50 members
- ii. Every Annual General Body Meeting will be an election meeting. The Notice of election shall be clearly stated as part of the agenda of that particular Annual general Body Meeting.
- iii. The Annual General Body Meeting shall be held every year on the First day of the Conference after 5 p.m.
- iv. AGENDA FOR THE GENERAL BODY MEETING:
 - a) Welcome by the Chairman
 - b) Reading the notice of the meeting
 - c) Condolences if any
 - d) Apologies if any
 - e) Confirming the minutes of the previous meeting
 - f) Secretary's Report – adoption
 - g) Treasurer's Report – adoption
 - h) Announcement of Orators, Travelling Fellowship, Conveners of Symposia
 - i) Amendments of rules and Bye-laws if any

- j) Annual Elections – Three tellers to be appointed to conduct the selection along with chairman elect
- k) Any other subject with the permission of the Chair
- l) Vote of thanks by the Secretary

11) EXTRAORDINARY GENERAL BODY MEETING.

- i. It shall be held on the recommendation of the Executive Committee or on the written request of 100 members of the Chapter after a notice of 21 days. The quorum shall be 100.
- ii. It shall deal specifically for the purpose for which it is called for, which should be clearly listed in the agenda of the meeting notice. The place and time shall be decided by the chairman and secretary. No other subject is discussed during this time.
- iii. If there is inadequate quorum in AGM or EGBM, the meeting shall stand adjourned for 15 minutes and will reassemble for the same purpose if called for by the Executive Committee, in which case, there will be no quorum required for such an adjourned meeting. If it is held at the request of 100 members, then the meeting shall stand cancelled if quorum is not there.

12. OFFICIAL YEAR

The official year of the Chapter will be from 1st April to 31st March

13. HEAD QUARTERS

The Head Quarters of the Chapter shall be in the place where the Secretary resides for the duration of the term of office.

14. AMENDMENTS TO THE RULES AND BYLAWS

Shall be done either at the Annual General Body meeting or at an Extra-ordinary General Body Meeting by a two third majority of the members present provided that a prior notice of it has been given clearly, spelling out the existing rule and the proposed amendment, a copy of which is made available along with the agenda. If a member wishes to propose any amendments to the rules and bylaws, it should be duly seconded by another two members and sent to the Secretary 8 weeks in advance. The amended rules and bylaws will come into force forthwith. The amendment should not violate the ASI bylaws.

15. TERMINATION OF CHAPTER

In the event of dissolution of the Chapter all the assets and liabilities of the Karnataka State Chapter of ASI will accrue to the parent body, the ASI, or a similar functioning body in the State.

16. ELECTIONS

- i. The Secretary shall call for nominations for all the vacant posts from the eligible members every year, minimum FOUR weeks before the proposed General Body Meeting. The last date for receipt of nominations shall be two weeks before the General Body Meeting. Each nomination must be on a prescribed form and must be proposed and seconded by eligible members along with the consent of the candidate. Application processing should be over by 21st January and names to be conveyed / displayed. Withdrawals shall be, one week before the General Body Meeting. The final list of contestants will be notified a day before the General Body Meeting. The nomination shall be placed upon a ballot and voted for at the Annual General Body Meeting and the candidates securing the highest number of votes shall be declared elected. Physical presence of the contestant is compulsory. Otherwise, votes in favor of him shall be considered invalid. If there is a tie, a coin may be tossed to choose the office bearers
- ii. When there are no nominations for any post, the Election officer shall call for nominations for the vacant posts only from the floor and place them on ballot. In such elections the candidate must be present on the floor. In case, there are equal or less number of candidates compared to the posts, the candidates shall be automatically declared elected.
- iii. The documents related to elections (Ballot papers, counting documents etc.) should be sealed in the presence of the contestants and be preserved with the Secretary for at least two years.
- iv. National EC Member can be considered as EC member so that he or she is eligible to contest for the Treasurer, Secretary, Chairman Elect.

- v. Election committee to be formed which includes, an EC member (National), Chairman elect, and an EC member (state) to look into all these.
- vi. To set up a KSC-ASI tribunal consisting of three very senior members of very good repute for being honest and unbiased for all disputes
- vii. Only after appealing to the tribunal and if not satisfied, the contestant can go to court, and the jurisdiction for all election matters should be Bengaluru.
- viii. Any candidate furnishing wrong information should face disciplinary action (Tribunal / EC committee).
- ix. If a candidate was a Chairman or Secretary of the state conference in the past and if the audited accounts of that conference are not submitted to the association, their application should not be considered.

17. ELGIBILITY

i. Chairman / Chairman Elect

1. Medical college and non-medical college nomenclature should continue, which is very clear(details given below)
2. 12 years of ASI membership is the eligibility to contest (earlier it was 10 years)
3. He or she should not be on the roll of any of the medical colleges including colleges outside Karnataka (for chairman elect contesting from non-medical college area)
4. One EC term is mandatory (Includes EC, national EC, Secretary ship or treasurer) i.e. total completion of 2 years of KSC-ASI EC period with 75% of attendance in EC meetings. All EC meetings attendance certificates to be issued (personal / post) by secretary in a simple format in the middle of the meeting)

5. The ratio of contestants from medical college area & non-medical college area for Chairman Elect is 3 :1 years (3yearsfor Medical college area and the 4th year is for non-medical college area, and then it will repeat)
6. He or she should not be convicted by the court (Any court), shouldn't have disciplinary proceedings pending by any of the government agencies or KSC-ASI chapter (This guideline is for chairman elect applying for both medical and non medical college areas).
7. If no suitable applications come, the EC can nominate a person who has rendered good services to the association in the past (with no bar on medical / non-medical college area).

ii. Secretary and Treasurer:

Any full or life member who has been a continuous member for five years and has been an EC member for one full term of two years can contest for the post of Hon. Secretary and Hon. Treasurer. He or she should not be convicted by the court (Any court), shouldn't have disciplinary proceedings pending by any of the government agencies or KSC-ASI chapter.

iii. EC Member :

1. Must have been a continuous member for a minimum of 5 years.
2. In case, there is no nomination from a particular area or the nominee does not fulfill the eligibility criteria, nominations shall be called for, from the floor or the house, from either category.
3. Two years terms of EC members starts from the time of declaration of election result to one day before next General Body and they can file their nomination papers as per requirements.
4. When there is a woman contestant for an EC post, she should be given a priority. In case there are more than one contestants they will be elected on the basis of votes.

Medical and non medical college area contestant – description

As per the EC meeting on 12th February, 2016, a sub committee was formed to bring a change in the present amendment of medical and non medical controversy. The same matter was brought before the General Body meeting in 2016 at Shivamogga. The GB had accepted & approved the recommendations of the sub-committee.

Accordingly to the GB approved recommendations Medical and Non medical College areas are defined as follows:

Medical college area is defined as the City or Town in which the medical college is situated. The member who is attached to the medical college, and a member practicing in that city or town belongs to the Medical college area. .

For example 1.

Sulya is not a big city but has a medical college, so it comes under the Medical College Area.

Non Medical college Area is defined as the Surgeons practicing in the Place, Taluka or District where there is no medical college.

For example, Yadagiri and Chikmagalur are district head quarters but do not have a medical college, so they come under non medical college area. The population wise description as per the Government policy of urban, semi urban and rural is not considered.

18. DUTIES OF OFFICERS :

i) Chairman :

It shall be the duty of the chairman to preside at the meeting of the Executive Committee and General/Special Body Meeting and to perform such other duties as ordinarily pertaining to his office and interpret the rules and bylaws. He shall have a casting vote in addition to his regular vote in case of a tie while taking decisions in the Executive Committee. but this shall not be applicable for the elections.

ii) Chairman - Elect :

It shall be the duty of the Chairman elect to preside at the meeting of the Executive Committee and General Body in the absence of the Chairman and to perform such other duties as ordinarily pertaining to his office. He will be the election officer during the annual elections at the General Body.

iii) Secretary :

It shall be the duty of the Secretary to keep the records, send out notices of meeting and maintain the minutes and make required reports to the ASI. He shall be responsible for producing the bulletin and send election notices and call for nominations, to maintain the protocol of the general body meetings, inaugural function, orations, symposium and award papers etc. He is the protocol officer:

1. To prepare a list of Orators, Award Winners, Speakers for Panel discussion and Symposia and Guest lectures, and collect relevant bio-data in consultation with the Organizing Committee.
2. To see that the Certificates, Scrolls, Citations and Mementos are ready.
3. To inform the orators, award winners, felicitates, and chair persons, about the time and place of presentation/ event
4. The chairpersons should be informed and supplied with the Bio-data of speakers and other relevant information.
5. He shall be co-chairman along with the chairman for all orations.
6. Upon relinquishing the office, he must sign and send the resolutions of the general body meeting ,as the signatories of the financial transactions along with the specimen signatures of the new incumbents to the banks etc., before handing over the complete files at the valedictory function.
7. He/ she has to scrutinize the election papers of candidates to confirm the eligibility from KSC ASI.

iv Treasurer :

It shall be the duty of the treasurer to have custody of all funds, accounting the same at regular intervals to the Executive Committee and annually to the general body and to perform such other duties pertaining to his office. Upon his relinquishing the office, he shall hand over, to his successor or to the Chairman, all funds/cheques, receipts, books of accounts or any other Chapter property in his possession. The treasurer and Secretary or the Chairman shall jointly operate the account in the absence of one of the two. He needs to send the audited accounts of the financial year to the Head Quarters at the stipulated time (decided by Head Quarters).

19. CONFERENCE :

- i. The Annual Conference of the State Chapter shall be held preferably in the month of February. It must not be held earlier than 1st of February or later than 15th of April every year.
- ii. The venue of the conference shall be fixed at least two years in advance. The prospective members from the place must apply in writing to the Secretary two years in advance and three weeks before the Annual General Body Meeting, expressing their desire to host the conference preferably through City Branch, if available locally.
- iii. If there is more than one application to host the conference, the issue will be decided by majority of the General Body. The local organizing committee in consultation with the Chairman of KSC-ASI will nominate the organizing Secretary.

20. INAUGURAL FUNCTION OF THE ANNUAL CONFERENCE

At the inaugural function of the Annual State Conference, all the Executive Committee members including the National EC members from the State if present, must be accommodated on the dais.

The seating arrangements shall be as shown below. The Secretary as a protocol officer must strictly enforce the arrangements as outlined below.

FRONT ROW :

1. The Chairman shall be in the Central Chair
2. The Chief Guest No.1 will be on the right side
3. ASI President, if present shall be on his left
4. Chief Guest No.2 shall be next to ASI President
5. Chairman Elect to the right of Chief Guest 1
6. Secretary – Right
7. Organizing Secretary – Left
8. Treasurer – Left

BACK ROW :

EC Members and national EC Members

All the seats must be labelled with respective names well in advance.

Diagrammatic representation of seating arrangements is attached.

21. Valedictory Function:

The Chairman, Secretary, the Organizing Committee Chairman and the Organizing Secretary should be on the dais. The New Office Bearers and the other Executive Committee Members shall be installed at the end of the Valedictory Function by the outgoing Chairman. New Chairman shall address the gathering and give an outline of the program for the year.

A meeting with Branch Presidents and Secretaries is also held to give an outline of the program of the year.

22. ORATIONS

Prof. H.S.Bhat, Prof. A.J.Narendran, Prof.M.P.Paiand Prof. S.S. NarasanagiOrations

- i. The Speakers for the orations must be fixed two years in advance
- ii. The Secretary shall arrange for the scroll and citation. The organizing Committee shall provide the memento for all the orations
- iii. The monetary emoluments as fixed by the EC from time to time shall be paid in the form of cheque/draft by the State Chapter (No Cash) from the respective funds to meet the travelling and other expenses of the orators. The Secretary shall invite the Chairman to Chair the session and request the members to escort the orator. The Chairman shall present the cheque/draft/cash citation, scroll and memento at the end of the oration. The orators shall be treated as guests of the conference. Arrangements for stay and transportation must be made. No questions are allowed on the subject. Duration shall be 25 Minutes + 5 Minutes. (at the end of 25 minutes, the orator is informed about the remaining 5 minutes to conclude)
- iv. The Orators shall be presented to the members and the public at the time of the inaugural function. The orator shall give the full set article and slides of his oration 3 months in advance to the Secretary.
- v. The Special Committee Consisting of the Chairman, Chairman-Elect, Secretary and two Senior Members nominated by the Chairman will select the Orators and present the names to the Executive Committee two years in advance which will be confirmed by the general body in the

general body meeting. Nobody shall seek the disqualification of the nominated orator.

- vi. Members of the KSC-ASI may send a nomination with full bio-data of the person for consideration for the oration by the special committee one month in advance.
- vii. Secretary shall call for the nomination for the orator by the members through the bulletin along with the AGB notice one month in advance.
- viii. Any outstanding Surgeon may be selected for the Orations. Preference to be given to the members from the State of Karnataka. For Prof. A.J.Narendran's oration oncology topic is preferred.

E-BULLETIN:

There should be a separate Editor for e-Bulletin. One member from the Executive Committee or a co-opted member decided by the Executive Committee is chosen as the editor .

It should contain the total activities of all branches, information of various conferences and articles of rare presentations.

Editor should bring minimum THREE issues per year. The editor should mail it to all the members and publish it on the website.

The expenses if any of the e-bulletin shall preferably be met by the advertisements, donations of a special fund created for the purpose.

One print bulletin will be circulated before the conference along with the e-bulletin, and the KSC-ASICON Conference committee will bear the expenses. This should contain the conference details also.

Awards / Sponsorship / Travelling fellowship

- a) Dr. Mahadevan award for the Best free paper open for all the Life/full Members of KSC-ASI. The person who has received this award once shall not be eligible for the second time. There must be a Minimum of five papers in the session. This award is not for Post Graduates.

- b) Vijayanagara Rural Surgeon award for the best paper Presented by surgeons from Non-medical College area (Rural) and members of KSC-ASI. There should be a minimum of three papers for consideration to this award in the session. If there are no papers the award session maybe converted to a lecture session/discussion.
 - c) Surgical Society of Mysuru PG Award for three best papers presented By the Post Graduates students (Minimum Of Ten Papers)
 - d) Surgical Society of Mysuru poster Award for the two best posters. Open to all delegates (minimum of Six posters)
 - e) Surgical Society of Hubball i- Dharwad poster Award for the two best posters. Open to all delegates (minimum of Six posters)
 - f) Surgical Society of Udupi-Manipal poster Award for the two best posters. Open to all delegates (minimum of Six posters)
 - g) Prof.Pampanagouda video award is instituted by the city branch of Bellary. This award for the best video is presented by any member in the conference. It is now converted to Prof.Pampanagouda video session with no award.
- i. No awards shall be given unless there are minimum number of papers in each category, and ASI membership is mandatory. It is desirable to enroll post graduates as associate members of ASI
- ii. Awards shall be in the form of Certificates and cash. The awards are decided by the panel of judges appointed by the Chairman and the Secretary. The judges' decision is final. The awards will be presented during valedictory function in the same Conference.

ii. Guidelines for Sponsorship (now renamed as seed money) grant by KSC ASI for conducting CME/workshop

1. Only a branch of KSC ASI is eligible for the grant.

2. A branch may either conduct CME / Workshop on its own or in association with the organization like IMA or the Department of Surgery of local teaching hospital.
3. Application for the seed money should be sent to the secretary KSC ASI well in advance so that the executive Committee can go through the details and decide on the amount.
4. The seed money will be granted in retrospect.
5. The amount of grant depends on the duration and the content of CSE/ Workshop and financial position of KSC ASI, upto maximum of Rs. 25,000/-.
6. The branch will receive grants only once a year.
7. Delegate fee if charged should have concession for KSC ASI members.
8. Any Charitable work must be reported.
9. Audited accounts of the CME/CSE should reach the Secretary within six months of holding the event.
10. Though it is not mandatory the branch may share the excess amount if any with the KSC-ASI association. This gesture will be highly appreciated. This money will be used for further CME/ workshops.
11. The branches should decide on the dates in advance so that it will not clash with other teaching programs.
12. Official invitations should be sent to the office bearers of the association (i.e Chairman, Chairman elect, Hon. Secretary, and Treasurer) for the inaugural function and also to the KMC official if applied for credit hours.

If any of the office bearers of ASI/ KSC-ASI are attending they should be invited on the dais. The branch president should be invited on the dais.

iii. Travelling Fellowship: The following are the guidelines (Now only Prof.

A.J.Narendran Travelling Fellowship is remaining)

- a) Any member of the Association is eligible to apply. He or She should be a life member of KSC ASI
- b) If the member is attached to teaching institution he should hold a position below that of the Professor /Head of the Department.
- c) The member while applying should inform the name of the place and guide for fellowship An advance of Rs. 5,000/- will be paid on selection and acceptance by the guide and the balance after producing the report. The total amount is Rs.10,000/-

25. INSTITUTION OF NEW AWARDS / ORATIONS /LECTURES

- i. There should be a minimum donation of Rs.10,00,000/- or as decided by the EC for institution of award or oration or lecture during the conference. (As there is no place for new awards and orations during the conference, this applies to naming of lectures only, during CME / CSE on Friday).
- ii. The award should be without precondition.
- iii. The EC decision is final. The amount must be kept in a Fixed Deposit under the name of award/oration/ lecture.
- iv. The person in whose name the award is instituted should be a person who has to his credit an outstanding contribution in the field of surgery or basic research related to surgery and service to the association.
- v. A person cannot initiate an award in his own name. As a matter of convention, the award should be instituted in the memory of a person who is dead or retired from active medical practice. His trustees or a group of members who wish to honour him and give recognition to his services, do so by instituting the award.
- vi. The person who gets the award must be a member of the KSC-ASI,except invitees.

26. Panel Discussion, Symposium & Guest Lectures.

- i. There shall be one panel discussion, one symposium and 4 orations and appropriate Guest Lectures during the Annual Conference.
- ii. The executive committee shall decide the subject and conveners of the panel discussion and symposium, one year in advance, and get the approval of the general body.
- iii. The conveners of the Panel Discussion and Symposium, thus appointed will in turn select the members of the panel and symposium.
- iv. There should be adequate representation of KSC-ASI in the panel.
- v. The panelists must register for the conference, unless he /she belongs to other states.
- vi. The organizing committee in consultation with the Secretary and the Chairman will select the Guest Lectures. The local organizing Secretary should consult/ discuss with the chairman/secretary regarding the invited faculty.

27. DISPUTE :

Should any dispute arise between any member or any officer of the Executive Committee relating to membership, election or any alleged breach of constitution or bylaws on any account whatsoever, the matters in difference shall be settled by 2/3 majority decision of the Executive Committee, a special Executive Committee Meeting having been called, the notice given and quorum being present. In case, if the member/members are not satisfied with the decision of the EC, the matter may be taken to the general body/extra ordinary general body, due notice having been sent. The majority decision of the general body is final and binding.

28. Honouring surgeons:

Names of two surgeons may be proposed by the members of KSC-ASI to be honoured in the conference. These names will be approved by the Executive Committee. Two surgeons proposed by the Executive Committee and two surgeons proposed by the Organizing Committee of the Conference

will be honoured. The number should not exceed six (3 + 3). The surgeons to be honoured must register for the conference and make their own stay and transportation arrangements.

29. GUIDELINES FOR CONDUCT OF ANNUAL CONFERENCES

- i. Seating arrangements on the dais at the inaugural function must be made as stipulated in the bylaws. Each chair must be labelled.
- ii. Elaborate arrangements for accommodation and transport must be made.
- iii. Proper and adequate facilities must be provided for a good audio-visual and simultaneous presentation of scientific papers.
- iv. A spacious hall must be provided for the General Body Meeting. No other program to be scheduled during this time.
- v. Catering arrangements must be of the highest order as the success of the conference depends on it. Proper arrangements for hand washing, drinking water, placing used dishes etc., must be made.
- vi. If the banquet is arranged at a faraway place, adequate transport must be arranged for all the delegates.
- vii. All the scientific papers must be forwarded to the Secretary. KSC-ASI and scrutinized by the Scientific Committee appointed by the Executive Committee and the Organizing Committee.
- viii. Audited accounts of the conference must be maintained and submitted to the KSI-ASI within 6 months after the Conference.
- ix. Any surplus funds remaining after the conference must be shared with KSC-ASI (minimum of 50%).
- x. The Organizers should, as far as possible see that the conference dates do not clash with any other conference or important national or State event or Festival, which is likely to affect the attendance of the members. Orators are the guests of the organizing committee. No

delegate fees to be collected. A memento is to be provided along with decent accommodation and local transport. Office bearers of the KSC – ASI must register for the conference. However arrangement for stay during the conference may be made by the organizers according to their convenience and budget.

Organizing a conference is a joint effort of the Executive Committee of the State Chapter and the local organizing committee. Unless there is perfect understanding and mutual consultation at every level there is likely to be shortcomings as seen in some of the conferences in the past. These guidelines help to improve the quality of the conference, and bring in some sort of uniformity and discipline.

The basic requirement of the conference is to ensure value for time and money for the delegates in terms of academic deliberations. It also gives an opportunity for surgeons to socialize and enjoy the local hospitality. It is preferable to draft a memorandum of understanding (MOU) between the state chapter and the local organizing body in the beginning itself. This not only helps to delineate the responsibility but also brings inresponsibility. A percentage sharing of registration fee between the state Chapter and the local organizing committee may be part of this MOU.

Duration of the conference

Usually the State Conference is held on Saturdays and Sundays, with a pre-conference CME program on Friday. The month of February is generally considered favourable to hold conference. Whether to conduct a workshop along with CME program is optional and depends on the resources and local circumstances. If a zonal meeting (southern zone comprising of southern states) is held along with the State Conference, an additional day may be required to accommodate guest lectures and free papers. This means having a CME program on Thursday and actual conference on Friday, Saturday and half a day on Sunday.

31. Dates and deadlines for events:

Assuming that the Conference is held in the month of February, the communication should be as per the schedule given below:

1. First Communication - 31st May (Usually a letter or a simple brochure with dates, details of the organizing committee. Invitation by the

Chairman of the State Chapter and Chairman of the local committee to be printed.

2. Second Communication - 31st August Proper brochure with all the details, call for abstracts, accommodation and travel booking etc.
3. Last date for receiving abstracts -30th November (with the options of extending up to 31st of December)
4. Final Communication with details of Scientific program-15th January.

The registration fee, last date for registration etc. can be worked out in consultation with local organizing committee.

The names of the entire Executive Committee are to be printed in all communications. In view of paperless communication the printing must be kept to a minimum.

To avoid confusion, as practiced at the National level, all scientific papers (both free papers and award papers) should be sent to the secretary of the State Chapter. Once the last date is over, at least 2 months in advance, the State Secretary, in consultation with the convener of the scientific committee of the state chapter and the chairman of the local scientific committee finalizes the program including the chairpersons for the various sessions. This should be then placed before the executive committee for approval. The organizing secretary and the Chairman of the scientific committee should be invited for the meeting of the executive committee for approval. The Organizing Secretary and the Chairman of the Scientific Committee should be invited for the meeting of the executive committee for discussion. Once the program is finalized. It can be sent for printing and postage. The official website of the KSC-ASI must be utilized as the conference website, for which the required payment is given by the Conference Organizing Committee.

As the basic outline of the program for the day is already fixed (see Annexure 1) it is only the question of selection of papers and chair persons

CSE Programs

As per the present Byelaws and Constitution, the CSE program held every time along with the State conference is named after Prof. T S Jairam. the CSE should have only a symbolic brief inauguration and the inaugural lecture to be named as T.S.Jairam inaugural lecture. The selection of topics and speakers for CSE program is done by the local organizing committee keeping in mind the fact that this is basically aimed at post graduates and young practicing surgeons.

If the president of ASI attends the conference, it is recommended that he inaugurates the CME and delivers the inaugural lecture. In his absence, it is the chairman of the state Chapter who inaugurates the CME. The ceremony itself should be a simple affair lasting, for not more than 10 minutes. In the absence of national president, any other academic luminary, in consultation with secretary of KSC-ASI, can deliver Prof. T.S.Jayaram memorial lecture.

One lecture should be named as Prof. S.R. Kaulgud Endowment lecture and must be delivered by an academic luminary, which is decided after consultation with the secretary of KSC-ASI.

The topics should be a mix of basic sciences recent advances current controversies and some specialty-oriented subjects. The choice of speakers is again left to the local committee, but due importance is given to the Chapter of KSC-ASI, and the faculty of various medical colleges all over Karnataka.

Selection of the speakers and the topics is done well in advance and a copy of the list sent to the State Secretary. It is preferable to obtain a copy of the topic (either in the form of text or in a C.D / pendrive) along with the bio-data of the speaker. It is also preferable to have a standby speaker (who is ready to "fill in") in case a speaker does not turn up for some reason. Certificate of participation and memento are to be given to all the speakers by the local committee.

Infrastructure and other requirements

The main hall should have a seating capacity of around 800-1000 participants. There should be at least 4 similar halls with a capacity of around 150. A separate area preferable near the main hall should be reserved for poster presentation.

Proper facilities for trade exhibition area is to be provided. Catering department should ensure that the food is served under hygienic conditions.

Adequate and decent toilet facilities must be provided for delegates. All the areas should be properly sign pasted. It may be necessary for the Executive Committee to nominate 2 or 3 senior members to visit the place and give a report to the Executive Committee in case there is any doubt about local infrastructure.

The Scientific Committee has the unenviable task of providing infrastructure for the talks and putting up with the idiosyncrasies of the speakers. Understandably, this committee attracts considerable criticism from both speakers and delegates. Some basic steps ensure that this criticism is minimized.

The following points have to be considered for the infrastructures:

1. Halls with adequate seating arrangements and acoustics
2. The podium is to be kept at the left side of the stage as one stands facing the stage.
3. The chairpersons desk is kept on the right hand side as one stands facing the stage.
4. Proper audio visual aids with adequate number of mikes, projector screen etc., are to be provided. It is advisable to provide LCD projector for all the halls as the number of computer aided presentation is rising.

Each hall must have the day's program displayed at the main door of the hall.

5. A senior member of the Scientific Committee must take the responsibility of announcing and conducting the day's program in each hall.

6. Each hall must have a junior assisting this senior member in organizing and acting as a rapporteur, documenting the events taking place in each hall.
7. In spite of the pressures involved, crowding of lectures is to be avoided. This only leads to chaos and resentment. An adequate buffer of free time is kept to accommodate unforeseen delays in the program.
8. Each session must have not more than two chairpersons. It is recommended that only registered delegates are chosen as chairpersons.
9. The committee must be firm in not changing the pre-determined schedule to accommodate speakers who want to 'catch a train'. Delegates plan their attendance at halls according to their needs, to meet this, the published talk must take place at the given hall at the published time.
10. To facilitate proper planning, the topics and speakers for CSE and symposia must be finalized 4 months before the conference.
11. Parallel scientific sessions should be avoided at the time of orations, award papers and symposia.

Orations :

As per the existing bylaws, there is provision for 4 orations viz., Prof. H.S. Bhat Oration, Prof. A.J. Narendra Oration, Prof. M.P. Pai Oration and Prof. S.S. Narasanagi oration. Guidelines for selection of speakers are incorporated in the constitution. These should be followed strictly. Any member who wishes to nominate a particular person for any of the oration, he/she should send the Bio-data along with the letter well in advance in the orator proposal form. (The selection of speakers for the oration is done two years in advance). The Executive Committee after going through all the nominations will prepare the final list. The duration of each oration will be 30 minutes (5 minutes for introduction and 25 minutes for the oration)

Symposia :

The topic for symposium is fixed one year in advance. Any member can propose the topics and name the convener but this should reach the secretary well in advance. There are no strict guidelines for the selection of topic, but generally one oncology and one non-oncology topics is selected. Preferably these topics should not have been discussed at least for 5 years before the conference. The Executive Committee after going through all the proposals selects 2 topics and the conveners. The same will be presented to the general body for approval.

Each symposium lasts for 60 minutes. It is advisable to restrict the number of participants to not more than 5, (including the convener). This will give ample time for discussion. The convener should select the team early and discuss the presentation. There should not be any repetition or overlap. It is the responsibility of the convener to collect the material from all the participants and go through the same. The list of participants and their bio-data should be sent to the State Secretary of least 3 months in advance. The topics discussed in the symposium can be brought in a separate book or in the form of CD/pendrive. The convener must ensure that the participants restrict to the time. The chairman of the Scientific Committee or the State Secretary can intervene in case there is undue delay. It is preferable to have all the presentations made in power point and stored in the CD/ pen drive.

While the convener has the freedom of selection of speakers, the executive committee particularly the Chairman and Secretary can suggest names whom they think are the right persons. All the participants are preferably members of ASI and must register for the conference.

Award Papers

Mahadevan Award

Vijayanagara Rural Surgeon's Award

Surgical Society of Mysore Post Graduate Award

Surgical Society of Mysore Poster Award.

Surgical Society of Hubli- Dharwad Poster Award

Surgical Society of Udupi – Manipal Poster award

Note : Gulbarga Sharanabasaweshwara Award- changed to PG session And Prof.Pompanagouda video award is converted to Video session

Deadlines for submission of the paper has to be strictly enforced

Each of the participating speaker has to be informed about his/her paper being accepted in the award section, and additionally details about the date, time and venue has to be written to him at least 2 weeks before the conference.

Award paper session has to be given importance and must be accommodated in 'primetime'

There is no chairperson for the award session. Persons nominated by the Secretary will moderate and the judges will give the marks. The results of all awards will be announced during the valedictory function. But the certificate and cash will be given during the next conference.

The judges for the award paper session are nominated by the state secretary. He will also intimate the chosen judges regarding the date and time of the award paper session and the method of scoring at least two weeks before the conference date.

It is recommended that not more than fifteen papers for PG award and 10 papers for Mahadevan's Award are selected. It is difficult for the organisers to accommodate papers in excess of this number. The quality of the presentations can be maintained if the number of entries are restricted.

To improve the standard of the conference, the following changes may be incorporated:

P.G. AWARD SESSION :

The surgical departments of each medical college should decide which paper should go for the award session. A final list of paper is prepared by the Secretary. Those papers, which are not accepted for award, may be accommodated in the free paper or poster presentation.

- Only One paper from one institute is to be accepted
- Preferably, Same judges must judge the two award paper session
- Only Presenter name with institute name must be in the presentation.

- No case report in PG award paper session.
- Case series, of more than five cases may be considered.
- Abstract submission must be only online
- Deadline dates to be followed strictly. Web software to reject papers submitted after last date is to be incorporated.
- List of papers received with titles and names to be made available on web after a specified time mentioned in the website of conference.
- Scientific committee is appointed, as the new EC takes over in the beginning. This would strictly select papers for presentation(15 papers), along with secretary.
- Within fifteen days of the last date, the selected papers list must be put up on the website.(The scientific committee would give feedback about accepted papers and remarks for not accepting, if time permits).
- Any additional/ deficiency pointed out if fulfilled in next one week, committee may decide further, regarding acceptance, otherwise all such papers shall go for free paper or poster presentation.

Prof. Mahadevan awardsession :

- For any ASI member, who is not a post graduate / super specialty student.
- Minimum five papers should have been received for the session to be conducted.
- Case reports should not be considered.
- Case series (more than five cases) may be considered.

Vijayanagara Rural surgeon award session:

- Minimum three papers are required.
- If there are no specified entries the session may be converted into a lecture session.
- If papers are not received, talks from surgeons to address the issues like providing better service with limited resources, setting up infrastructure, improving outcome, cost cutting, bailing out, which cases to avoid, facing complications etc. should be a priority,

Prof. Pampangouda Video session.

- Has been changed from award to a non award session
- It is recommended to choose videos which may help in improving basic skill, avoiding complications, depicting complications and advanced learning.
- The quality of the video should be good. There should be no theory slides, and presentation should focus on technique.
- -Consent should be taken from presenter to put them on the website.

Free Paper and Poster Session:

Free paper session is the heart of the conference. It is an opportunity for the common delegate, a budding surgeon or a postgraduate to showcase his/her work. Great significance is to be given to this activity and these sessions should be encouraged.

Constraints of time and space are real. To overcome this, parallel sessions can be held, avoiding overlap during orations, symposium and panel discussion.

Oral presentations are allotted for well-studied series of cases or of original research. Case reports are to be put up as posters. Use of evidence based discussion, statistics and prospective studies are to be encouraged. If time is a constraint, even series of cases done as a retrospective study can be asked to go as a poster.

The following few suggestions may be given to the presenters of various sessions .

ORATIONS : (Prof. A.J. Narendran, Prof. H.S. Bhatand Prof.M.P.Pai and Prof.S.S. Narasangi orations)

The orators may be requested to follow the prescribed structure.

Time limit is 25+5 minutes.

The session may be made interesting by covering areas like (any of the following themes)

Examples:

- What have I learnt? i.e Lessons learn
- Black pearls
- The errors I committed / The complications I had.
- How did I improvise myself.
- Tips and tricks
- How am I a changed man from a trainee.
- Words of wisdom etc.

Symposium : (R.B. Patil and Balakrishna Rao symposium) These should include the following

- Problem oriented discussion
- Newer versus older techniques
- Newer gadgets-advantages, limitations
- Digital media in surgery
- Cost effectiveness
- Improving professional skills etc.

Gulbarga Sharanabasaveshwara MC haward session – (converted to P.G. Session).

Discussions must include

- Post op complications / Bed side rounds for Postgraduates

- Workshops on how to read journals/ write paper / and make Presentations

Miscellaneous

- The chairman of the state chapter is given due respect and regard during the conference. Under no circumstances his position should be undermined irrespective of the presence of other guests during the conference.

- The organizing committee will finalize the accounts and submit a full audited account of the conference to the state Executive Committee, within six months of the completion of the conference.

- The organizing committee will also finalize the list of surgeons receiving felicitations during the conference and submit it to the state EC three months before the conference.

- Posters , gently reminding the delegates about proper conduct during the conference is to be put up in strategic places at the venue. Flex sheets are to be discouraged in view of pollution.

- Speakers have to be informed about session starting on time and must be requested to strictly adhere to the allotted time.

- There should be a time manager for the conference to ensure all the sessions run on time & no speaker goes beyond the allotted time.

- Chairpersons of each session have to be requested to give their assessment of the discipline of the speakers in their session.

- Audience feedback forms are to be prepared for each session and put into the complimentary bags. The audience must be requested to fill

these forms and sufficient arrangements must be made for collecting these filled in forms at several places of the venue.

- The State Committee will analyze this data and submit a report to the EC along with suggestions for improvement, if any, within 3 months of the conference.
- If the zonal meetings are conducted along with the State Conference, the Chairman of the participating states is invited to the dais. The names of the Chairman and Secretary of all participating states should be printed in the scientific program. The local organizing committee has an option of extending the duration of the conference by one day in order to accommodate the guest lectures and free papers if a zonal conference is held simultaneously.

The local organizing committee should print the name of the full Executive Committee in all communication. The photos of the main office bearers (Chairman, Chairman elect. Secretary and treasurer) are to be printed in the souvenir. They are the guests of the local committee and collection of registration fees is not compulsory, but it would be a good gesture if they register for the conference . Local hospitality should be extended to all the EC members of the state chapter and to the President & Secretary of ASI.

Schedule of scientific program

Pre Conference Workshop on Thursday. This will be optional.

CSE on Friday:

The duration of lectures can be reduced to 25 minutes with 5 min for discussions. A mix of topics from basic to advanced must be covered. Inauguration of conference can begin at 6 pm.

Following are broad guidelines to select the topics and time allotted for various topics so that all aspects of surgery are included. However, the organizing committee has the liberty to choose the faculty and topics related to these broad guide lines.

9.00 to 11.00 a.m. (120 min)

How I do it /How I manage-Basic problems (video talks-must contain procedure video) (Circumcision, Hydrocoele, Hemorrhoids, Sphincterotomy, Fistulectomy, Inguinal Herniorrhaphy, Umbilical herniorrhaphy, Thyroidectomy, Excision of breast lump, Lipoma excision, Pilonoidal sinus, Lymph node biopsy, Sebacious cyst excision, Different abdominal incisions, Gastrojejunostomy, ICD placement, Cholecystectomy, appendectomy)

11.00a.m – 1.30 p.m (150 min) Basics, like the following may be covered, like :

40 min - Basics made simple for surgeons and 10min for discussions

- 10 min Fluid therapy
- 10 min Electrolytes correction
- 10 min Acid base interpretation
- 10 min Nutrition supplement
- 10 min-Discussion

100 min What is new / Controversies, like:

- 10 min Hernia Surgery
- 10 min Biliary Surgery
- 10 min Head and neck
- 10 min Breast
- 10 min Pancreas
- 10 min Colorectal
- 10 min Liver
- 10 min Anorectal
- 20 min Discussion

(Other options, like -Peripheral vascular diseases / Endocrinal /Robotics/ Anorectal / Upper GI surgeries)

1.30- 2.30 Lunch

2.30-5.00

How I do it / Manage, and Tips and tricks -advanced Video talks Open + Lap procedures (commonly done)

Annexure 1:

Saturday : DAY 1 OF CONFERENCE

Post Graduate awards session one:

9.00 a.m to 10:30 a.m (Nine Papers can be accommodated.)

Orations from 10:35 a.m to 11:35 a.m (30 + 30).

10:35 – 11:05 a.m Prof. H.S.Bhat oration.

11:05 – 11:35a.m Prof. A.J. Narendran Oration

11:45 – 1:15p.m Prof. Mahadevan Award papers .

Simultaneously in other halls free paper presentation

(Ten Papers can be accommodated in each)

1:15– 2:00 pm Lunch

2:00 – 3:30 pm Award papers or free Papers in various halls. If papers are less Tea Break can be accommodated

4.00 pm to 5:00 pm Dr. R. B. Patil Symposium

5:30 pm to 7:00 pm Annual General Body Meeting .

7:15 onwards Entertainment and Dinner.

SUNDAY : DAY 2 OF CONFERENCE

Post Graduates Award session two : 9.00 am to 10:00 am

Orations

Prof. M.P. Pai oration – 10:05 am to 10:35 am

Prof. S.S.Narasnagi Oration – 10:35 am to 11:05 am

Prof. Balakrishna Rao Symposium : 11:10 am to 12:10 P.M

Free Papers -12:15 noon to 1:15 p.m

(SIX Papers in each hall,3-4 hall scan be arranged)

Simultaneously:

12:15 to 12:45 p.m: Prof. Pompanagouda videosession

12: 45 to 01:15 p.m: Gulbarga Sharanabasaweshwara P.G. session

Valedictory : 1:30 noon to 2:00 pm

2:00 pm onwards Lunch and EC meeting . Meeting also includes interaction with City branches office bearers . (Chairman's meet with the office bearers of all branches should be started from here onwards). It should include Chairman, Chairman Elect, Secretary, Treasurer, EC Members , National EC Members and immediate past office bearers (i.e past chairman and past secretary) with

chairman and Secretaries of branches to know about the activities and membership. This has to be accommodated after EC Meeting on Sunday.

Any special program can be arranged depending on facilities and availability (Optional).

With these modifications 20 PG award papers can be accommodated, 24 free papers can be accommodated on day 2. Total 108 papers can be accommodated if four halls are available for simultaneous sessions.

Following Changes have been incorporated in program:

1. All sessions starting at 9.00 am
2. Avoiding formal coffee/tea break
3. Reducing the duration of orations to 30 minutes (Majority of the Delegates felt that 45 minutes session was too long)
4. To start the day's program with award session (it can be started promptly irrespective of the crowd)
5. Not holding any session after the valedictory.

Advantages :

1. Allotment of time for scientific sessions remains the same.
2. Generally the attendance for the Sunday afternoon session is very thin. All sessions are completed by morning session.
3. It also gives time for the new office bearers to hold discussions and meetings.

ANNEXURE 1:

National EC	BACK ROW:	Treasurer ASI-KSC	FRONT ROW :
National EC		Secretary ASI-KSC	
E.C. Member		Chairman Elect	
E.C. Member		Chief Guest No.1	
E.C. Member		The Chairman	
E.C. Member		A.S.I. President If attending	
E.C. Member		Chief Guest No.2	
E.C. Member		Chairman Organizing Committee	
E.C. Member		Organizing Secretary	
National EC			
National EC			

Midcon – few guidelines and suggestions

KSC-ASI MID TERM CONFERENCE

PROPOSAL & GUIDELINES

[With valuable inputs & Recommendations of the Executive Committee KSCASI 2016-17, and accepted by the GBM at Belagavi, held on 11th Feb 2017]

I] AIM

To hold a midterm meeting of **the Karnataka State Chapter** of ASI, sometime in **August every year**, (6 months *after* last State Conference and 6 months *before* next State Conference) at a convenient location and termed "**KSCASI midcon**" of that year. It will be open to **all members of the chapter** and postgraduate trainees in Gen Surgery and allied specialties. This initiative is a new concept and not to be confused other state chapter sponsored programs like operative workshop (called by some as SURGICRAFT) or other CSEP conducted by medical colleges and city branches (Eg SURGIQUEST at Ballari)

II] PURPOSE

1. To address the growing needs of the postgraduates and young practicing surgeons, and to meet their requirements in presentation of papers & posters, as mandated by MCI & RGHUS
2. To accommodate more videos / 'how I do it' sessions, which are popular with delegates
3. To introduce sessions on clinical teaching for PGs (as Case Capsules, popular at ASICON)
4. To lessen the burden on the main conference, that is already packed with programs
5. To increase membership initiatives by making all presenters to be Full / Associate Members of ASI

III] CONDUCT

1. **Location:** At a **Medical College**, with request to hosting college to provide the halls /AV aids and subsidised accommodation for PGs. This is to be **done in conjunction with the Local City/Town Branch** of the KSCASI
2. **Organisation:** There will be a small local organising committee, of members from BOTH, the Medical College and the Local KSC-ASI Branch, with a liaison person who may be HOD of the surgery dept of the medical college, to interact with Hon Sec, Hon Treasurer and Chairman Elect(in charge of Scientific program) to conduct the conference.
3. **Duration** – One and half to two days (full Saturday, and half/full Sunday)
4. **Type** - The conference is '**no frills meeting**', with No profit generating intention.

5. **Sessions** -to be conducted as Common Sessions in single Hall, Free paper sessions in 2 Halls. **Every free paper session to be organ/topic based and have prizes for best paper of session (Certificates)**
6. **Fee** -to be collected from delegates to cover very basic costs of 2 lunches, coffee/tea + biscuits x 2 and one Dinner (Cocktails optional, depending on host)
7. **Finances:** All registration and the finances to be handled by the **State Chapter** and / or **Local organizing committee** which will take care of any expenses involved. Use of **main Central ASI PAN No** for all transactions is mandatory
8. **Industry – Formal Exhibition/trade is optional.** If possible, only a single sponsor for whole event may be considered.
9. **Communications-** will be by **Electronic** media (email ,sms, whatsapp) only
10. **Credit points** – The chapter will get the credit hours approved by KMC
11. **Academic Content** –The state executive will work out a format for conducting the scientific program and once approved it remains unchanged for a period of time unless the executive committee feels the need for change. The **Chairman Elect of KSCASI will be the Co-ordinator of the Scientific Programme.** Topics to include 'Professional Development'.
12. The invited faculty will have to make their own travel arrangements and accommodation, if needed, will be provided. They will get **Certificates of Participation**, but **No Mementos** will be given

VJ Bidding for midcon :The interested college must apply in advance before the conference. If there are no applications, a request from those available on the floor may be considered.

Vij Format :**Scientific Programme- Day 1**

TIME	HALL-A	HALL-B	POSTERS
8-9 Am	Registration		
9-10 Am	Panel Discussion/Lectures (3)		
10-11 Am	Panel Discussion/Lectures (3)		
11Am - 12Pm	Free Papers (6)	Free Papers (6)	Posters (20)
12-01 Pm	Free Papers (6)	Free Papers (6)	Posters (20)
01-02 Pm	Inaugral Function and Lunch		
02-03 Pm	Videos(4 x How I do it)		
03-04 Pm	Panel Discussion/Lectures (3)		
04-05 Pm	Free Papers (6)	Free Papers (6)	Posters (20)
05-06 Pm	Free Papers (6)	Free Papers (6)	Posters (20)
08-10Pm	Grand Dinner		

Scientific Programme- Day 2

TIME	HALL-A	HALL-B	POSTERS
08-09 Am	Case Capsule (2 Cases)		
09-10 Am	Case Capsule (2 Cases)		
10-10Am	Free Papers (6)	Free Papers (6)	Posters (20)
11 Am- 12Pm	Free Papers (6)	Free Papers (6)	Posters (20)
12-01 Pm	Panel Discussion/Lectures (3)		
01-02 Pm	Valedictory Function and Lunch		

Summary of Contents	Case Capsule	4 Cases
	Lectures/Panel Discussion	12 Topics
	Free Papers	12 x 6 = 72
	Videos	6
	Posters	60