



Indian Medical Association Head Quarters New Delhi.

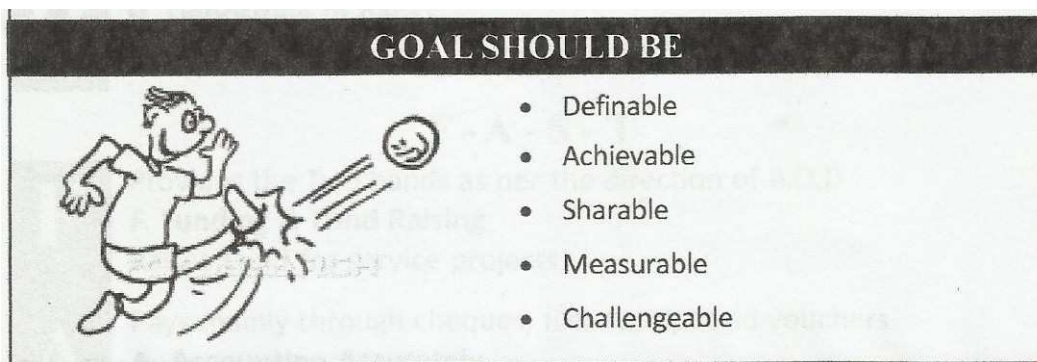
LEADERSHIP MANUAL 2013

Prepared by

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President – 2013
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PREFACE

Dear Colleagues,

The effective functioning with fruitful results of any organization depends on the co-operative and co-ordinated efforts by the Office Bearers at all levels. The Office Bearers will have to know about the duties and responsibilities of the posts assigned to them. Doctors being effective and Noble Professionalists, it is understood that are lacking in the above said needs.

Hence I thought of bring a Handbook for the Office Bearers for the IMA to administer the State and Local Branches and to do the effective services to our profession and community at large.

In addition to the general information's I am highlighting about the duties and responsibilities of all the three principal Office Bearers of the Branches, qualities of effective leadership, suggested activities etc. in a nutshell.

Before writing the book I have gone through our IMA Bye-Laws, Rules and Regulations etc. and also referred various service and professional organization and complied them for effective functioning of any organization.

I have pointed out certain do's and don'ts for the Office bearers which we gathered from our experience in IMA and other service organizations.

I am sure this hand book will be an important tool for the Office Bearers of Local Branches and State Branches for the effective and sound leadership development and a ready reckoner for, effective Administration and productive functioning of not only IMA but also any other organizations.

Expecting you all to read and dignify our profession by adhering ethically, administer our office in a disciplined way along with community service activities to enhance the IMAGE of IMA at all levels.

Yours in IMA Service,

A handwritten signature in black ink, appearing to read 'Dr. K. Vijayakumar'.

Dr.K.Vijayakumar

National President IMA – 2013.

“Of all the hundred and one ways in which man can make themselves useful to the society undoubtedly, the most and most effective are within the profession”

Paul P.Harris

Obligation of Each IMA Member

1. To Pay dues promptly
2. Propose and induct new members
3. Participate and lend the hands in all IMA Projects.
4. Attend IMA meetings regularly
5. Participate in Community Projects
6. Be a leader in all endeavours
7. Communicate and network with its members, local branch state branch and headquarters
8. Provide regular inputs on health policies. medical education challenges in medical fraternity.

Ten Commandments to Join IMA

1. IMA is a forum for friendship and learning
2. IMA is a forum for Community Service.
3. IMA is a forum for Family get-together.
4. IMA is a forum for Family protection and Health Insurance
5. IMA is a forum for Professional Protection.
6. IMA is a forum for Fighting Quackery.
7. IMA is a forum recognized National & Internationally.
8. IMA is a forum for peace of mind..
9. IMA offers Bio-Medical Wastes disposal project.
10. IMA always protects your rights if you are right.

IMA PRAYER

May everybody be happy?

May every one of us see to it

That nobody suffers from

Any pain or sorrow

I do not ask for crown

Nor I wish to be in Heaven

Or reborn

I only want to alleviate the suffering of those people

Who are burning in fire of sorrow?

FLAG SALUTATION

We, the members of Indian Medical Association

Stand here to salute our national flag.

Its honour and glory shall be our light and strength

And its course shall be our course.

We pledge our allegiance to it and realizing our

Responsibilities as the accredited members

Of this national organization,

We swear we will dedicate everything in our power

To see it fly high in the comity of nations.

Jai Hind!

Long Live IMA!

Physician's Prayer

Dear Lord,
Thou Great Physician I kneel before thee
Since every good and perfect gift
Must come from thee, I pray
Give skill to my hands,
Clear vision to my mind
Kindness and sympathy to my heart
Give singleness of purpose, strength
To lift at least a part of the burden
Of my suffering fellow-men and a true
Realization of the privilege that is mine
Take from my heart all guile and
Worldliness that with the simple
Faith of a child I rely on thee

CONVOCAATION PLEDGE

“We shall, in thought, word and deed,
Ever endeavour, to be scrupulously honest,
In the discharge of our duties,
In our profession, and
Shall uphold the dignity, and
Integrity of our profession, and
The honour of our university.
We shall uphold, and advance social order, and
The well-being of our fellow members, and
Shall devote all our energy
To promote the unity, and integrity, and
The secular or our country”

About Indian Medical Association (IMA)

The Indian Medical Association (IMA) is a national voluntary organization of doctors of modern scientific system of medicine looking after the interest of doctors as well as of the community at large. IMA was established in 1928 for doctors of Indian origin with a well established organization with its headquarters at Delhi. IMA has grown from 226 members at the inception to 2.2 lakh members at present. It has 27 state and 4 union territory branches with over 1600 local branches in India. A major strength of the IMA lies in the close network of its cadre and its with Coordination at the national, state and local branches, a wide base and a network of both public & private medical professionals and the potential to penetrate the private sector, and be an interface bringing together the strengths of private and public sector to achieve a common goal.

Vision

IMA is a democratic forum working to maintain dignity, honor and social security of the medical fraternity to provide quality healthcare to each and every citizen of this country thus maintaining the social and medical health of India.

Mission :- HEALTHY INDIA

- Honor, dignity and interest of the medical profession be maintained by working cohesively in providing technical inputs and training of health care personnel at all levels of health care delivery system.
- Encourage in Education, training, and Development of work force at grass root level for advocating and addressing health policies, medical education and healthcare.
- Advocate through various forum the need to inform, educate and entertain the target audience.
- Liaison with Federal, State government, organizations at International, national level and Corporate working on quality healthcare,
- To Foster responsible and balanced debate on controversial issues that affect, medical professionals and healthcare delivery system
- Have a high powered committee on undergraduate and postgraduate medical and nursing education at different levels
- Young Doctors Association to be established as a strong cadre evolving and, as well as guiding them throughout their careers and promote the medical and allied sciences.
- IMA is a forum for Friendship, Learning, Community Service, Family protection, Security, Socialization, Professional Protection and a to fight Quackery.
- Network and work cohesively with other professionals, professional bodies and NGO's concerned with Healthcare.
- Develop IEC Material, in educating members and the society on various promotive and preventive health issues.

- Institute Continuing Medical Education (CME) programs by holding conferences, symposia, lectures and other meets all over the country and communication by developing a 'Journal to promote healthcare in the country
- Accredited medical curriculum for medical nursing and para-medical teaching to be developed and updated time to time.

WINGS OF IMA

IMA College of General Practitioners.

Started in the year 1963 by Dr. P.C. Batla, with a aim to Provide Knowledge to the General Practitioners. Fellowship of the College of General Practitioners with the syllabus approved by the Medical Council of India was being provided by the College. With the changing times and the need for International exposure and recognition has made IMA- CGP collaborate with other Universities. The courses offered are MRCGP (International) from Royal College of GP's London, Post Graduate Diploma in Emergency Medicine from George Washington University, USA. Diploma in Family Medicine & Diploma in Emergency Medicine from Vinayaka Missions University, Salem are offered.

IMA-CGP conducts Annual Conference at State, Regional and National Level. An International Congress of Family Physician with colorful International faculty is conducted each year. An International Study tour every year refreshes the members as well provide them with first hand information of the Family Doctor concept in the other countries. Reincarnation of "FAMILY DOCTOR" the motto of CGP is pursued with all vigour by the College

E-mail: cgpima@gmail.com /visit us:www.imacgpindia.com

IMA AKN Sinha Institute of Continuing Medical and Health Education and Research ·

IMA AKN Sinha Institute of Continuing Medical & Health Education and Research, founded in memory of Dr.A.K.N.Sinha, Past President of IMA and one of the greatest stalwarts of medical profession, the first Asian to be elected as President of both the Commonwealth Medical Association and World Medical Association.

The institute was established by a resolution of the Central Council of Indian Medical Association with main objective of imparting Continuing Medical and Health Education, conducting Research and organizing Certificate Courses for medical graduates in various fields of medical sciences.

Email: info@imabihar.org / www.imabihar.org

IMA - Academy of Medical Specialties.

IMA AMS is a wing consisting of the various medical specialties. It imparts training to specialists updating their knowledge and skills in newer development and techniques. IMA-AMS organizes National, Zonal and State conferences every year. It conducts fellowship courses in various fields of medical specialties where a specialized training and skills are imparted by the experts of that field. The centers running these courses are recognized by the Academy. IMA-AMS gives a certificate to the doctors undergoing these training courses.

IMA AMS Fellowship is awarded to the specialists excelling in their field.

E-mail: imaamshyd@sify.com, /www.ima-ams.org \

IMA Hospitals Board of India

The healthcare delivery system in India is in transition. In a country where 87% of healthcare expenditure is outside the Government system it is important to have institutions to give direction to the growth and activity of all players. Over the sixty plus years of independence, the leadership in healthcare delivery has been slowly and steadily passing into the hands of entrepreneurs of all backgrounds. It is important to moor the industry strongly on the ethics and dynamics of the medical profession. To achieve the political objective of maintaining the benign influence of the medical profession on the healthcare industry, IMA steps in with the initiative of Hospitals Board of India. IMA will strive to improve quality of services and ensure better patient safety.

IMA National Professional Protection Scheme

IMA National Professional Protection Scheme.Est.1992 looks after its members from any kind of litigation during their professional practice and fight up to the National Commission and Supreme Court.

It provides security for its members from any type of harassment.any litigation against Criminal Negligence, Civil Cases etc.The scheme will look after any civil, criminal, consumer or similar cases arising out of member's medical practice and will contest up to the level of Supreme Court as decided by the managing committee. Member can take any additional number of units (single unit gives protection of 5lakhs for single case and total ten lakhs for more than one case in a year) Litigation arising out of other actions of the members including the administration will not be taken up by the scheme.

IMA National Social Security Scheme.

The contributory scheme developed to make a corpus fund for the social security of members and their family. The scheme is purely designed on brotherhood / sisterhood basis, and tries to help the family member (Nominee) of the member on the event of death of member. Any life member of I.M.A., up to age of 60 years residing in India is eligible to become a member of this scheme but members above the age of 40 years and below the age of 60 years must be life member of IMA at least for 3 years on the day of joining the scheme.

E-mail : imansss1@gmail.com / imansss@vsnl.net

IMA Junior Doctors Network (Young Doctor's Association)

IMA formed Young Doctor's Association consisting of Junior Doctors who are the future strength of health care delivery system.

Our Projects

- IMA Stop Sex Selection (Save the Girl Child – Theme: Let the Girl be Born)
- IMA Anemia Free India
- Clinton HIV/AIDS Initiative
- Training of Medical Officers on issues related to trafficking of Children for Commercial Sexual exploitation and medical examination of child victims of trafficking
- Accessibility and Affordability of Quality Health Services in India
- IMA Pharmaco Vigilance Education Programme
- IMA Safe Injections Practices
- Aao Gaon Chalen
- IMA-GFATM-RNTCP-PPM
- IMA Swine Flu
- CMEs on Pain Management
- Infant Mortality Rate and IMA Childhood Diarrhea
- IMA-QCI Survey of Health Care Centre

Publications of IMA.

IMA News -Bimonthly news letter

Journal of Indian Medical Association : “**JIMA** – a monthly academic publication of IMA published from Calcutta containing high quality scientific, research and clinical oriented papers

The Family Practitioner of India” a journal published by IMA CGP
Annals of Indian Medical Association ” - publication of IMA-AMS

Your Health - Magazine in English language on public health.

Apka Swasthya : “ Magazine in Hindi language on public health

DUTIES AND POWERS OF THE OFFICE-BEARERS

(Our Motto Coming together ; sharing together, working together, succeed together.)

Office bearers shall act as per the decisions, policy, guidelines and directions given by Central Council or Working Committee.

The National President:

As leader of an organization one should put new vigor amongst its members by using the three “E”s. Enthuse, Encourage and Educate. This way you will keep the IMA moving; members who move-move faster and those who are movable join in eliminating the immovable.

One should understand that you are a leader and not a boss and as a leader you will get the drive - Drive that will keep the Gear moving the IMA machine working to produce the prestigious and the product “Service”

Privileges of Membership – Central IMA

1. Members of the Association can participate in various programmes organized by the Association and its Branches to which they belong.
2. Members have the right to attend and take part in discussion in all general, clinical meetings, lectures, demonstrations and refresher courses etc. organized for continuing medical education by the association.
3. Members have the right to attend medical conferences organized by the association or any of its branches on such terms as laid down in the bye-laws.
4. Member can participate in the Central Council and the Working Committee of the association to raise various issues affecting the medical profession and for the health of the people.
5. Members can join study tours organized within the country or abroad for professional interaction.
6. A Scientific publication monthly Journal of the Indian Medical Association is supplied to its members. The Journal is of high academic order and enjoys international reputation and recognition.
7. A monthly publication “IMA NEWS” is published from the Headquarters to give its members information about the activities of the association and other news from the medical world and the same is available to the members at a nominal yearly subscription.
8. Members are stimulated to do research in various aspects of the field of medicine through its academic wings.
9. Members are eligible to compete for various awards instituted by IMA to stimulate original thinking amongst its members particularly young doctors and students.
10. The members of IMA with their families are entitled to stay at IMA Guest House in Delhi on payment of nominal subsidized charges. This privilege is also available in cities where various Branches are having accommodation in buildings of their own.
(list attached in this booklet also)
11. Social Security Schemes for the welfare of members are being floated at State level with the objective of providing assistance to family of members in the event of their death.
12. Post-graduate members of IMA (Ob&Gynae) can avail of the special laparoscopic training program & become eligible for purchase of laparoscopes at heavily subsidized rates
13. Members are eligible to procure vaccines for immunization of their patients. They can also avail of contraceptive pills and IUDS etc. through the good offices of the IMA.
14. IMA Benevolent Fund established to help dependants. Members are even entitled to also secure loans from Benevolent Fund to meet some unpredictable exigencies.
15. IMA members through special arrangements with General Insurance Companies get special insurance covers to protect members against possible medico legal eventuality during discharge of their normal professional work.
16. IMA NPPS: Protect the members and help them in case of harassment, litigation etc. which may arise during the process of their professional practice. Provide legal aid to the members of the Scheme.

P R E S I D E N T

PRESIDENT

*“What you are today is gift of God
But what you become is gift to God”*

“President ship is an art try to master it”

*“President ship demand certain qualities, priorities, capabilities
and responsibility of course with authority”.*

A PRESIDENT SHOULD BE

P	Polite, Persuasive, Punctual & Patient.
R	Regal, Respectable, Responsible & Responsive.
E	Efficient, Eminent, Experienced & Enterprise
S	Smart-Self-motivated, Sincere & Selfless
I	Influential, Ideal, Innovative & Impartial
D	Decisive , Dependable, Diplomatic & Democratic
E	Effective in Communication, Emotionally controlled
N	Non-stop, Non-controversial Nobel & Neat in Execution
T	Talented, Trained, Tractful & Transparent.

A PRESIDENT MUST

P	Plan, Prioritise, Participate & Practice.
R	Represent, Reorganize, Regularize & Rejuvenate
E	Envisage, Educate, Enthuse & Encourage.
S	Serve, Solve, Shoulder & Strengthen
I	Initiate, Improve, Involve & Inspire
D	Delegate, Direct Disburse & Deadline
E	Evaluate , Elevate, Energize & Empathies
N	Notify, Normalize Nourish & Nestle
T	Tolerate, Tackle Trust & Thank.

Basic questions for every president

- What are the branch plans for the year ahead?
- How can the members become involved?
- Are there any programmes carried over from previous year?
- What are your projects for the community?
- How are you going to raise the fund?
- What are the plans for enhancing attendance and membership development?
- What are your plans to implement State IMA theme?
- What are your plans to implement State project?
- How are you going to accomplish the state goals?

Developing a plan of action:

- Determine the measurable result
- Outline the specific action
- Establish time frame
- Promote all member participation
- Keep members involved and motivated
- Measure your progress regularly

How to chair a meeting?

- Be familiar with the specific purpose of the meeting.
- Come to the meeting well prepared.
- Play an active role in the preparation of the agenda.
- Be thorough with the items of the agenda.
- Equip with relevant notes, covering the vital items of the agenda.
- Keep at hand Constitutions, District & Bye laws.
- Begin the meeting on time after ensuring the quorum.
- Call the meeting to order in time.
- Make the members adopt the agenda.
- Involve new, different members each time in reciting, prayer, objects, codes, introducing, vote
of thanks etc.
- The welcome speech and opening remarks should be brief and crisp.
- Recognize and welcome all the guests.

- Strictly adhere to the agenda of the meeting.
- Follow the time tested, established customs.
- After the approval, sign the minutes.
- Time schedule on each item of the agenda should be followed.
- Allow participation but not monopoly, irrelevance and cross talking.
- Prevent irrelevant discussion, offensive statements and excessive criticism.
- Be democratic and diplomatic in giving or denying chances.
- Try to observe the correct parliamentary procedure.
- However too much technicalities should not be allowed to smoothen the procedure.
- Maintain always dignity, decorum & discipline.
- Guidance can be sought from seasonal seniors.
- But never seek general guidance. Give precise and clear cut rulings.
- After the ruling, don't allow any rediscussion.
- Conduct voice, hand or ballot voting, in case of doubt.
- See that all motions and amendments are correctly worded.
- Nothing should contradict the Constitution & Bye laws.
- Give correct and unbiased rulings on points of order and questions of procedures.
- Working knowledge on parliamentary procedure is desirable.
- Acknowledge and thank the contributions of all.
- When naming an individual, add his/her height current office.
- Preserve unity and harmony during the course of the meeting.
- Don't leave the stage during the progress of the meeting.
- If unavoidable, hand over the chair to the V.P. in order, before leaving.
- Adjourn In the middle, only under inevitable circumstances.
- Avoid as much as possible casting votes.
- Declare the meeting closed or adjourned at the scheduled time and announce the date of the next meeting, if known.

Parliamentary powers of a President

- Power to issue the notice for ordinary or special meetings. (can be issued through the secretary)
- Power to preside the meetings by calling to order. (should be at the venue sufficiently early)

- Power to conduct the proceedings (as per the agenda) (Along with the secretary, must play a role in the preparation of agendas.)
- Power and privilege to address every one on the stage individually. (Others should address the president and others in general)
- Power to sign the minutes of the previous meeting. (After they have been approved by the members)
- Power to decide who should speak first when there are several, members who would like to express their views. (Should be impartial and allow no one monopolies the time)
- Power to prevent irrelevant discussion. (When the speaker is deviating from the main subject)
- Power to refuse offensive statements involving un parliamentary language. (Can interfere, point out and compel to withdraw)
- Power to prevent making personal, subjective remarks. (The speaker should talk about the subject, not about the person)
- Power to cut short excessive hacking. (No one should interrupt a speaker by shooting out questions and pass rude remarks)
- Power to close the debate or discussion without allowing the usual sufficient voicing of the majority of the members present. (When the president finds that the subject of the meeting faces defeat by the deliberate delaying or obstructing methods adopted by a few members, he/she can refuse to entertain further discussion)
- Power to give a ruling on a question of procedure or a point or order. (A point of order must deal with the procedure or conduct of the meeting laid down for various items that normally comes up in a meeting such as motions, amendments, voting, adjournment etc. The Chairperson should use his discretionary powers and give a ruling. The ruling on any matter of procedure is final and should be accepted by the members without question.)
- Discretionary powers to refuse badly worded or ambiguous amendments and motion and refuse certain procedural motions. (Chairperson has the power to point out the irregularities and have them put right)
- Power to preserve order by banning offending members. (when members persistently interrupt the proceedings or are involved in personal clashes, the chairperson has the power to direct the offenders to resume their seat and If they fail to comply with the order, may be removed from the meeting)
- • Power to conduct a voice vote (voice or show of hands) and to demand that poll be taken in case of any doubt about the result of the vote. (It is also his /her power to announce the results clearly)

- Power to give an ordinary or deliberate vote on any motion. (Casting vote is exercised when the valid votes are equal. When there is a tie in votes, and the chairperson does not exercise his/her casting vote, the result is that the proposal is rejected.)
- Power to adjourn the meeting under the following circumstances.
 - 1) When the meeting gets completely out of hand and the chairperson is unable to control the meeting in spite of taking every effort.
 - 2) When the meeting carries a motion to the above effect.
 - 3) When the business of the meeting has been completed.
 - 4) When the quorum lapses (In such a case the Chairperson has the power to adjourn the meeting until such time the quorum is established.)

Duties

- A. Shall be Chairman of all meetings of the Central Council and the Working Committee and can preside over any other Committee meeting.
- B. Shall preside at the Annual Conference and all meetings of the Association.
- C. Shall guide and control the activities of the Association.
- D. Shall regulate the proceedings of the meetings and Conference, interpret the Rules and Bye-laws and decide doubtful points.
- E. Shall in addition to his ordinary vote, have a casting vote in case of equality of votes.

Vice-Presidents:

- A. The Vice-Presidents shall help in the organisation of Branches by making tours and addressing members and other personnel etc.
- B. The Vice-President receiving the largest number of votes shall be called the Senior Vice-President and shall preside at the Annual Conference in case the National President is absent.
- C. The Senior Vice-President shall preside over the meetings of all Committees and Sub-Committees in case the National President is not present.
- D. The other Vice-Presidents in order of precedence based on the number of votes they receive, Shall take up the functions of the Senior Vice-President.

Note: In the event of an emergency arising by reason of any cause such as death, detention, resignation or absence for a considerable period out of India of the National President, the duties of the National President shall devolve upon the Senior Vice-President who has obtained the highest number of votes at the election, or in his absence, the Vice-President obtaining the next highest number. In case of resignation by the National President, it will become effective when it is accepted by the Working Committee. Pending the acceptance of the resignation, the Vice-President shall act as indicated above in case the National President is unwilling to function as such.

Honorary Secretary General :

Secretary is the limbs of the organization, he /she is manager of organization who is the liaison officer, officer of Correspondence, PRO and spokes-person of the organization,

A secretary has to send

- Meeting notices & Invitations Timely. (With important items of the agenda)
- Minutes – After each meeting. (Prepare as early as possible – mail to each member)
- Monthly report to the state office concerned. (with the list of the current members)
- Photographs – sooner the better.
- Annual branch Budget – (Follow closely Don't exceed; if exceeded, ratification)
- Annual programme planning (Follow it.)
- Statements of Account – Every month at the B.O.D. Meeting. (Monthly – Quarterly – Semi-Annual-Annual.)
- State Directory Particulars.
- Reports to the press with action photographs.
- Letters to Guest Speakers & Guests of Honour. -Confirming, Reminding and Thanking with Photographs
- Annual Activity Report
- Report on the achievements Special Awards.
- Application for State President's Excellence Award.

A secretary has to motivate

- Members to attend in large numbers. (Meetings, Projects & Functions)
- President (& Members) to start the meetings on time.
- President to form 'working' branch committees.
- President to conduct Orientation for branch Committees.
- Treasurer to issue Subscription Bills / Invoices.
- P & T to honour all the bills in time.
- Finance Secretary to present Statements of Account as B.O.D. Meetings.
- President to observe the calendar of events in letter and spirit.
- To implement all possible National, IMA Programmes.
- To read out the Medical Ethics at every meeting.
- To frame and adopt a club Constitution & Bye Laws.
- To follow our Constitution & Bye laws.
- Each members to sponsor at least a service project a year.
- To increase membership

- To conduct New Members' Orientation meet.
- To release club Bulletins regularly.
- To arrange Inter Branch meetings & Picnics.
- To make branch meetings regular, interesting and purposeful.
- To adjourn meetings in / on time.
- To execute a prestigious Permanent project involving the public.
- To promote intimacy and family participation
- Attend and motivate others to attend all state / National IMA events.

A Secretary has to keep and maintain :

1. Attendance Register.
2. Minutes Books.
3. Club Committee Chairperson's File & Reports.
4. Addressogram of members.
5. Permanent Record books and files of
 - Membership
 - Monthly Report and Branch Activities.
 - State Council Meeting and Central Council Meeting
 - Permanent Projects and fund raising files
 - State and Central Circulars
 - Branch Properties and Assets
 - Branch Election file .

Secretary & Various Committees

- Ex-officio member in all the committees.
- Direct the chairman of various Committees to act in the proper direction
- Wings of IMA NHB, PPLSSS, Hospital Protection, Family Benefit, CGP, AMS, QEC, Ethical and Action Committees.
- Elect one Office Bearer for each wing at the Branch level and supervise their function.

Duties

The Honorary Secretary General with the help of three Honorary Joint Secretaries and two Honorary Assistant Secretaries at the Headquarters to whom, specific jobs may be allocated in the beginning of the year by him/her :

- A. Shall have the overall charge of all Offices of the Association (Headquarters and Journal Offices and Offices of other publications).
- B. Shall conduct all correspondence.
- C. Shall have general supervision of accounts, pass all bills for payment and sign cheques.
- D. Shall get prepared by the Honorary Finance Secretary a quarterly and annual statement of accounts duly audited by the Auditors for adoption by the Working Committee and the Central Council after due approval by the Standing Committee for Finance.
- E. Shall get prepared a budget of Headquarters Office and place it before the Working Committee and the Central Council for adoption.
- F. Shall get prepared a budget of the other offices of the Association and place them before the Working Committee and the Central Council for adoption.
- G. Shall organize, arrange and convene meetings, conferences, lectures and demonstrations.
- H. Shall attend meetings of the Central Council and Working Committee and keep record of proceedings thereof.
- I. Shall be an ex-officio member of all Committees.
- J. Shall maintain a correct and up-to date branch-wise register of all members of the Association .
- K. Shall organize the Association with the help of the Honorary Joint Secretaries and Honorary Asst. Secretaries by encouraging the establishment of Branches where they do not exist and by creating a general interest in the Association.
- L. Shall bring all matters relevant to the interest of the Association to the notice of National President/Central Council or Working Committee for guidance and decision from time to time.
- M. Shall represent the Association in legal matters and court cases personally and/or through Lawyer appointed by him.

Honorary Joint and Assistant Secretaries:

The Honorary Joint Secretaries and the Honorary Assistant Secretaries at the Headquarters shall help the Honorary Secretary General in all his work in looking after the office, in conducting correspondence, in preparation of agenda of meetings, in preparing statement of accounts, etc. One of the Honorary Joint Secretaries at Headquarters shall act for the Honorary Secretary General in his absence.

The other Secretaries shall help the Honorary Secretary General in organizing Branches of the Association where they do not exist and in furtherance of the cause of the Association generally as directed by the Honorary Secretary General.

The Honorary Finance Secretary:

Branch Protocols (Leadership Training Manual)

FINANCE SECRETARY - RESPONSIBILITIES

In a nutshell)
(In eight letters - "ABCD" & "FAST")

A - B - C - D

- A** Every branch must have a financial Target & Agenda
A. Annual Budgeting
Cosults, Prepares, Presents and gets the approval
- B** To carry out the items of the Budget, money is needed
B. Billing Members
Send invoices, demanding members' subscription
- C** Billing alone won't fill up the coffers of the association.
C. Collecting Subscription
A Herculean Task, but must be collected from everyone
- D** Only petty cash for minor expenses can be kept in hand
D. Depositing in banks.
Deposits in the bank(s), Recommended by the Board

F - A - S - T

- F** Provides the Two hands as per the direction of B.O.D.
F. Funding & Fund Raising
Raises Fund for service projects.
- A** Pays mainly through cheques, files receipt and vouchers
A. Accounting Accurately
Mainly Day Book and Journal Meticulously
- S** Members must know the financial condition of the Club
S. Statement of Accounts
Submits Monthly, Quarterly, Half Yearly and Annual Statements
- T** Treasurer's reputation depends on the Transparency
T. Transparency
The health of the Club also depends on the Transparency

Branch Records to be maintained by the Finance Secretary/ Treasurer

- Day Book
- Ledger.
- Members subscription ledger
- Bank Documents
- Bill/ receipt Book.

Branch Statement of Accounts

- Presenting statements of accounts is one of the most important responsibilities of every branch treasurer.
- Some of the statements of Accounts: Monthly, Quarterly, Semi-Annual and Audited Annual statements of Account. Monthly statements of account should be submitted at every board of Directors meetings.
- Only after the submission of monthly accounts the Board can understand the financial condition of the organization.
- There should be two separate statements of accounts – for branch administration and activities. Copies of these statements should be distributed to the office bearers present.

Duties

- A. Shall receive all money of the Association and deposit them in a bank or banks approved by the Central Council to the credit of the Association and operated by the Honorary Finance Secretary as per Rules and Bye-laws. These or parts of them may, if approved by the Central Council, be deposited in the Post Office Savings Bank or invested in other banks, Government securities etc.
- B. Shall be responsible for collection of all subscriptions and contributions due to the Headquarters.
- C. Shall dispose of the bills for payment as sanctioned by the Honorary Secretary General and only on his written order.
- D. Shall have the rights to point out any error or discrepancy in the order of payment of the Honorary Secretary General and refer the order back to him with his remarks. In the event of disagreement still persisting between the Honorary Secretary General and the Honorary Finance Secretary, the matter shall be referred to the National President for final decision.
- E. Shall be responsible for keeping up to date the accounts of the Association with all the accounts books posted up to date.
- F. Shall get the accounts audited by the Auditors of the Association.
- G. shall prepare quarterly accounts to be placed before the Working Committee.
- H. Shall prepare an annual statement of accounts and a balance sheet showing the financial position of the Association, get it audited by the Auditors appointed at the Annual Meeting of the Central Council and submit it for adoption by the Central Council.

The Honorary Editor of the Journal of the Indian Medical Association:

- (a) Shall help the Journal Committee in the regular publication of the Journal and its management.
- (b) Shall preside over the meetings of Journal Committee in the absence of the National President, I.M.A.
- (c) Shall help the Journal Committee to scrutinize all articles to be published in the Journal and edit and pass or refuse them for publication.
- (d) Shall help the Journal Committee to select referees and collaborators.

Honorary Secretary of the Journal:

The Honorary Secretary, Journal of the Indian Medical Association in consultation with the Honorary Editor:

- (a) Shall look after the business side of the Journal viz. printing, securing advertisements, distribution of the journal amongst members.
- (b) Shall help the Journal Committee in the preparation of budget and submit the same for consideration.
- (c) Look after the administration of Office and maintain proper accounts.
- (d) Shall submit statements of account for every quarter and the year.

Central Council and Central working Committee

Representatives to Central Council:-

The total number of Members of Local Branches on whose behalf HFC has been received in full by 31st March shall form the basis of determining representation of Local Branches to the Central Council.

- Branch Representatives from the Local branches and from the Direct members shall be in the following scales : 20-100 Members – One representative,

After 100 members – One Additional Representative for every 100 members or part thereof.

Contiguous Branches, with less than 20 members may combine to elect One Representative for 20-100 members. • In determining the Representation of Local Branches on the Central Council, the strength of a Local Branch shall be determined each year on the number of its members on the Register of Membership of the branch at the Headquarters by the 31st March shall be sent by each Local Branch so as to reach the Headquarters through the State Branch concerned by the 31st March. The Local branches shall elect, according to the proportion allowed and admissible to them on the strength of their membership, the required number of Representatives to the Central Council of IMA and to State Council, and forward a list of such elected Representatives with their correct addresses to the State Branch soon after the Election.

The Local Branches shall also remit the required contribution in respect of the members attending the meeting of the Central Council of the IMA Headquarters as required under the Constitution of the IMA Headquarters.

Representatives to Central Working Committee

The State Branch shall elect its representatives to the Central Working Committee from amongst its members who have been members of the Association continuously of whom two representatives shall be the State President and Hony. Secretary of the State Branch as Ex-Officio. The scale of Representation on the Central Working Committee including the Ex-Officio of the State shall be as follows:

- 1 - 1000 – One Representative For every additional thousand or part thereof members, one more representative. President Ex-Officio, Honorary Secretary Ex.-Officio.

Central Council Meeting / Central Working Committee Meetings

The **Central Council Meeting** and **Central Working Committee Meetings** are vital meetings of IMA to discuss and decide about the **multi-factorial problems** of IMA and to come to a **favorable decision** for the **future goodness** of our association,

Central Council Meeting

The Central Council meeting will be held twice in a year on December 27th and one ordinary Central Council meeting on 29th December. Attending members are eligible for TA as per headquarters norms. Central Council Members form the electoral college of Headquarters. Hence very valuable and precious member

Tips for the Fruitful Conduct of Central Working Committee Meetings and Central Council Meeting

The co-operation of the **Prime office bearers** in **sending the Agendas well in advance and in time** and **itemizing the Agendas** in a **priority wise pattern** should also be there for the **complete success of any meet**.

- Please attend the **Council meeting** positively if you are a member.
- Send the **agenda of the motions** by individual or by branches to the secretary general **well in advance**.
- **Propose amendments** in a **reasonable and practical way**.
- **Read the minutes** of the **previous meeting & Agenda** for the new meet and come **prepared for the meet** as a **home work**.
- Give **importance to all Agendas**.
- If you attend the meeting don't **forget to sign** in the attendance book.
- **Questing on the action taken** on the decisions of the last meet without missing.

- Be punctual in arriving and co-operate with Office Bearers to conduct meeting as per time schedule.
- **Propose relevant motions** only which are practically **useful to IMA**.
- **Don't propose any other proposals / business** other the meeting Agendas.
- Address the **motion to the president properly, clearly and legibly**.
- **Stick** on to the **motion / Agenda** only and **don't deviate** from the Agenda.
- Don't **exhibit or develop** your speech talents in the Council meet at the expense of the purpose of the meeting for which it is held.
- **Don't ask for repeated changes for the same agenda**.
- **Don't bring unwanted / unwarranted** point of orders.
- **Obey the president's requests / orders / commands** humbly.
- **Allow and listen** to the mover to reply for the motion.
- **Don't repeat the already discussed** matters and confine to the fresh matter of the agenda.
- **Withdraw your question**, if you feel it is **answered properly**.
- **Don't speak more** than the allotted / necessary time in any Agenda.
- **Don't conduct parallel meetings / debate** inside the meeting hall.
- **Don't make the meeting to get out of control** with your **group / groups**.
- **Don't foster groupism** for your agenda.
- **Voice your opinion boldly, politely and legibly**.
- **Please lend your ears** to other's **suggestions** in a democratic way
- **Don't find fault** with the **Office Bearers** always encourage them.
- **Don't criticize others** including Office Bearers.
- **Don't induce a clique** by your **speech** amongst the members.
- **Don't keep your ears and eyes open to find fault** with the Office Bearers / others.
- **Don't totally confuse** the debate by your **lengthy speech and be brief**.
- **Don't raise your voice** to injure others mind.
- **Never re open finished agenda** and cause confusion.
- **When the president rises to solve a problem / confusion / unhealthy** discussions please **sit in your chair and co-operative**.
- **Don't stand up** from the **chair and interrupt** while other member is speaking and listen.
- Ask the president to **close the agenda** with **needy discussions**.
- **Allow the president to conclude** after a very lengthy discussion.
- **Allow the president to summarize** after each agenda.
- Allow and **co-operate with the president to reserve his ruling** in case of difficulty.
- Allow the **debate to be open to vote if necessary**.
- **Take part in voting sincerely**.
- **Don't give your suggestions after the meeting** is over as **what ought have been done**.

How to enhance IMA image?

Increase membership, unity and strength of IMA

- Increase attendance of members
- Represent IMA in all State and National IMA events and also in the public.
- Protect the interest of the members
- Attend individually all the members
- Strengthen the various wings of IMA
- Media publicity to highlight academic / professional services and enhance IMA Image.

Enhancing public Relationship

Welcome boards by all IMA Branches at high ways with Road safety slogans.

(IMA _____branch welcomes you)

- Local branch activities should be high lighted among the public
- Service projects should meet the need of the community
- Create a list of local media contacts
- Give significant media coverage for the successful projects
- Keep the media informed about the branch events
- Advice the branch members to address on Public health matters.
- Liaison with other key service organizations

Membership Development

Membership development is the “life line” of any organization. Growth is vital for any organization otherwise it is bound to wither and die.

- IMA should grow
- Propose and Induct new members.
- Make them aware of the benefits of membership in IMA.
- Observe membership drive month
- Reinforce weak branches by improving membership
- Consider more ways to strengthen membership
- Form membership Task Force in each branch
- Membership development is an obligation of each every IMA member.
- It is necessary to make that the new member feels welcome to our branch.
- “Attendance percentage is the health indicator of the branch”
- “Attendance is the bulwark of IMA”
- “Attend your branch meeting in the mutual interest of yourself and the IMA.

- No branch can operate efficiently without the full participation of its members in regular meetings.
- Non-attendance causes failure of the branch to receive the members ideas.
- Non-attendance causes the individual member deprived of the fellowship companionship and contacts.

Attendance

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Tips for good attendance

- Send bulk SMS reminders for meetings.
- Start the meeting in time and finish early.
- Good programme and fellowship in the regular meetings.
- Conduct the meeting in a good and palatable manner.
- Let the meeting be lively without any drag from IMA prayer to vote of thanks.
- Let the meeting be short, brief and enjoyable.
- Allot minimum possible time and see that the guest speaker sticks on to time
- Equitable distribution of assignments in the meetings should be ensured.
- Prior information to members about assignments is necessary rather than surprise assignment.
- Organize family get together frequently, Luckily dip may be arranged.
- “Early bird” award may be encouraged.
- Recognize the contribution of members
- Involve in community issues.

Handling the habitual absentees

- Be alert about the absentee prone member.
- Call the member over phone
- Send reminders to those who missed two meetings continuously.
- Give some assignment if the member is willing for it.

Fellowship & friendship in IMA

- Promote acquaintance and friendship
- Promote participation of members
- Organise good CME, recreational and community service activities.
- Give warm welcome to new members
- See that the new and young members get acquainted with Senior members quickly and easily.
- Promote inter branch friendship and fellowship through Joint meeting,
 - Inter Branch meetings,
 - Revenue district level meetings
 - Inter-State meeting etc.

Branch Bulletin

- It is line wine
- Enjoy maximum readership.
- Should be regularly published and well maintained.
- A good bulletin can always keep members in good humour
- e.mail bulletin can be started.
- Contents shall be
 1. IMA information
 2. Synopsis of meeting and projects
 3. Forth coming events of IMA
 4. Birth and marriage anniversaries of members etc.
 5. Scientific articles etc

Public Relation – The need of the day

The public should view us in correct perspective.

- Public should feel the presence of IMA and its service.
- People should say that IMA has helped for the betterment of community in some way.
- A good rapport with reporters and media is essential.

Agenda for Regular Branch Meeting (To be modified according to the needs)

- Silent Prayer
- Flag Salutation
- Adornment with Medallion
- Meeting called to order
- Address by President
- Hony. Secretary's Report
- Hony. Finance Secretary's Report
- Item wise Agenda to be Taken
- Vote of thanks



IMA PROTOCOL

**PREPARED BY DR.K.VIJAYAKUMAR
APPROVED BY CWC & CCM OF IMA HEAD QUARTERS**

**Model Agenda for any Meeting:
Broad Guidelines**

- Silent Prayer
- Flag Salutation
- Adornment with Medallion
- Meeting called to Order
- Address by President
- Hony. Secretary's Report
- Introduction of Dignitaries on the Dais and welcome of the Chief Guest
- Address by the Chief Guest
- Awards/Felicitations, if any
- Vote of thanks
- National Anthem

**Business at All India Medical Conference
Inaugural programme to be conducted by the
Organising Secretary in consultation with the
Hony. Secretary General**

- i) Address of Chairman, Reception Committee:
- ii) Address by the Outgoing National President
- iii) Installation of incoming National President by the Retiring National President
- iv) Address of the incoming National President
- v) Address by the Guest(s) of Honour
- vi) Address by the Chief Guest
- vii) Vote of thanks by the Organising Secretary

Protocol in IMA

- Protocol should be observed strictly in all formal occasions.
- Presiding officers, Master of ceremonies and every member of IMA should know and follow protocol.

Protocol for arranging Chairs on the Dais

(Please see seat arrangement diagrams)

- The number of chairs in the front Row of the Dais should be in odd numbers.
- The chair of presiding officer should be in the middle.
- The podium shall be placed on the Right end of the Dais (Right hand side of the presiding officer).
- The seat of the speaker /chief guest /Guest of honour should be on the Right hand side of presiding officer.
- Nameplates, badges of the peoples on the Dais may be placed on the table in front of each office bearer.
- The printed or typed names and office bearers should be stuck on the respective chairs. **(as per diagram)**

Protocol while the Dignitaries are lead to the dais and seated:

- It is better to escort the dignitaries to the dais by some member.
- There should be someone on the dais to welcome the dignitaries with a warm hand shake (President/Secretary).
- The order of leading to the dais should be as per protocol order (given below).
- The President is adorned with the Presidential Medallion by respective Secretary (National/State/Local) Branch)

Who will be the presiding officer ?

- National meeting : National President should be the presiding officer and shall call the meeting to order.
- State meetings : The State President should be the presiding officer and shall call the meeting to order.
- Branch meetings : The Branch President should be the presiding officer and shall call the meeting to order.

Order of addressing during SOLUTION by speakers:-

- The presiding officer should be addressed first.
- Then the Chief Guest / Guest of honor / speakers should be addressed next to the presiding officer followed by others with regard to official rank in IMA.

Protocol during welcome address, felicitation and while honouring, giving mementoes etc...

National IMA Protocol Order

1. National President, IMA
2. Chief Guest, if any
3. Immediate Past National President, IMA
4. Past National Presidents, IMA
5. National President Elect, IMA
6. Senior National Vice President, IMA
7. Other National Vice Presidents, IMA according to seniority
8. National President Elect, IMA
9. Hony. Secretary General, IMA
10. National Finance Secretary, IMA
11. Dean, IMA CGP
12. Chairman, IMA AMS
13. Director, IMA Dr. AKN Sinha Institute
14. Hony. Editor, JIMA
15. Hony. Editor, Your Health of IMA
16. Hony. Editor, Apka Swasthya of IMA
17. Other Wing Chairpersons
18. National Hony. Joint Secretaries, IMA
19. National Wing Secretaries, IMA

State IMA Branch Protocol Order

1. State President
2. Chief Guest/IMA HQs. Office Bearers or dignitaries
3. Immediate Past State President
4. Past State Presidents
5. State President Elect
6. State Vice Presidents
7. State Hony. Secretary
8. State Hony. Finance Secretary
9. Chair persons of various wings
10. Hony. Secretaries of various Wings.
11. State Joint Secretary
12. Joint Secretaries of various wings.

National Past President of IMA if present to be invited on the dais

Local IMA Branch Protocol Order

1. IMA Local Branch President
2. Chief Guest/Guest of Honour/IMA HQs. Office bearers/State HQs. Office Bearers
2. Immediate Past President
3. Branch President Elect
4. Branch Vice Presidents
5. Branch Secretary
6. Branch Treasurer
7. Chairpersons of Various wings
8. Branch Joint Secretary
9. Secretaries of Various wings

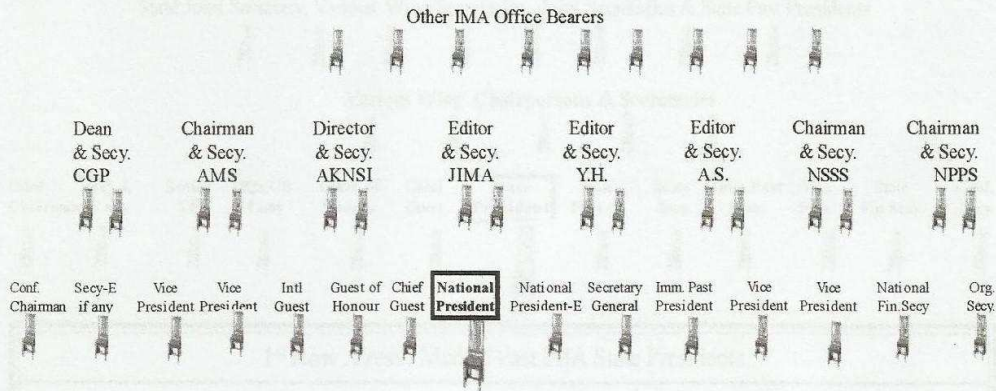
Past National President or Past State President of IMA, if present, to be invited on the dais

Dias Seat Arrangements

Installation function & Other functions National IMA

Right

Left



1 st Row : Press / Media / Past IMA Presidents			
Audience	Audience	Audience	Audience
Audience	Audience	Audience	Audience
Audience	Audience	Audience	Audience
Audience	Audience	Audience	Audience
Audience	Audience	Audience	Audience
Audience	Audience	Audience	Audience
Audience	Audience	Audience	Audience
Audience	Audience	Audience	Audience
Audience	Audience	Audience	Audience

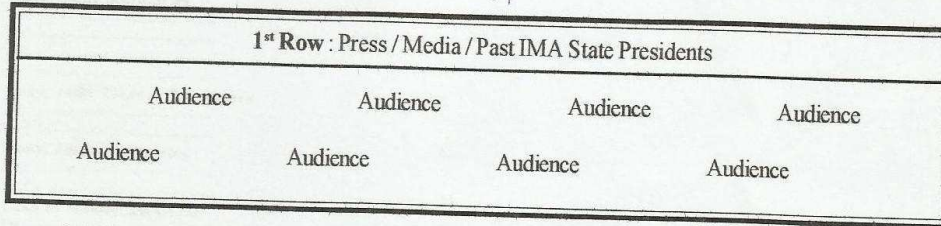
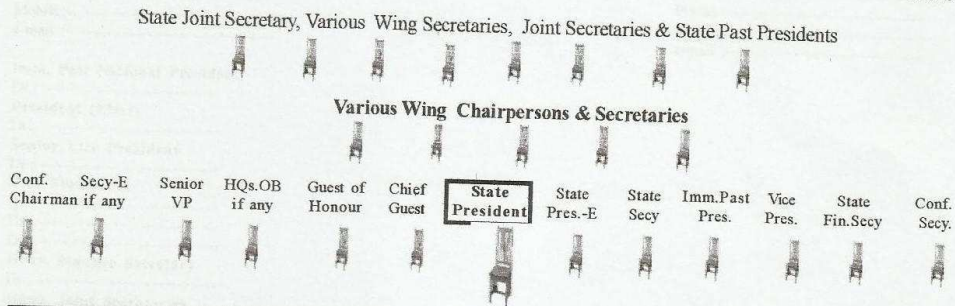
NB:- For Installation function, the Incoming President will sit on the left side of the present President and immediately after installation, they will exchange the Chairs.

Seat Arrangements

Installation Function & Other Functions IMA State Branch

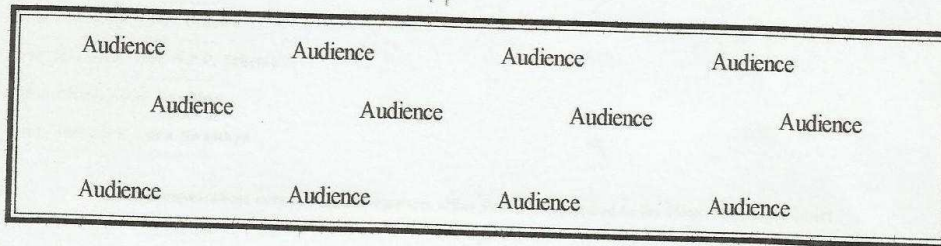
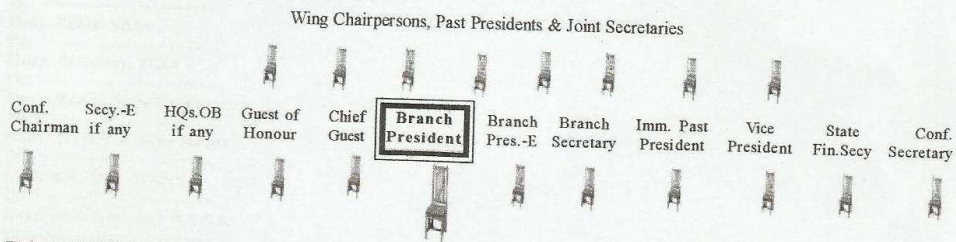
Right

Left



NB:- For Installation function, the Incoming President will sit on the left side of the present President and immediately after installation, they will exchange the Chairs

Installation & Other Functions IMA Local Branch



NB:- For Installation function, the Incoming President will sit on the left side of the present President and immediately after installation, they will exchange the Chairs

Model Letterhead for IMA National HQs.



Indian Medical Association (HQs)

Address: Ph: Fax:
Website: E-mail:

National President

Dr.:
Place:
Mobile:
e-mail :

Hony. Secretary General

Dr.:
Place:
Mobile:
e-mail :

Imm. Past National President

Dr.:

President (Elect)

Dr.:

Senior Vice President

Dr.:

Vice Presidents

Dr.:

Dr.:

Dr.:

Hony. Finance Secretary

Dr.:

Hony. Joint Secretaries

Dr.:

Dr.:

Dr.:

Hony. Joint Finance Secretaries

Dr.:

Dr.:

Hony. Asstt. Secretaries

Dr.:

Dr.:

Dean of Studies, IMA CGP

Dr.:

Hony. Secretary, IMA CGP

Dr.:

Chairman, IMA AMS

Dr.:

Hony. Secretary, IMA AMS

Dr.:

Director, IMA AKN Sinha Institute

Dr.:

Hony. Executive Secretary, IMA AKN Sinha Institute

Dr.:

Hony. Editor, JIMA

Dr.:

Hony. Secretary, JIMA

Dr.:

Hony. Editor, Your Health

Dr.:

Hony. Secretary, Your Health

Dr.:

Chairman, IMA N.S.S.S.

Dr.:

Hony. Secretary, IMA N.S.S.S.

Dr.:

Chairman, IMA N.P.P. Scheme

Dr.:

Hony Secretary, IMA N.P.P. Scheme

Dr.:

Hony. Editor, Apka Swasthya

Dr.:

Hony. Secretary, Apka Swasthya

Dr.:

All communications intended for Headquarters office should be addressed to the Hony. Secretary General

Model Letterhead for State Branch



Indian Medical Association

.....State Branch

Address: Ph: Fax:

Website(if any): E-mail:

State President

Dr. _____

Address: _____

Ph: _____

mail: _____

Hony. State Secretary

Dr. _____

Address: _____

Ph: _____

e-mail: _____

Hony. State Finance Secretary

Dr. _____

Address: _____

Ph: _____

e-mail: _____

e-

Imm. Past State President

Dr. _____

State President Elect

Dr. _____

Sr. State Vice President

Dr. _____

State Vice President

Dr. _____

State Vice President

Dr. _____

State Vice President

Dr. _____

State Joint Secretary

Dr. _____

State Asst. Secretary

Dr. _____

State Joint Finance Secretary

Dr. _____

Chairman, IMA AMS

Secretary, IMA AMS

Director of Studies, IMA CGP

Stare Faculty, Secretary, IMA CGP

CWC Members

All communications intended for State Office should be addressed to the Hony. State Secretary

Model Letterhead for Local Branch



Indian Medical Association

..... Local Branch

Address: Ph: Fax:

Website (if any): E-mail:

President

Dr. _____

Hony. Secretary

Dr. _____

Hony. Finance Secretary

Dr. _____

Address: _____

Ph: _____

Address: _____

Ph: _____

Address: _____

Ph: _____

e-mail: _____

e-mail: _____

e-mail: _____

Immediate Past President

Dr. _____

President Elect

Dr. _____

Vice President

Dr. _____

Joint Secretary

Dr. _____

Assistant Secretary

Dr. _____

Central Council Members

Dr. _____

Dr. _____

Dr. _____

State Council Members

Dr. _____

Dr. _____

Dr. _____

Dr. _____

Branch Executive Members

(Chairman & Secretaries of various Wings & Schemes)

All communications intended for Branch office should be addressed to the Hony. Branch Secretary

Model Invitation



Indian Medical Association
_____ Branch

The President and the members of IMA _____ Branch solicit your august presence
(with kith and kin) to _____ (the function's Name) at _____
_____ (time) on _____ (date) at _____
_____ (Venue).

Mr. / Dr. _____

will be the Chief Guest

Mr. / Dr. _____

will be the Guest of honour

1. Mr. / Dr. _____
2. Mr. / Dr. _____

will felicitate

NB: Protocols order should be followed in the invitation while printing the names of the Chief Guest / Guest of honour / felicitators etc. (Please refer protocol order)

Invitations in Special Situations



Combined Functions of Headquarters / State / Local Branches

For the combined functions of National / State / Local branches, the names of the involved branches should be present on the top.

IMA State Branch

&

IMA Local Branch

The Names of the President and Secretary of both the involved branches should be included at the bottom.

For IMA Wing / Scheme Meetings

For the Wing / Scheme meetings / Functions of IMA Branches, the Name / Names of the involved branches as well as the Name of the Wings and emblems should be there on the top.

IMA State Branch

&

The Nursing Home Wing of IMA State Branch

In the bottom along with the President and Secretary the names of the Chairman, Secretary and Treasurer of the Wing should be included.

For Installation Functions

The names of the outgoing and incoming Presidents and Secretaries name should be printed at the bottom of the invitation.

Monthly Report Format

Name of the Local Branch	
Name of the State Branch	
Branch Email ID (Correspondence)	
Membership Strength (1 st April, 20__ to 31 st March, 20__)	
(pl. attached details on separate sheets)	
1. Topics for CME Name of Speakers	
2. Community Related Projects done	
a. Any Combined District/ Zonal/ State/ National meets Sponsored by your Branch	
b. Details of Participation in any State/ National IMA events by your Branch	
c. Govt. Health Programmes Implemented by your branch during this month	
d. Observation of any International / National Designed dates/ weeks/ month by your branch.	
e. Any Immunization activity by your branch	
3. Social / Cultural	
4. Any legal members concern issues and solution by your branch	
5. Any Other	

- NB: - 1. Additional sheets may be attached if necessary
 2. Please enclose documents in the form of Invitation/ Notice/Photographs/News Cuttings/Appreciation letters/Certificates etc.
 3. Please send the report along with the Documents to the following address so as to reach on or before 10th of the next month.

IMA Activity Calendar

(Designated Days to be observed by IMA Branches)

January	January 26th	:	Republic Day
	January 30th	:	World Leprosy day
February	February 7th -14th	:	STD Focus week
	February 21st -28th	:	Pregnancy Awareness Week
March	March 8th	:	International Women's Day
	March 24th	:	World Tuberculosis day
	March 31st	:	Measles Immunization day
April	April 1 st	:	National Blood Donor month
	April 7th	:	World Health day (WHO Day)
May	May 3rd	:	World Asthma Day
	May 8th	:	World Red Cross Day
	May 31st	:	World No Tobacco Day
June	June 5th	:	World Environment Day
	June 21st to 27th	:	Drug awareness week
	June 26 th	:	International Anti-drug day
July	July 1st	:	Doctors' Day
	July 11 th	:	World Population Day
	July 16th	:	Hepatitis Day
August	August 1st to 7th	:	World Breast Feeding Week
	August 1st to 10th	:	National Cancer Week
	August 9th	:	National Women's day
	August 11th 17 th	:	Organ Donor Week
	August 15th	:	Independence Day
	August 13th to 18th	:	National Oral Health Day
September	September 12th	:	National Leprosy Day
	September 7th-14th	:	National Heart Week
	September 26th	:	World Deafness Day
October	October 1st	:	Blood donation day
	October 1st	:	World Elders Day.
	October 2nd	:	Anti Quackery Day
	October 12th	:	World Sight Day
	October 17 th	:	World Trauma Day
November	November 10th	:	World Immunization Day
	November 16 th	:	Diabetics Day
December	December 1st	:	World AIDS Day
	December 3rd	:	World Disabled Day

IMA Guest houses in India

State Branch	IMA Branch with Address	Contact Person and Contact Detail	Tariff & Meals Yes / No
Andhra Pradesh	Bhimavaram Branch, IMA Building, Motupallivari Street, Bhimavaram West Godawari-534201	Dr. M.Venketeramna (M) 9491014817 Mr.I.S.Prasad Fax : 08816-234231	1AC Double Bedded Room @ Rs.500 per day Yes
	Hyderabad Branch, IMA Building, Near Esamia Bazar, Hyderabad Kakinada Branch IMA Road, Kakinada, East Godavari Mehabubabad- 506 101, Warangal	Dr.Raju Ch. Srinivas, M: 09490172569 Tel. : (040)24656378; Fax : (040) 24738197, Email : hydcityima@yahoo.co.uk Dr.Y.K.Chaturvedi (M)9848162300, 0884-2361323, email: imakakinada@yahoo.com	Single A/C - Rs.400/- Double A/C - Rs.600/- (12 room) Double A/C - Rs.500/- (8 rooms), No 2 AC Suits @ Rs.800/- per day (For doctors @ 500/- per day)
AP	Nellore Branch, Saraswathi Nagar, Opp. Ratan School, Nellore-524 003	Dr. Y.Krishna Mohan Rao, 0861-2329420	2 AC Double Bedded Rooms (for Life members @ Rs.350/- and non Life Members @ Rs.500/-
Assam	Tirupathi Branch, 29, Housing Board Colony, Alipiri Road, Tirupathi Barpeta Road Branch Tourist Lounge Baretta Road, Barpeta-781315	0877-3959546 Dr. Kankan Goswami M: 9435025239	5 non AC rooms @ Rs.400/- per room (per day)
	Tezpur Branch IMA House, Tezpur -784001 Tinsukia Branch Chinarapatti, Nr.SBI Main Br.; Tinsukia-786125	Dr. H.K. Borah, M: 9435081697 Dr. Phanindra Saikia, M: 09435134550	4 A/c Rooms @ Rs.750/- per room 2 non AC double bedded rooms @ Rs.250/- per room
BIHAR	Patna Branch, IMA Building Dr.A.K.Nsinha Path South East of Gandhi Maidan; Patna-800004. Samastipur Branch Satish Chander	Dr.Manvendra; M: (Dr.Thakur) 9334114657, Tel. : 0612-2321542; Fax : 0612-2321542, Email : info@imabihar.org M: 09431245533 (Dr.D.S.	6 non AC rooms @ Rs.150/- AND 3 rooms (AC will be installed shortly) 4 double bedded

Chandigarh	Sarkar Bhawan, Opp. KHE Inter College; Kashipur, Samastipur-848101 Chandigarh Branch IMA House, Sector-35 Chandigarh	Singh: 06274-224094 Mr. Ramswarup Tel. : 0172-2602595; Fax : 0172-2602595 Email : singh_zora@yahoo.co.in	non AC rooms @Rs.250/- per person A/C room Rs.600/-, Cooler Rs.350/-, Non A/C: Rs.350/ No 4th floor 500/-Per Bed+LT. 5th Floor 650/- Per Bed +Lt + Breakfast & Yes 5 AC rooms @ Rs. 650/- , 1 AC room @ Rs. 400/-, 1 non Dormitory: Rs. 200/- extra bed @ Rs. 100/-No
Delhi	Delhi HQ IMA House ,Indraprastha Marg, Delhi-110002	Tel. : 011 -23370009, 8819, 8680, 0473, 0492, 8424, Fax : 23379470, 23370375, Email : imabuilding@gmail.com	10 non AC Single Bed rooms @Rs.250/-, 6 non AC Double Bedded rooms @Rs.400/-, 1 AC Deluxe @Rs.700/-, 1 Suite @ Rs.800/-; Extra Bed: 150/- Y,
Gujarat	Ahmedabad Branch , 2nd Floor, AMA House Opp, H.K.College, Ashram Road; Nr. Natraj Cinema, Ahmedabad-380 009	Dr. Bipin M. Patel (M)09825062381, Tel. : 079-26587370; Fax : 079-26587370 Email : imagsb@youtele.com	1 Single Bed room @Rs.200/- 1 Double Bedded @Rs.300/-
Karnataka	Karnataka Branch , IMA House, Near IMA Circle, A.V.Road, Bangalore-560018 Tumkur Branch IMA House, Town Hall Circle, Tumkur -572101 Shimoga Branch Mc.Gann Hospital Compound, Shimoga Chitradurga Branch , Opp: Dist. Hospital, Chitradurga-577501	Mr.Puttuswamy, Hon. State Secretary: 9008828303; 080-26800409; 080-26703255; imaksb@bsnl.in Dr. Prashant (M)96322222 33 0816-2254938 Hon. Secretary: 9448421951 08182-224622; doc_vishwanath@hotmail.com Hon. Secretary; 9972328698 08194-228485	Single Bed Rs.50/-Double Bed Rs.100
	Arsikere Branch IMA House Behind Sai Natha Temple J.C. Hospital Compound Arsikere-573103	9448997377 hareeshkv@yahoo.com chancheku@gmail.com Single Bed 100/-	NO
Kerala	Thiruvananthapuram Branch , IMA State Headquarters, Anayara.Thiruvananthapuram-695029	Dr. J.R. Nair : 9447154066, Tel. : 0471-2741144 Fax : (0471)2741155, Email :	2 AC Double bedded room @ Rs.800/-for non

		imaksb@yahoo.co.in	IMA Member and Rs.600/- for IMA Members, 2 non AC rooms @Rs. 400/- for IMA members and Rs. 600/- for non IMA, 2 Dormitory Non AC room (1 room having 4 beds and 1 room is having 5 beds @ Rs.200/- per bed per day)
	Kottarakara Branch, IMA House, Bubby Kottarakara Road P.O. Kotarakaro, Dist. Kollam	Dr. Radhamony M:9447801337 Tel. : 0474-2454066, 2060777; Fax : 0474-2454066, Email : drradhymony@yahoo.co.in	Can be arranged in some other private hotel
Maharastra	Mumbai Branch IMA Chowk, 16 Keshav rao Khadye MargHaji Ali Mumbai-400034 Mumbai West Branch, J.R.Mhtre Marg JVPD Scheme, Behind Chandan Cinema Juhu, Mumbai-400049	Mrs. Jyotsna, Tel. : 022)23543255, Fax : (022)23545510 Email : ima_mumbai1@rediffmail.com ; mumbai@mtnl.net.in Ms. Aparna Tel. : 022-26206517, 65235579. 26254368, Email : imamumbaiwest@yahoo.com	Rs.500/- (1 room No 2 rooms Rs.@ Rs. 1275/- + 10.30% , 2 rooms @ Rs. 1200/- + 10.30% No
	Nagpur Branch, IMA House North Ambbazari RoadNagpur-440010	Tel. : (0712)2550777,2522421, Fax : 0712-2550777, Email : imacon2007@gmail.com	AC Rs.340/- No
MP	Indore Branch, IMA Bhawan, Dr S.K.Mukharji IMA , Parisar M.O.G.Lines, Indore-452002	Dr.Shekhar D. Rao (M) 09826060629, Tele. : 0731 - 2787988, Email : imasecretaryindore@gmail.com	Non AC Double bedded room @ Rs. 650/- No
	Jabalpur Branch, IMA House, Wright Town, Jabalpur -482001 Ratlam Branch, Subhedara IMA House Rajendra Ngr; Ratlam Gwalior Branch IMA House, 32,	Dr.L.S. Bais: 9425159767, Tel. : 0761-2404940, 4005715; F:4005715 Email : imajabalpur@yahoo.co.in Dr.P.Ghate: 9425103800; 07412-231737 Email : pkghate@yahoo.com Dr. Ashwini Bhatnagar:	1 double bedded 1 four bedded room @ Rs. 150/-/bed/day No 6 Single bedded @ Rs. 200/- /day No 1 AC double bed

ORISSA	Gandhi Enclave Behind Hotel Sita, Manor, Gwalior Berhampur Branch, IMA Berhampur M.K.C.G Medical College Campus, Berhampur -760004	9827062860 E-mail: ima_gwalior@yahoo.in Dr.K.K.Panigrahi (M) 9437066627, Tel. : 0680- 2283848, Email : kkp1000@hotmail.com , (near Gopalpur sea beach)	@ Rs.500/- No 5 AC rooms with hot water, TV, Room 301: Rs. 400/-, Room 302- 303: Rs. 400/, Room 304-305: Rs.500/-
	<p style="color: red;">Bhubaneswar Branch, IMA BHUBANESWAR IMA INSTITUTE, 656 &781 GANGA NAGAR, UNIT -6. Bhubaneswar, Orissa</p> <p style="color: red;">Cuttack Branch, IMA House Medical Road, Ranihat Cuttack-753007</p>	<p style="color: red;">Dr Saroj Kumar Sahu (M): 9437002424 Tel. No.-0674- 2397500 Email- imabhuneswar@gmail.com</p> <p style="color: red;">Mr. Ravi Misra (M) 9861295398, Hony Secretary, Tel. : 0671-2121125, Fax : 0671-2413060 Email: imaorissa@imaorissa.com</p>	<p style="color: red;">Auditorium 250 Capacity</p> <ul style="list-style-type: none"> • Executive Conf Room of 50 Capacity <p style="color: red;">SIX Rooms. 1. Two A/C Double Rooms 2. Two A/C Three Beded Rooms 3. One A/C Four Beded Room All are A/C, Fixed with LCD, Round the Clock Water and Electricity backup</p> <p style="color: red;">TARIFF RANGING FROM 800 TO 1400 per DAY</p> <p style="color: red;">ONLY ONE KM FROM BBSR AIR PORT AND 3 KM FROM RLY STATION</p> <p style="color: red;">1 AC Suite @Rs. 500/-, 3 AC bedded rooms @ Rs. 350/-3 bedded AC rooms @ Rs.500/- per day (Hot Water, TV & internal phone)</p>
RAJASTHAN	Ajmer Branch, Infront of J.L.N.	Dr.H.S.DUA (M)	2 Rooms @

Tamil Nadu	Hospital; Ajmer Kota Branch, MBS Hospital Campus; Nayapura, Kota State HQ Branch, Sindur Gardens, 423 Kilpauk Garden Road Kilpauk, Chennai-10 IMA TN State HQs. Building Doctors Colony, Via. Bharathi Nr. 1st Main Road, Off.Mudichur Rd; Tamba ram West, Chennai-45	9414300220, Mr. Lajpat Raj (M) 9782946739 M: 09414179558 Rs.600/- for 24 hours (2 rooms) Dr. N. Muthurajan (M) 9444224757, Mr. Mani 044- 26443055, Fax: 22395004, E- mail: imatamilnadu@yahoo.co.in Dr. T.N. Ravisankar, M: 9444047724, Dr. Raghavelu, 044-29000324; 29000325	Rs.600/-, (for 24 hours) (cooler), 1 AC Double bedded room @ Rs.600/-, 1 non AC room @400/- Pallar (AC Single bedded) - Rs.600/- (withouth bath attached) Kaveri-Double bedded: Rs. 600/- Nilgiris-Triple bedded: Rs. 900/- No 7 Double bedded rooms @ Rs. 800/- On deluxe Room @ Rs.1400/- + complimentary breakfast
	TN State PPLSSS Building, H.No. 11&12, Sankara Heritage Apts, Super Tank Road; Chetpet, Chennai -31 Salem Branch, 12, Saradha College Road, New Five Road, Salem-636 004	Dr. T. Sadagopan: 9843034878, Secretary PPPLSSS: 9443374878, Tel.: 0416: 2215457; 2215467schemestnsb.vellore@gmail.com Mr. Parameswaran: 9789517833, Tel.: 0427- 2448033	5 AC Double bedded Room: @ Rs. 800/- 1 AC Sing le bed ded roo m 3 Double bedded @ Rs. 500/-, Yes
UP	Allahbad Branch, 29, Stanley Road, Allahbad Banaras Branch, IMA house, IMA Building, C-7/31, Chetganj, Varanasi- 221001 Bareilly Branch IMA Bhawan,110, Civil Lines; Bareilly	Tel.: 0532-2600909, 2607513, ama2@sancharnet.in Dr. Alok C. Bhardwaj, Ms. Madhu Pathak, Tel. : 0542- 2403194, Fax : 0542-2403194 Mr. Sunil Karan (M)9410498049, Tel. : 0581 -2511716, 2511259	3 AC Double bedded rooms @Rs.600/- 1 Dormitory of 6 beds @Rs.100/- per bed per day 4 AC rooms @ Rs. 1000/- per day +10.3 Tax, No.

West Bengal	<p>Lucknow Branch, IMA Bhawan, No. 1, River Bank Colony; Lucknow</p> <p>IMA Bengal State, Branch IMA House, 1, 1/3 Dr Biresh Guha Street, Kolkata-700 017,</p>	<p>Dr. A. M Khan: 9415409188,415409188, Mr. Anil Yadav , Tel. : 0522 2626440; Fax : 0522-2626440</p> <p>1 AC Dormatary for 6, No</p>	<p>2 AC double bedded rooms @500/- 1 Big room @ Rs. 600/- (for IMA members 400/-) No</p>
	<p>IMA HQs. at Kolkata, JIMA Building, 53, Creek Row, Kolkata-700014</p> <p>Krishnanagar Branch, 9, Church Road, Krishnanagar, Nadia</p> <p>Malda Branch, RK. Mission Road, Malda-732101</p>	<p>Mr. A.S. Das Tel. : 033-22257010; 22360573 –Extn 26, Fax-22366437, m:9432960446 , email : j_ima@vsnl.net</p> <p>Dr.A.K.Basu Malik (M) 9434105232, Mr. Akhoy Biswas (M) 9434335297</p> <p>Hony. Secretary; 9434040368, Mr. Brindavan Rao</p>	<p>AC Rooms:, - Single bed Deluxe (1): 750/-/day -Delux double bedded (1): 650/-/bed /day -Double bedded(1):550/-/bed /day - Triple bedded(4): 550/- / bed /day Non AC, - Dormitory (5 beds):350/- /bed /day incl. bed tea & breakfast 2 AC double Bedded rooms @ Rs. 250/- per bed per day 1 double bedded non AC room @ Rs.250/- per day</p>
Uttaranchal	Dehradun Branch, 47, Ballapur Road, Dehradun,	<p>Dr. Umang Sahai-9359873284, Dr. D.D.Choudhury-9897296200, Dr. Bhim S. Pandhi 9837070913</p>	1 AC double bedded room

Tools For Checking the Health Of your Branch

- Respect for rules and regulations.
- Close team work between the office bearers and the members
- Due respect to seniors and encouragement to newcomers.
- Apparent effective leadership of the president
- Good relationship of the president with the President – Elect, Vice President, Treasurer and the Secretary.
- Monthly meeting's regularity and proper conduction.
- Members paying their annual subscription ins time.
- In time payment of branch due to the state office.
- Branches contribution to State / National IMA.
- In time payment of state dues.
- Branch Bulletin being taken out regularly and its proper distribution to members and other branches.
- Prompt dispatch of monthly report to state.
- In time reporting of monthly attendance to the State Office
- Good informative meetings covering branch and state / National news, Guest speakers. IMA projects information magazine information etc.
- Board meetings records being preserved.
- Formation of various recommended committees.
- Various branch committees holding their meetings and the members being informed as to what they are doing.
- Assignment of each member of the branch on at least one committee preferably of his choice.
- Annual branch Elections being held in time as per the bylaws.
- Safe possession of all branch documents.

