



INDIANACADEMY  
OF  
ORALMEDICINEANDRADIOLOGY

Constitution, Byelaws & Ethics  
(Revised 2024-2025)

Specialists of **Oral Medicine, Oral Diagnosis and Dental Radiology** in dental science in India have felt the need of forming a professional organization to foster unity and fraternity, and to enhance the image of the specialty through excellence in teaching and excellent professional services to patients.

After unanimous decision, the Indian Academy of Oral Medicine was formed in 1985 and was registered under the Karnataka Society of Registration act 1960 at Bangalore. During the 5<sup>th</sup> National conference of the Academy, it was renamed as the Indian Academy of Oral Medicine and Radiology.

Consequent to the marked development of this specialty and the increasing number of members, a need was felt to go through the rules and regulations of the previous constitution by laws and ethics and to amend the same as to encompass changing trends in the profession and to enlarge the professional activities.

Hence as per the rules in force, a constitutional amendment committee was formed by the Executive Committee in January 2024 with five experts of the Academy namely, Dr. C.V. Mohan, Dr. Vishal Dang, Dr. Shailesh Lele, Dr. M.C. Shashikanth, Dr. Prashanth Shenoy, Dr. Sateesha Reddy and, with Dr. Neeta Misra, President and Dr. Shiva Prasad S., Hon. Gen. Secretary as the ex-officio members.

The constitution amendment committee has gone through the previous constitution and after various suggestions, made a draft amendment and placed it before the Special General Body Meeting. This was approved and the approved amendment with the relevant documents was submitted to the Registrar of Karnataka Society at Bangalore.

Dr. Neeta Misra  
President, IAOMR

Dr. Shiva Prasad S  
Hon. Gen. Secretary, IAOMR

18-07-2024

Dear members,

The proposed amendments to the constitution of IAOMR were taken up during the 1<sup>st</sup> EC meeting of 2024 held at Bangalore. The constitution amendment committee was formulated in the E C meeting –

The members included

- |  |                   |
|--|-------------------|
| 1. Dr.C.V.Mohan:                             | Chairman          |
| 2. Dr.Vishal Dang:                           | Member            |
| 3. Dr.Shailesh Lele:                         | Member            |
| 4. Dr.M.C.Shashikanth:                       | Member            |
| 5. Dr.Sateesha Reddy:                        | Member            |
| 6. Dr.Prashanth Shenoy:                      | Member            |
| 6. Dr.Neeta Misra, President IAOMR:          | Ex-officio Member |
| 7. Dr.Shiva Prasad S., Hon. Secretary IAOMR: | Ex-officio Member |

The members were requested to submit the amendments before 31st May 2024. The amendments were taken in the Executive Committee meeting held at Belagavi on 12th July 2024 which were discussed and unanimously proposed to the Special General Body meeting.

The proposed amendments were placed before the Special General Body meeting held on 23rd August 2024, at Sardar Patel Institute of Dental Sciences, Lucknow, which was passed with elaborated discussion. At the subsequent Annual General Body meeting which was held at Mangalore on 23<sup>rd</sup> November 2024, it was open for ratification and the constitution was adopted for implementation from the year 2025.

Dr.Neeta Misra  
President

Dr.Shiva Prasad S.  
Hon.General Secretary

**The Following were the Executive committee members for the Year 2023-2024**

<b>Slno</b>	<b>Name</b>	<b>Designation</b>
1.	DRNEETAMISRA	PRESIDENT
2.	DRSRIKRISHNAK	PRESIDENT-ELECT
3.	DRSATEESHAREDDY	PASTPRESIDENT
4.	DRSHIVAPRASADS	HONORARYSECRETARY
5.	DRAVINASHTESVI	HEADOFFICETREASURER
6.	DRSANDEEPPAGARE	1 <sup>ST</sup> VICEPRESIDENT
7.	DRABHISHEKSINHA	2 <sup>ND</sup> VICEPRESIDENT
8.	DRCSARAVANABHARATHI	3 <sup>RD</sup> VICEPRESIDENT
9.	DRSRIDEVIKODURI	4 <sup>TH</sup> VICEPRESIDENT
10.	DRSUNALIKHANNA	5 <sup>TH</sup> VICEPRESIDENT
11.	DRMANISHAKHORATE	EDITORINCHIEF
12.	DRADITSRIVASTAVA	HOJTSECRETARY
13.	DRPRASHANTHIREDDY	HOJTSECRETARY
14.	DrRAMAMURTHYTK	REGOFFICESECRETARY
15.	DRDEEPAKTA	REGOFFICETREASURER
16.	DRASHOKL	REGOFFJTSECRETARY
17.	DRGVPRAMOD	ECMEMBER
18.	DRRACHANAPRABHU	ECMEMBER
19.	DRMALOTHKOTYANAIK	ECMEMBER
20.	DRDEEPAMS	EC MEMBER
21.	DRRANJEETAMEHTA	ECMEMBER
22.	DRUTHKALMP	ECMEMBER
23.	DRTSARAVANAN	ECMEMBER
24.	DRYPAVANKUMAR	ECMEMBER
25.	DRNIKHILRAJ	ECMEMBER
26.	DRRAMNARYANBK	ECMEMBER

**The Following were the Executive committee members for the Year 2024-2025**

<b>Sno</b>	<b>Name</b>	<b>Designation</b>
1.	DRSRIKRISHNAK	PRESIDENT
2.	DRPRASHANTHSHENOY	PRESIDENT-ELECT
3.	DRNEETAMISRA	PASTPRESIDENT
4.	DRSHIVAPRASADS	HONGENSECRETARY
5.	DRAVINASHTESVI	HEADOFFICETREASURER
6.	DRGVPRAMOD	1 <sup>ST</sup> VICEPRESIDENT
7.	DRSHIVUME	2 <sup>ND</sup> VICEPRESIDENT
8.	DRDIPTIBHATNAGAR	4 <sup>TH</sup> VICEPRESIDENT
9.	DRNKANNAN	3 <sup>RD</sup> VICEPRESIDENT
10.	DRSHALURAI	5 <sup>TH</sup> VICEPRESIDENT
11.	DRMANISHAKHORATE	EDITORINCHIEF
12.	DRPRASHANTHIREDDY	HOJOINTSECRETARY
13.	DRADITSRIVASTAVA	HOJOINTSECRETARY
14.	DrRAMAMURTHYTK	REGOFFICESECRETARY
15.	DRDEEPAKTA	REGOFFICETREASURER
16.	DRASHOK L	REGOFFJTSECRETARY
17.	DRJAYAPRASADANEKAR	EC MEMBER
18.	DRHEMANTMATHUR	ECMEMBER
19.	DRGKOMALI	ECMEMBER
20.	DRGIRISHKATTI	ECMEMBER
21.	DRNAVEENKUMARH	ECMEMBER
22.	DRDEEPAJATTIPATIL	ECMEMBER
23.	DRPRATHIBHAP	ECMEMBER
24.	DRPURNACHANDRARAONAIKN	ECMEMBER
25.	DRSAUMYEVERMA	ECMEMBER
26.	DRJ VENKATESH	ECMEMBER

## **MEMBERS OF THE AMENDMENT COMMITTEE**

**DRCV MOHAN  
CHAIRMAN**



**DR MC SHASHIKANTH  
MEMBER**

**DR SHAILESH LELE  
MEMBER**



**DR SATEESH REDDY  
MEMBER**

**DR VISHAL DANG  
MEMBER**



**DR PRASHANTH  
MEMBER**

## **IAOMR HEAD OFFICE**



**DR NEETA MISRA  
PRESIDENT**



**DR SHIVAPRASAD S  
HONGENSECY**



**DR AVINASH TEJESVI  
HO - TREASURER**



**DR RAMAMURTHY  
REG OFF SECY**



**DR DEEPA K. A.  
REG OFF TREASURER**

## CONTENTS

SL.No.	Article	PageNo.
<b>ArticleI</b>		
1	NameoftheAcademy	9
2	Objectives	9
3	ConstitutionBye-laws&Ethics	10
4	Definition&Abbreviations	11
5	Administration	11
6	TheAcademyyear	12
7	Areaofoperation	12
8	Records	12
<b>ArticleII</b>		
1	Membership	13
2	Membership fees	14
3	BankAccount–Funds–FundDistribution	14
4	Privilegesofmembers	16
5	Terminationofmembership	16
6	Readmissionofmembers	17
7	Grievancesofmembers	17
<b>ArticleIII</b>		
1	Generalbody	18
2	Electionofadministrativeofficebearers	18
<b>ArticleIV</b>		
1	FunctionsandPowersofGeneralBody	23
2	DutiesoftheAdministrativeOfficeBearers	23
<b>ArticleV</b>		

1	Journal of IAOMR	26
2	Journal Committee	26
3	Functions and Powers of Journal Committee	26
<b>Article VI</b>		
1	Funds of the Academy	27
2	Duties of the Registered Office Secretary	28
3	Duties of the Registered Office Joint Secretary	28
4	Duties of the Registered Office Treasurers	28
5	Account and Accounting year	28
6	Appointment of an Auditor	28
<b>Article VII</b>		
1	The AGBM of the Academy	29
2	Transaction of business in the AGBM	29
3	Resolution of AGBM	29
<b>Article VIII</b>		
1	Venue of the National Conference	31
2	The Organizing Committee for the National Conference	31
3	The Delegates and Annual National Conference Programs	31
4	The Inaugural function	32
5	Conference funds and Accounts	32
6	Awards, Oration, Scholarships and Fellowships	33
<b>Article IX</b>		
1	Special General Body Meeting	34
<b>Article X</b>		
1	Membership Application format, IAOMR receipt format	34



## ARTICLE I

1. The name of the Academy shall be **Indian Academy of Oral Medicine and Radiology**.

2. Objectives:

- a. To endeavour to develop higher standard in teaching and practice of Oral Medicine, Oral Diagnosis, Maxillo-facial Radiology and Imaging Sciences.  
To endeavour and achieve higher standards in teaching, research and practice of Oral Medicine, Oral diagnosis, Maxillofacial Radiology and Imaging Sciences.  
To promote and advocate the speciality amongst public, government and non-government organization and health care professionals.
- b. To promote Continuing Education, Research and Community Service to rural and urban population with grants, sponsorships and funds of the Academy.
- c. To establish scholarships, prizes and awards for merits of members like fellowship, lifetime achievement award and young scholar award. Further to institute lifetime achievement awards, suitable awards for merit of members, scholarships, fellowships and research Grants.
- d. To conduct Conferences, Seminars, Symposia, Workshops, Study Circles, Meetings, to exchange recent trends and receive advanced information of progress or achievements in the field from Academy members and to disseminate such knowledge to Undergraduates and Postgraduates of the specialty and other professionals.
- e. To publish periodicals, journals, books etc., and to encourage the Academy members to publish articles in papers and propagate knowledge of Oral health care through different media.
- f. To revise the syllabus, curriculum, examination patterns for Undergraduate and Postgraduate courses as and when the need arises and recommend to the competent authorities to implement the same.
- g. To maintain contact with National and International Organizations having similar objectives.
- h. To encourage to form local or state branches of Academy to protect the professional Interests and provide social security.
- i. To form charitable, educational and social trust.
- j. The academy has a vision to procure immovable and movable property for the betterment of the academy through due process of law for furtherance of the objectives and interests of the academy.
- k. To promote, support, conduct research and to develop innovations in the speciality area

as per the guidelines and regulations approved by the general body of IAOMR.

3. This is the Constitution, by laws and ethics to be followed by the members of IAOMR.

Further, to amend this Constitution at least 25 Life Members should submit the letter justifying the need to amend the clause and/or subclause of the constitution to the President. This justification letter should be passed in EC meeting and brought forward in AGBM. With the approval of the AGBM, the Executive Committee shall appoint 5 experts from the Academy with the President and Hon. Secretary of the IAOMR as Ex-Officio members, who shall draft the amendment(s) and submit to the EC, followed by discussion and approval in SGBM, and ratification in the subsequent AGBM.

The quorum to conduct the business of General body meeting should be  $\frac{1}{3}$ <sup>rd</sup> of the members or minimum of 100 members with voting power. However, to bring in any amendment to the Constitution, to discuss and to pass in AGBM/SGBM the quorum should be  $\frac{1}{3}$ <sup>rd</sup> of the members.  $\frac{2}{3}$ <sup>rd</sup> of the members attending such a meeting should pass the resolution approving the amendment. An amendment by any other procedure cannot be valid.

4. Definitions and abbreviations:

- a. IAOMR-Indian Academy of Oral Medicine & Radiology
- b. JIAOMR-Journal of Indian Academy of Oral Medicine & Radiology
- c. SA-Senior Advisor
- d. LM-Life Member
- e. ALM-Associate Life Member
- f. HGS-Honorary General Secretary
- g. HOJS-Head Office Joint Secretary
- b. HT-Head Office Treasurer
- c. ROS-Registered Office Secretary
- d. ROJS-Registered Office Joint Secretary
- e. ROT-Registered Office Treasurer
- f. EIC-Editor-In-Chief
- g. VP-Vice President
- h. ECM-Executive Committee Member
- i. AGBM-Annual General Body Meeting
- j. SGBM-Special General Body Meeting

5. Administration: The entire administration of IAOMR will have two offices.

- a. Registered office: It shall be at Bengaluru. The Registered Office shall be managed by the Registered Office Secretary, Registered Office Joint Secretary and Registered Office Treasurer elected by the General Body, and shall maintain the accounts of the Academy with annual audit and submit it to Registrar of Karnataka State Societies. The Registered Office shall manage the funds of the Academy and utilize the funds as per the decision taken by the General Body. The Registered Office Secretary, Registered Office Joint Secretary and Registered Office Treasurer are part of Administrative Office Bearers. Selection of bank for the account and selection of auditors shall be proposed by the Registered Office Secretary and may be approved by the General Body.

Registered Office Address:

# 72/15 BTS Main road Wilson Garden Bengaluru-560030. Renewal of the Rental agreement should be done every 11 months with the approval of the Executive committee.

- b. Head Office: It shall be at the address of the HGS. The function of the Head Office is to maintain a register of all the members with their full particulars and all correspondences should be made and received by the HGS. The HGS has to place each and every item involving policy matters to the President and abide by his/her instructions.

Respective State Branches - It shall be the address of state branch secretary. The function of the State Office is to maintain register of all the members with their full particulars and all the correspondences should be made and received by HO. The State Secretary has to place each and every item involving policy matters to the State EC and abide by its decision.

6. The Academy Year:

It shall be from 1<sup>st</sup> January to 31<sup>st</sup> December of each year.

7. Area of Operation:

The jurisdiction of the Academy is within the territory of Republic of India

8. Records:

a. Records to be maintained by the Registered Office:

- i. Records pertaining to the FD receipts.
- ii. Records of receipts of money from HGS and disbursement of money with full receipts from the recipient.
- iii. Annual audited statement of accounts.
- iv. Annual approval of statement of accounts by the Registrar of Karnataka State Societies.

b. Records to be maintained by the Head Office:

- i. Register of members of all categories.
- ii. Minute book of EC meetings with attendance register.
- iii. Minute book of GB with attendance book.
- iv. Copies of the Constitution.
- v. Books of account, receipt books and expenditure ledgers.
- vi. Printed letter heads and rubber stamps and seal.
- vii. Copies of audited annual balance sheets accepted by the Registrar of Karnataka State Societies and received by the Registered Office.
- viii. Correspondence file with all letters.
- ix. Copies of the E- journals, E- periodicals and any Publications of the members and also those pertaining to Oral Medicine and Radiology.

9. IAOMR members with voting power belonging as a native of a particular state can form a state branch of IAOMR provided if that branch has minimum 100 members with voting powers. A minimum of 100 members can submit a requisition for permission to start state branch of the IAOMR to the General Secretary. The Hon General Secretary shall take it up as an agenda in Executive committee and forward it to General body once approved by E C. After the approval from IAOMR General Body the members can start their respective state branch of IAOMR. The branch has to follow the constitutional rules and regulations of IAOMR. Any contravention is null and void.

## ARTICLE II

### 1. Membership

a. Patron: An individual who is interested in promoting activities of the Academy.

b. Life Member: Specialists possessing Postgraduate qualification in one of the following subjects:

- Oral Medicine and Radiology
- Oral Medicine, Diagnosis and Radiology
- Qualification including Degrees from foreign countries recognized by the Dental Council of India (DCI) / NDC as equivalent to the Master of Dental Surgery (MDS) in the specialty of Oral Medicine and Radiology.

c. Associate Life Member:

i. Postgraduate students of the speciality of Oral Medicine and Radiology can become an Associate Life Member. Associate Life Members who are postgraduates of Oral Medicine and Radiology would continue as full-fledged Life Members from the day of obtaining Postgraduate qualification.

ii. Specialists in other specialties of dentistry and specialists of various branches of General Medicine can also become Associate Members.

d. Honorary Member: A person, who has made significant contribution to Oral Medicine and Radiology/ General Medicine /Radiology and who is nationally or internationally renowned and is recommended by EC, can be admitted as Honorary Member on the approval of General Body.

e. Voting power of member: All Life Members shall have voting power. However, Postgraduate students who are Associate Life Members of Academy and Associate members from other specialties have no power to vote. However, they are eligible to attend all meetings and can take part in all scientific, social and community activities of the Academy.

f. Anyone who qualifies for a life membership or Associate life membership can apply online application for membership with necessary Documents to be uploaded, Application for membership can be rejected if the EC feels that a particular person's admission is prejudicial to the interest of the academy.

Such a person has the right to appeal to the General Body. The decision of the General Body in his regard shall be final.

## 2. Membership fees:

- a. Patrons: All existing founding members of the academy will become patrons of the Academy. Any Person other than founding members of the Academy who wish to become Patron can become by paying sum of Rs 25 lakhs Plus GST as one-time payment – This amount shall be kept as fixed deposit and the yearly interest shall be utilized towards the Registration during the National conference (within India only). For extra expenditure of the registration and accommodation over Rs.30,000/- (Rupees Thirty Thousand only), the Patron shall have to bear the additional expenditure. Attendance of the Patron is mandatory for the Head Office to pay the registration and accommodation amount to the Organizing committee
- b. Life Membership: Rs.8,000/- plus Taxes-Online Payment
- c. Associate Life Membership: Rs.8,000/- plus Taxes Online Payment

Any enhancement in the Membership Fee in the future by minimum 10% to be approved by two consecutive general body meeting

- d. All payments shall be made in full and no instalments shall be permitted.

## 3. Bank Accounts–Funds–Fund distribution

### a. BANK ACCOUNT:

- i. Main Account in the registered office, in the head of “Indian Academy of Oral Medicine & Radiology” to be operated jointly by ROS and ROT. The registered office will not operate any transaction other than fund transfer to HO initially and payment of IAOMR GST and any amount required to Head office with the prior approval of Head office. Registered office cannot take up independent bank transactions. No payment shall be done to anyone.
- ii. Research fund account earlier called Building Fund in the name of “Indian Academy of Oral Medicine & Radiology Building Fund” –shall be named as **IAOMR Research Fund** to be operated by Head office HGS and Head Office Treasurer jointly exclusively to promote research amongst the Members of IAOMR.
- iii. Head Office Account: This account should be opened in the place of the HGS in the head of “**Indian Academy of Oral Medicine & Radiology – Head Office**” to be operated by HGS and HT.
- iv. State branch account- This account shall be opened at the place of state office secretary and jointly operated by any two of the State Branch Secretary, State Branch Treasurer and President (with any of the two shall be authorized signatory).

b. FUNDS:

A. The academy's functional year is from Jan-Dec. The Financial year shall be from 1<sup>st</sup> April to 31<sup>st</sup> March. In this year the academy has the following funds:

- i. Funds of the fixed deposit and interest accrued thereon
- ii. Funds received from the life members
- iii. Funds from many donations

The above funds will be in the main account of Indian Academy of Oral Medicine & Radiology in the registered office. Every year after distribution of sufficient funds to the HGS for the expenses of head office and the amount to be given to the journal, and after taking sufficient funds for the expenses of registered office, the balance money should be deposited as fixed deposit to get further interest.

B. Research fund:

Surplus funds/unutilized funds received from conferences, workshops, seminars, symposiums, any other scientific activities in the year, and balance amount of expenditure in the head office should be deposited in the Research fund. Donations collected for Research should be deposited in the Research fund. The vision of the academy is to Promote Research activities amongst IAOMR Members.

The Interest incurred shall be utilized to grant financial assistance for research activities only. The 7 member committee shall be constituted amongst senior members of the academy in the General body, once in two years with President and Honorary Secretary being the Ex-officio members. To grant the Fund for research, the 7 member IAOMR committee shall follow the guidelines as framed by the Research committee of IAOMR as per the ICMR Guidelines.

c. FUND DISTRIBUTION:

In the first week of January every year, the HGS has to prepare a budget for the head office expenses and for the journal in consultation with the editor and submit to the registered office.

The ROS, depending upon the availability of funds, will distribute the amount to the HGS and the HGS and HT should utilise the funds for head office expenses and for the expenses of the journal as per the editor. The ROS and ROT can also take sufficient funds for their expenses.

At the annual conference in December, the HGS and HT should submit the audited account for the amount received from the registered office and the balance money. The remaining balance should go to the Research fund.

After the conference the Approved audit report of the expenditure of the Head office and Reg. Office should file the detailed account of the Academy in the financial year to the registrar of Societies, Bengaluru, Karnataka, as per the rule in force. Any violation of this procedure is liable for disciplinary action.

The editor in chief should collect, sufficient available funds from the HGS and in addition he has to collect funds for Journal from advertisements, subscriptions and donations and utilise for journal expenditure in one year, and show the account and the balance money to the HGS and Treasurer to prepare the audited annual statement. The editor in chief should get further fund from the HGS every year in the month of January.

The editor is permitted to collect processing and publication fee from authors of the articles and the Payment shall be done to the HO account. The amount can be fixed by the journal committee with prior approval from EC.

#### 4. Privileges of Members:

- a. Every member is entitled to a copy of the E- copy of the Constitution of IAOMR, the official E - journal of IAOMR and an E- Identity card.
- b. All members shall have the right to attend all the scientific meetings and participate in other activities of the Academy-after payment of prescribed fees as applicable –and the AGBM.
- c. Only Life Members of good standing are eligible to contest for any post of the EC, provided they satisfy the eligibility criteria to contest for such post.

#### 5. Termination of Membership:

- a. A member shall be expelled/suspended from the Academy by the majority at AGBM, as recommended by the Executive Committee after an enquiry, by a specially constituted committee after giving due opportunity to defend him/or herself, if his/her conduct is prejudicial to the welfare of the Academy.
- b. Any member who is found not fully qualified and secured admission to the Academy on misrepresentation is liable for termination



#### 6. Readmission of members:

A member who was removed for misconduct could be re-admitted after one year with a recommendation of five Academy members giving surety for the member's good conduct. At the time of re-admission, a member should pay the fine as approved in AGM and submit a letter assuring of conduct not prejudicial to the Academy in future.

#### 7. Grievances of members:

- a. In case of any difference of opinion or any grievances against the administration of the Academy administration, a member can make a submission to the EC. The EC will conduct an inquiry and take a decision. The decision of the EC in this regard shall be final.
- b. If the member is not satisfied with the decision of EC, the matter can be represented to the President, who shall refer the matter to an Arbitration Committee comprising of
  - i. The President
  - ii. The HGS
  - iii. The Immediate Past President
  - iv. The President Elect and
  - v. A member appointed by the President, preferably from the Constitution Committee.

This Committee will follow the provisions and procedures of Indian Arbitration Act.

- c. No member can approach the court of law without seeking remedy from the Arbitration Committee. If a member is not satisfied with the decision of the Arbitration committee, he/she may approach the appropriate court of law. The jurisdiction for all litigations against IAOMR members is in the place of the Registered Office. All legal matters shall be represented by the HGS on behalf of the Academy.

### ARTICLE III

The administration of Indian Academy of Oral Medicine and Radiology consists of:

1. General body: All the life members.

Administrative Office Bearers:

S/no	POST	NUMBER OF POST	TERM
1.	PRESIDENT	01	01 YEAR
2.	IMM. PAST PRESIDENT	01	01 YEAR
3.	PRESIDENT ELECT	01	01 YEAR
4.	VICE PRESIDENT	05 Out of 05 post 02 post shall be RESERVED FOR LADIES	01 YEAR
5.	HONORARY GENERAL SECRETARY	01	02 YEAR
6.	HEAD OFFICE JOINT SECRETARY	02	02 YEAR
7.	HEAD OFFICE TREASURER	01	02 YEAR
8.	REGISTERED OFFICE SECRETARY	01	02 YEAR
9.	REGISTERED OFFICE JOINT SECRETARY	01	02 YEAR
10.	REGISTERED OFFICE TREASURER	01	02 YEAR
11.	EDITOR IN CHIEF	01	02 YEAR
12.	EXECUTIVE COMMITTEE MEMBERS	15 POST OUT OF WHICH 05 POST RESERVED FOR LADIES	01 YEAR
13.	IMM. PAST HON SECRETARY	01	01 YEAR

For every addition of 1000 new members an addition of 05 EC members shall be added to the existing number of EC members through the ratification in the AGBM. The following will be the administrative office bearers who will manage the entire Academy in two offices and these administrative office bearers constitute the EC.

2. Election of Administrative Office Bearers:

a. Eligibility criteria for candidates:

- i. President
- ii. President elect:
  - a) He/she should be a life member of IAOMR
  - b) He/she should have at least 10 years good standing experience as a life member
  - c) He/she should have served the office for a minimum of 3 terms

- iii. Vicepresident:
  - a) He/sheshouldbealifememberofIAOMR
  - b) He/sheshouldhaveatleast10yearsgoodstandingexperienceasalifemember
  - c) He/sheshouldhaveservedtheofficeforaminimumof3terms
- iv. Hon.Generalsecretary:
  - a) He/sheshouldbealifememberofIAOMR
  - b) He/sheshouldhaveatleast8yearsgoodstandingexperienceasalifemember
  - c) He/sheshouldhaveservedtheofficeforaminimumof3terms
- v. HeadOfficeJointsecretary:
  - a) He/sheshouldbealifememberofIAOMR
  - b) He/sheshouldhaveatleast5yearsgoodstandingexperienceasalifemember
  - c) He/sheshouldhaveservedtheofficeforaminimumof2terms
- vi. HeadOfficeTreasurer:
  - a) He/sheshouldbealifememberofIAOMR
  - b) He/sheshouldhaveatleast8yearsgoodstandingexperienceasalifemember
  - c) He/sheshouldhaveservedtheofficeforaminimumof3terms
- vii. RegisteredofficeSecretary:
  - a) He/sheshouldbealifememberofIAOMR
  - b) He/sheshouldhaveatleast8yearsgoodstandingexperienceasalifemember
  - c) He/sheshouldhaveservedtheofficeforaminimumof3terms
- viii. Registeredofficejointsecretary:
  - a) He/sheshouldbealifememberofIAOMR
  - b) He/sheshouldhaveatleast5yearsgoodstandingexperienceasalifemember
  - c) He/sheshouldhaveservedtheofficeforaminimumof2terms

RegisteredofficesecretaryandregisteredofficejointsecretaryshouldberesidentofBengaluru or a within 300 km to Bangalore nearby place in Karnataka

- ix. Registeredofficetreasurer:
  - a) He/sheshouldbealifememberofIAOMR
  - b) He/sheshouldhaveatleast8yearsgoodstandingexperienceasalifemember
  - c) He/sheshouldhaveservedtheofficeforaminimumof3terms
- x. Editorinchief:
  - a) He/sheshouldbealifememberofIAOMR
  - b) He/sheshouldhaveatleast8yearsgoodstandingexperienceasalifemember
  - c) He/sheshouldhaveservedtheofficeforaminimumof3terms
- xi. ECmember:
  - a) He/sheshouldbealifememberofIAOMR
  - b) He/sheshouldhaveatleast5yearsgoodstandingexperienceasalifemember

- c) He/she should have attended a minimum 3 preceding years of AGM.

Election to the above member except President shall be made during the AGM as per the election procedure. After being elected it is mandatory for any office bearer to attend at least 3 EC meetings or 50% of EC meetings for that term, whichever is lesser. If not, then the candidate will not be eligible to contest the election for any post for a period of 3 years immediately after the end of that term.

b. Procedure:

- i. The administrative office bearers shall be elected to the office falling vacant every year in the AGM, if necessary by secret ballot. The AGM shall be held in the first or the second week of December every year.
- ii. The HGS shall invite nominations for the various posts for the administrative office, 30 days in advance of the date of AGM. Any eligible member who wishes to contest for an Office shall file nomination, proposed and duly seconded by two Life members with the consent of the candidate, and send it to the HGS not later than 15 days prior to the date of AGM. The nomination form should be sent by Post / Courier along with a non-refundable deposit amount of Rs 5000/- paid Online. The nomination along with the relevant documents as per the election Notification can also be sent by e-mail before the last date of the nomination, to the Hon. Gen. Secretary official e-mail ID. However, if the nomination is withdrawn by the candidate within the stipulated period as per the election notification, the money will be refunded back.
- iii. Each member can contest only for one post. Nominations received after the specified date will be rejected.
- iv. Candidates shall be allowed to withdraw their candidature 10 days prior to AGM.
- v. The president and Hon secretary will call for an executive committee meeting either online or offline at their convenience specifically to scrutinize the nominations after the date of withdrawal. The EC shall have the power to reject the faulty nominations. The Hon secretary shall upload the list of nominations onto the website at least 7 days before the date of elections. Under no circumstances, the names of the contestants and the posts should be revealed to other members of IAOMR before the EC meeting.
- vi. If more than one candidate has filed nomination to a post, election process shall be

conducted by Electronic Voting method as per the guidelines laid by the Registrar of Societies / Govt. of India. For the election, the President shall nominate two Returning Officers in the EC meeting which shall be approved in the General Body before the election process. The HGS shall prepare and allot serial numbers to each approved contestant (with the mention of the same serial number in the E-ballot paper, which can be used by the contestant during canvassing) and the list of approved nominations along with the serial number of the contestant shall be uploaded in the website 7 days before the election date. The electronic voting procedure shall be explained to the members present in AGBM before voting. A person who has secured more number of votes shall be declared elected. In case of a tie, draw of lots shall decide the successful candidate.

- vii. If no nomination has been received for a post, elections shall be held for that post by floor nomination for which the Treasurer shall collect the required fee to file nomination at the time of floor nomination in the AGBM, then the name of the candidate duly proposed and seconded.
- viii. If there is more than one person contesting for one post in the floor nomination, elections shall be conducted.
- ix. In absence of floor nomination, the EC is authorized to co-opt a member of good standing at a later date.
- x. Any dispute could be represented to the President for further discussion with EC members.
- xi. No office bearer can continue to hold the same post for two successive terms.
- xii. The above stated eligibility for election of EC Member shall come into force from the date of passing of the revised Constitution and is not applicable to all previous members who had held post earlier. However, their services in the EC before this rule would be counted for future elections.

a. Casual Vacancies:

By co-opting a member of good standing, the EC can fill any vacancy or vacancies occurring during the year except of the President.

In case of resignation or casual vacancy of president post, the 1<sup>st</sup> Vice President (with the highest vote) shall assume as acting President for the remaining term.

In case of resignation or casual vacancy of the President-Elect, before the election notification of that year, then fresh nominations for the post of President (for the term succeeding the year in which the vacancy was created), shall be called for in the upcoming election notification.

In case of resignation or casual vacancy of the President-Elect, after the election notification of that year, then floor nominations for the post of President (for the term succeeding the year in which the vacancy was created), shall be called for in the upcoming AGBM.

## ARTICLE SIV

### 1. Functions and powers of the General Body:

The General Body is the Supreme Body of the IAOMR and has the power to decide any resolution passed by majority of members or any policy matter or any recommendation of the EC. The decision of the General Body is final, if approved by majority of members.

### 2. Duties of the administrative office bearers:

#### a. Funds and powers of EC:

- i. To strictly follow the rules of the Constitution.
- ii. To constitute sub-Committees with VICE President being Chairman and other members from EC for conducting Education/ Professional Development Programmers, Committee for community Health and any other Committee as decide by the EC.
- iii. To represent to Government, Public Body or any other organization about the matters of interest to Academy through HGS.
- iv. To take appropriate action against indiscipline of members.
- v. To raise funds and collect subscriptions for the Academy and invest the money through the Registered Office.
- vi. To approve nomination of Organization Chairman, Organizing Secretary, Treasurer and Scientific Chairman of Committees proposing to organize Annual National Conference, and any other Seminars, Symposia, Workshop etc., under the banner of IAOMR.
- vii. To fix the venue of Annual National Conference in the AGBM by inviting applications for hosting the Conference.
- viii. To issue instruction to the Registered Office to release funds for any Organization and Administrative work
- ix. The EC shall meet at least four times a year or more
- x. All items to be brought before the AGBM should be placed before the EC for its recommendations.

#### b. Duties of the President: The President shall

- i. Preside the EC meetings, the AGBM and the SGBM
- ii. Be an ex-officio member of any Sub-Committee constituted by the EC.
- iii. Preside at the annual Conference.
- iv. Guide and conduct activities of the Academy and interpret the rules and regulations.
- v. Give the final decision with a ruling in case of disputes.
- vi. Have a casting vote during voting if there is an equal number of votes.

c. Duties of the President Elect.

He/She shall be a member of the EC and shall assist the President in the performance of his/her duty and shall take over the post of President at the end of the AGBM.

d. Duties of the Vice-President

The Vice-President have to assist the President in all activities of the Academy and the Vice-President in the order of precedence shall perform the routine duties of the President such as presiding over the EC meeting, AGBM, SGBM. Annual Conference etc., in the absence of President.

e. Duties of the HGS: The HGS

- i. Shall be responsible for the administration of the Academy and conduct all its correspondence.
- ii. Shall answer routine matters but get prior approval of the President and EC on policy matters.
- iii. Along with the Treasurer should try to enroll more members and collect funds for the Academy apart from the membership fees.
- iv. Shall prepare a budget for the Academy year and get the approval in the first EC meeting.
- v. Shall supervise accounts, pass bills for payments and sign cheques along with the Treasurer and must assist the treasurer to prepare the annual statement of accounts through the auditors.
- vi. Shall organize sub-Committee, arrange meetings and monitor the activities of organizers of Annual National Conference, Seminars, and Symposia Workshops; including the accounts of such activities.
- vii. Is entitled to call the accounts from various groups and to collect the surplus funds, if available and add these funds to the building fund of the Academy.
- viii. Shall maintain the correct and up-to-date register of the Academy members.
- ix. Shall maintain a register of minutes of EC meeting and AGBM.
- x. Shall be ex-officio member of sub-Committee.

Duties of Imm. Past Hon. Secretary:

He or she shall assist and guide the newly elected Hon. Gen. Secretary for 1 year term, in smooth transfer of office, past communications to the Head Office, and in preparing current and future communications from the Head Office.

f. Duties of the Joint-Secretary:

The Head office Jt. Secretary shall help and assist the HGS during the Tenure of his/her post and he/she will discharge the duties of the HGS in his/her absence.



g. Duties of the Head Office Treasurer: The head office treasurer shall

- i. Collect fee from new members and subscription from Annual members and maintain accounts.
- ii. Receive funds from the Registered Office for initial expenditure.
- iii. Receive the donations, any balance of the money from Academy activities such as Annual National Conference, Seminars, Symposia, Workshops, etc., and deposited in the designated account.
- iv. Will have custody of the bank cheque book, pass book and receipt book and operate the bank account along with the HGS
- v. Settle all the bills of the expenditure after getting the concurrence of the HGS and pay advance amounts for approved activities of the academy.
- vi. Prepare the annual statement of accounts along with the HGS and present it in the EC and AGBM.
- vii. Send the final audited account and the balance money to the registered Office Secretary for further investments in fixed deposits and submission of the report to the Registrar of Karnataka State Societies.

H. Duties of EC members:

- i. The EC members should attend the EC meetings without fail and take deliberations to form the decisions.
- ii. The members along with the other members should implement the decisions.
- iii. Members can conduct academic activities and community activities pertaining to Oral Medicine and Radiology.
- iv. They can help to add new members.
- v. They must try to raise funds for the academy

i. Duties of the Editor in Chief: The Editor-in-Chief

- i. Shall be in charge of the Journal of IAOMR.
- ii. Shall form the Journal Committee as indicated in the bye-laws
- iii. Pertaining to the Journal of IAOMR.
- iv. Shall collect fund from advertisements, donations and sponsorships and shall receive the money for journal purposes from the Registered Office Treasurer of the Academy.
- v. Shall collect funds from authors which has to be paid directly to the HO account as processing and publication fee as fixed by the Journal committee.
- vi. Shall submit the account to the Treasurer along with other money received by the way of advertisements, donations, and sponsorship etc. 30 days before the AGBM.
- vii. Shall publish the journal as per the rules framed for the Journal of IAOMR
- viii. All the office bearers of the head office and the registered office must make all the records available to the AGBM and the same must be handed over to the newly elected office bearers.

## ARTICLE V

### 1. Journal of IAOMR

The official journal of IAOMR shall be called as “Journal of Indian Academy of Oral Medicine and Radiology”, which shall be the official Publication of IAOMR.

### 2. Journal Committee:

- i. President (ex-officio)
- ii. Hon. Gen. Secretary (ex-officio)
- iii. Editor in Chief (elected)
- iv. 1 Associate editor (nominated member by Editor in chief)
- v. 1 Assistant editor (nominated member by Editor in chief)
- Business Manager (nominated member by Editor in chief)

### 3. The journal committee should form the advisory board and review board

### 4. Functions and powers of the Journal committee:

- i. Shall be responsible for the quarterly publication of the journal.
- ii. Shall scrutinize all the articles submitted for publication and select them for publication, only after the peer review by review board of JIAOMR.
- iii. Shall be responsible for the management of the whole business of the journal its printing thesecuring of the advertisements, distribution of the journal amongst the members etc.
- iv. Shall reserve two pages in each issue of the journal for news of the Academy to be at the disposal of the President. In the absence of any news, the journal Committee can utilize this space for other purposes.
- v. Shall prepare a budget by the HGS and put it for consideration and sanction at the time of the first meeting of EC.
- vi. Shall prepare a yearly statement of accounts and submit it to the HGS 15 days prior to the AGBM.
- vii. Shall have the power to incur expenses related to the journal up-to the amount sanctioned in the budget estimate for the year by the EC.

## ARTICLE VI

### 1. FundsoftheAcademy:

- a. Allfunds of the Academy shall be received only by the Treasurer and credited in the respectiveheads ofthe account.ThecorpusofthefundconsistingofLife Membership fee shall remain in the form of long term fixed deposit in the nationalized bank at the registered office at Bengaluru. The annual interest accrued in these fixed deposits should be transferred to the IAOMR account in the registered office.

TheFundsoftheAcademyconsistsof

- i. Subscriptionfeeofmembers
  - ii. Donations.
  - iii. Grantsandsubsidies
  - iv. Philanthropicdonations
  - v. Interestearnedoninvestments
  - vi. SubscriptionsforJournal
  - vii. AnysponsorshiptoAcademy.
  - viii. MoneycollectedforResearchfund
  - ix. Moneycollectedfromscientificactivities
  - x. MoneycollectedfromArticleProcessingfee.
- b. AlltheabovefundsshouldbebroughttotheaccountoftheIndianAcademyofOral Medicine and Radiology.
  - c. RegisteredOffice Secretaryand Registered Office Treasurer shall Manage the funds of the Academy at the Registered office and These funds shall be invested in fixed depositsinaNationalizedBank orgovernment approvedsecuritiesasspecifiedunder theProvisionofSection13(1) (d) read withsection 11(5)ofthe Income Tax Act [96] as amended from time to time. No amendments to the Memorandum of Association, Bye- Laws / Rules and Regulations Shall be made which may prove to be repugnant totheprovisionsOfSection2(15), 11, 12, &12and80Gthe IncomeTax Act 1961As amended from time to time. Further no amendment shall be carried out without the prior approval of the commissioner of income tax to the best advantage of the Academy.
  - d. Thefunds and income of the Academy shall be utilized and applied to secure the objectives of the Academy and no portion of it shall be utilized for payment to members for gain or profit, interest dividend Etc.

- e. In the event of the dissolution of the Academy for any reason, the assets remaining as on the date of dissolution shall not be distributed among the members or the EC, but the same shall be transferred to any other association, society, or trust whose aims and objects are similar to those of this academy, which enjoys recognitions U/s 80G of the Income Tax Act 1961 as amended from time to time.

## 2. Duties of Registered Office Secretary

- a. The Registered Office Secretary shall be responsible for the functioning of the R.O. and shall manage the funds of the Academy to the best advantage of the Academy or per the direction from the EC and General Body.
- b. Shall be responsible for getting the funds of the Academy audited and file the duly audited accounts to the Registrar of Karnataka State Societies.
- c. Shall produce to the president of the academy, statement of accounts and audited balance sheet once a year or on or before AGBM
- d. The Registered Office Secretary and Treasurers should seek income tax exemption under section 80G and shall file IT returns before the last date of the financial year according to the rules and regulations of income tax. The registered office should submit the details of getting IT exemption under section 80G and any other provisions of IT and submission of IT filing to the general body.
- e. The Registered Office Secretary jointly with Registered Office Treasurers are the authorized signatories to operate the Academy funds At the Registered Office.

## 3 Duties of Registered Office Joint Secretary:

Registered Joint secretary shall help the registered office secretary and treasurer

## 5. Duties of Registered Office Treasurer:

- i. The treasurer should maintain the accounts properly in the bank and all the deposits should be correctly maintained. Any change in the renewal of deposit and change of bank should be done after consulting the president. At the end of every year he should inform the members the fund position through the website

## 6. Accounts and Accounting Year

- i. The Treasurer and secretary of the registered office shall submit the account through the annual audited statement and balance it for the period starting 1<sup>st</sup> April to 31<sup>st</sup> of March to the registrar of co-operative society and submit a copy to the EC.

## 6 Appointment of an Auditor:

- a. A Chartered Accountant shall be appointed as an auditor by the EC every year. The appointed auditor shall be paid the requisite fees from the Head Office Account.
- b. The duties of the appointed auditor shall be as follows:
  - i. Auditing the accounts and certifying to their correctness.
  - ii. Giving suggestion for the proper keeping of accounts.
  - iii. To suggest means and methods to invest funds to the best advantage of the Academy.

## ARTICLE VII

### 1. The AGBM of the Academy

The AGBM will be held once in a year during the Annual National Conference on the penultimate day, preferably in the 1<sup>st</sup> or 2<sup>nd</sup> week of December. Notice of the AGBM shall be issued to all the eligible members of the Academy 21 days before the AGBM date, specifying the place, date and time of the meeting and Agenda for all the business to be brought up before the AGBM. To Conduct the AGBM the quorum should be 1/3 of total members of the Academy or 100 members whichever is less. Whatsoever may be, the AGBM should be conducted before 31<sup>st</sup> of December

### 2. Transaction of business in the AGBM (in the following order):

1. Statement of Accounts to be distributed to all the members.
2. Calling the meeting to order
3. Welcome address by the President.
4. Confirmation of the minutes of the previous AGBM or SGBM
5. To Initiate the Process of election
6. To consider and approve the annual report of the Academy by the HGS.
7. To consider and approve the audited statements of account of the Academy together with auditor's report.
8. Matter related to the Journal
9. To consider and approve the programme of activities for the following year.
10. To consider grant of titles, shields, awards, etc., for meritorious persons for exemplary service done for the betterment of the profession.
11. To examine the proposal if any, regarding the venue to host next Annual National Conference and to fix the same. The decision of the General body in all matters is final.
12. Any other matter with permission of the Chair
13. Installation of the new President and Office Bearers.
14. Address by Outgoing President
15. Address by the in-coming President.
16. Vote of Thanks by out-going HGS.

### 3. Resolution in the AGBM:

- a. No resolutions shall be placed before the AGBM that has not been previously approved by the EC. However the President and HGS shall have the power to place before the AGBM certain important urgent matters for consideration as decided by them without prior consideration of EC.
- b. Notice of the resolution to be moved at the AGBM shall reach the HGS not later than 15 clear days before the date of AGBM.

- c. The HGS shall issue with the notice of AGBM the preliminary agenda showing the business to be brought before the AGBM, the term of all motions to be moved of which notice in writing has previously been received and the names of the movers.
- d. Any resolution of EC may be considered at the AGBM without notice being given.

## ARTICLE VIII

### 1. Venue of the Annual National Conference

- a. Person or persons who offer to host the Annual National Conference shall write in advance duly signed to the HGS or submit their proposed at the time of AGBM. The proposal should be signed by at least 10 **life** members at that place.
- b. If two or more proposals are received to host the Annual Conference, the General Body shall choose the best venue for the Conference. Members who offer to host the Conference should be present in the AGBM and enlighten the members about their programmes, facilities etc.
- c. One Convener should be appointed at the AGBM to conduct and organize only the preliminary meeting as form various Committees for the Conference.
- d. The constitution gives the provision to the following scientific programmes as mandatory annually. Any such programme shall be organized in any part of the country by the organizing committee as per the rules and regulations stipulated in our byelaws of IAOMR.
  - i. Annual National Conference.
  - ii. National PG Convention
  - iii. National OOO Symposium
  - iv. National UG Convention
  - v. Scientific programs such as Oral cancer and any other programs pertaining to Oral Medicine and Radiology with the permission of the Head Office of IAOMR

### 2. The Organizing Committee for Annual National Conference:

- a. The Conveners shall call a meeting at the proposed Conference place to elect Organizing Chairman, Organizing Secretary and Treasurer and form sub Committees. b. Ordinarily the HGS shall be the Conference Secretary and Liaison Office to co-ordinate with Conference Organizing Committee as a representative of the head office. The Conference Secretary shall be responsible to monitor the proceedings and accounts of the Conference. However, with the HGS is not available, the EC may nominate a Conference Secretary from among the administrative office bearers.

### 3. The delegates and Annual National Conference programmes:

- a. All the members of the Academy are eligible to become delegates by paying the prescribed registration fee for the Annual National Conference. However, the

Conference Secretariat shall provide accommodation and local hospitality to the HO President, the HGS and the HO Treasurer.

- b. The Annual National Conference shall have, inaugural function, scientific sessions, fellowship banquet, AGBM and programmes for entertainment and sight-seeing. The Conference courses and Community Services will enable to enhance the value of the Conference. The scientific sessions should include one oration/endowment lecture if possible.

#### **4. The Inaugural function:**

The Annual conference shall be presided over by the president of IAOMR and the organising chairman shall give the welcome address. The chief guest shall inaugurate the conference and dignitaries would participate. The HGS shall present the annual report of activities of the academy for the year and the organising secretary shall give a vote of thanks

#### **5. Conference funds and accounts**

- a. The Organizing Committee shall be responsible for all the expenses of the Annual National Conference, for which they can raise funds through delegate fees, donations, sponsorships, trade exhibition, souvenir etc.
- b. The Organizing Committee shall maintain a separate account in a nationalized bank to be operated by the Conference Treasurer along with organizing chairman or organizing Secretary. The Organizing Committee shall submit the audited accounts to the EC with



an approval. The stipulated period for the audited accounts may be extended by The EC to a maximum of 6 months. The HGS shall circulate these Accounts to all the members at the next AGBM.

- c. An amount of Rs.200/- per delegate, inclusive of students delegates shall be contributed to the Head Office in addition to surplus income. If any. The money shall be accounted as an income to the Academy and shall be invested in a fixed deposit and the interest accrued thereupon shall be used for the Academy activities. The Organizing Committee may recommend to the head office any activity such as Institution of awards, prizes, etc., out of the surplus amount for the Betterment of the speciality.
- d. If there is any excess expenditure in the Conference, the Head Office is not responsible for any reimbursement.

**Lifetime achievement award** is the highest award to be bestowed by the academy. An empowered committee of 5 members of good standing with an experience of 30 years constituted in AGM every year, shall recommend the name of the awardee for the subsequent year.

Any person or organization can institute a merit prize in the name of their choice to be accepted by the General body. The amount to be deposited is a minimum of Rs. 2 lakh for the individuals and the minimum of Rs. 5 lakh by organization. The deposit is non-refundable.

Any individual/organization can institute a continued yearly oration by paying a sum of Rs.10 lakh. The interest accumulated is used towards incidental expenses.

The academy shall continue to host the “**Dr.BK Venkataraman Oration**” during the National conference.

Scholarships and fellowships may be instituted by a non-refundable minimum deposit of Rs. 10 lakhs by the academy or any member or organization.

## **ARTICLE IX**

### **1. Special General Body Meeting**

- a. The SGBM may be convened at any time on the requisition of
  - i. The President of IAOMR
  - ii. Not less than 1/3<sup>rd</sup> of the real number of administrative office bearers who manage the Academy or
  - iii. 1/10<sup>th</sup> of the life members of the Academy entitled to vote.
- b. Those who seek to convene a SGBM shall give in writing the business for which they wish for meeting to be conveyed.
- c. The EC shall within 10 days from the receipt of the requisition proceed duly to call the SGBM and this meeting shall have the agenda only for the specific purpose for which the Meeting is called.
- d. A 2/3<sup>rd</sup> majority can pass a decision at such SGBM

## **ARTICLE X**

### **ONLINE APPLICATION**

**The members who are eligible to apply for the membership of IAOMR shall keep the relevant documents to be uploaded online**

**The list of documents include**

**Associate Life Member- Eligible Postgraduate students in the subject of Oral Medicine and radiology in any Institution recognized by DCI -**

- 1. Passport Photograph**
- 2. BDS degree certificate**
- 3. Post Graduate- Admission letter from the Institution**
- 4. Letter from Guide and HOD of the institution**
- 5. Online payment mechanism and transaction ID for your reference.**
- 6. Any Other document as per online application**

**LM membership –**

**This is for members who wish to become life members after Post Graduation and have not Registered as Associate Life Member.**

- 1. Passport Photograph**
- 2. MDS degree certificate**
- 3. Post Graduate- Provisional letter from the Institution for having completed MDS**
- 4. Letter from Guide and HOD of the institution**
- 5. Online payment and transaction ID for your reference.**
- 6. Any Other document as per online application**

**END OF THE DOCUMENT**