

Anatomical Society of India.

2022

Min.2-GB/22 (i)A: Appointment, Power & duties of returning officer

1.Nomination – Returning officer (R.O.) of society shall be nominated amongst the senior life members of society by the Executive committee (E.C.) & subsequently approved by General body (G.B.). During nomination of Returning officer it shall be ensured that R.O. cannot contest for the other official post of society & for E.C. member.

2.Tenure- Normally tenure of R.O. will be for 3 years. His/ Her tenure can be extended for one more term by the E.C. and G.B. He/ she can be removed from the post by General body on the recommendation of EC in case of gross negligence.

3.Duties- 1. Returning officer shall be responsible for smooth conduction of election of office bearers of society & of executive committee members as per rules & regulations of society. He/ She should give wider publicity amongst the members of society for conduct of elections by using electronic (email) & social media.

2. R.O. is empowered to notify the election process, invite nominations, conduct of elections if required & declaration of results.

3. R.O. is empowered to reject the nomination for not fulfilling the prescribed eligibility criteria &/or nomination received late.

4. R.O. can demand suitable budget for conduct of elections if required & details of expenditure shall be submitted to treasurer immediately after end of election process.

5. After declaration of results R.O. shall place detailed report of complete process in executive committee and submit copy of that to general secretary of society for record.

6. All the decisions of R.O. shall be final & cannot be challenged at any level.

7. Privileges: Being an office bearer of society, RO shall get privilege of free accommodation while attending national conference to be arranged by organizing secretary. He/ She enjoy any other privileges given to other office bearers of the society.

8. Post of RO included in the constitution as office bearer.

Min.2-GB/22: (i)B - Utilization of money for various academic activities

CME/Workshop Assistance Fund: To support the development of excellent educational initiatives, an assistance fund of maximum up to Rs. 1.5 Lakh be provided to the Organizing Secretary of the National Conference of A.S.I. for conducting C.M.E. / Hands-on Workshop. The fund can be utilized for payment of Honorarium (including travel expenses, if any) to the Guest speakers, purchase of mementos, printing of Certificates etc. The Organizing secretary shall send a request letter to the General Secretary in this regard specifying the topic of CME, Names of the Guest Speakers and other details and submit the proposal of expenditure which shall be forwarded to the Treasurer for payment of Assistance Fund. This fund will be released by treasurer only a month before the conference and organizing secretary of conference is required to submit audited expenditure and income statement.

- Provide financial assistance up to the tune of Rs 1 Laks per year to the institution for organization of hand on work shop under the Aegis of ASI . Work shop shall be attended by minimum 25 life members.

Travel Reimbursement: Rs 10000/- each / As actual to each elected / nominated executive body member attending the meeting. This reimbursement shall be given to those executive committee members (including Returning Officer, Joint Secretary, Joint Editor, Joint Treasurer) who attend the EC meeting and who did not receive any such grant from their parent institutions/ Government / any such

agency. The EC member shall give an undertaking to the effect that they did not receive any such reimbursement from their parent institution / government to claim the reimbursement from ASI.

- **Double the cash amount of all the awards and orations.**

Min.2-GB/22: (XV) 1.Office bearers of the ASI shall not be office bearer of the any other national society of Anatomy. Members who are contesting the elections of ASI shall give an undertaking in this regard during filing the nomination

2019

1. **Min.xvii(ii)1.**Legal Jurisdiction of Society shall be at Lucknow.
2. **Min.xvii(ii)3.**Secretary/ President of State Chapters shall be invited members of the executive committee.
3. **Min.xvii(ii)4.**Privileges of members which are related to Railway concession shall be deleted and society journal shall be deleted/ amended.
4. **Min.xvii(ii)5.**General secretary will publish the minutes of the meetings (including executive and General body meetings) on website.
5. **Min.xvii(ii)6.** Elections if required shall be held through the electronic mode (Through website).
6. **Min.xvii(ii)7.** If last date to receive nomination for elections i.e. 25th August falls on Sunday or Holiday then next working day will be the last date to receive nomination.
7. **Min.Xvii(ii)8.**Authors of award papers who receive award shall submit the paper for publication in society journal in the proper format of publication of paper. For publication of awarded paper editor should not charge any fee to-words publication of paper in journal.

2018

- **Min. 3/18 (a) (5):** It was approved that Journal of ASI will be changed to an open access online journal for the convenience of members of ASI.
- **Min. 3/18 (a) (8):** The authors of the research/review articles are requested to be to be extra careful in the preparation & publication of manuscript as plagiarism is a punishable offence according to COPE (England and Wales).The plagiarism limit acceptable in a research paper upto 10% only.
- **Min. 3/18 (h):**The fellowship award committee deferred the result to award fellowship of ASI, to next year. Fellowship committee is in process of modification of Nomination form and Evaluation Performa.
- **Min. 3/18 (i):** New selection committee was constituted including President, General Secretary and 5 existing fellows for award of fellowship of ASI for a term of 3 years (2019-2021).

2017

- **Min. 3/17 (a) (iv):** It was approved that General Secretary in conjunction with Editor-in-Chief will give a notice of termination of MOU to M/S Reed Elsevier, the publisher of JASI in May/June 2018 i.e. at least 6 months prior to expiry of current MOU.
- **Min. 3/17 (a) (viii):** Corresponding author of each published paper and each reviewer of JASI can download himself/herself (with EVISE username) a certificate of excellence from Elsevier with its logo.
- **Min. 3/17 (a) (xi):** It was re-emphasised that when awarded papers are published in JASI, the name of the award should be mentioned just below the abstract, so that these papers are not considered again for various awards on published papers.
- **Min. 11/17 (b):** It was approved that in future all the awards, medals, orations etc. should only be named after respected & widely acclaimed anatomists who are no more.

2016

- **Min. 3/16 (a) (iv):** Due to current MCI regulations, both the on-line issues of the journal have been converted to the print issues. The copy of the issue will be given only to the authors of the published papers in that issue.
- **Min. 3/16 (a) (v):** It was approved that as per MOU the General Secretary in conjunction with Editor-in-Chief, will give a termination notice to the Publisher at least 6 months prior to the expiry of the present MOU (May/June, 2018).
- **Min. 3/16 (a) (viii):** Corresponding author of each published article and each reviewer of JASI will have a certificate of excellence from Elsevier with its logo.
- **Min. 11/16 (b):** It was approved that as now the constitution booklet is available on website of ASI, so printing of Booklet can be stopped.
- **Min. 11/16 (d) (ii):** From the year 2017 onwards the election notice will be uploaded in the ASI website <www.asiindia.in> **LINK-Elections of ASI- Sublink-Election Notice** by the due date and hence the hard copies of the notice will not be posted.
- **Min. 11/16 (c):** Regarding modification in the eligibility for various posts of office bearers of ASI in attending EC meetings from 5,4,7,7 & 7 to 2,3,5,5 & 5 for President, Vice President, General Secretary, Treasurer and Editor in Chief respectively was approved after lot of discussion. Rest of the eligibility criteria will remain same as before.

2015

- **Min. 3/15 (a) (iv):** The Organising Secretary has to send proceedings of the conference to the Editor-in-Chief within one month of the conference failing which he / she has to pay an amount of Rs. 10,000/- as inflation charges.
- **Min. 3/15 (f) (viii):** After a lot of discussion it was decided by the majority of EC members that **“One Award for one published paper”** be approved. If a published paper the JASI gets maximum marks in two or more award by the judge the award will be given only for that paper in which there are maximum marks. For other awards his / her name will not be considered and therefore the paper 2nd in position will be awarded.

Min. 3/15 (f) (ixa): It was approved that first author of the presented paper / poster should submit a declaration to be sent along with the paper to the General Secretary stating that the entire matter of the manuscript has not been published / presented elsewhere **Min, 3/15(f) (ix b):** It was approved that the Treasurer will not accept incomplete membership application forms at any time especially during the conference

- **Min, 3/15 (f) (x)** The members requesting for old LM certificates should write a request letter to the General Secretary reaching him not later than 30th. October and should collect the same from the ASI counter personally or authorised person during the conference.
- **Min.12/15 (b):** To reduce the number of Conferee circulars to one containing all information and forms related to registration, accommodation, abstract, travel, reservation & sightseeing etc. which should be released by the Organising Secretary in the month of March/April
- **Min. 12/15 (c):** Within one month of the conference the organising secretary should send (i) Resume of the Conference and CME / Workshop etc. to General Secretary of ASI in hard copy & by email so that it could be included in the end of the minutes of GB meeting.. The resume may be prepared on the pattern of the resume of Imphal Conference, 2014 appended in the end of GB Minutes circulated vide no. ASI/14-min.(ii)/Secy-4 dated 02/01/2015..(ii) To send Associate Membership fees @ Rs. 300/- charged from each Associate Delegate, to the Treasurer of ASI
- **Min. 12/15 (e):** All the State / Zonal Chapters may be sent a letter / notice in writing to pay all the dues within six months of the conference, failing which action as deemed fit by the EC will be taken. All the Chapter Secretaries be requested to send their complete postal address along with mobile no. and email ID for faster communication.
- **Min.12/15 (f):** The manuscript for the poster presentation for the award should be submitted to General Secretary of ASI in A4 size in triplicate with all charts, diagrams, photographs and tables etc. so as to reach on or before 30th September of the year of the conference in which the candidate wishes to compete for the award.

2014

- **Min 12/14(ii):** Each member **presenting a paper** in award session will be given a **certificate** by the Organising Secretary mentioning title of paper, name of Awardee & name of the presenting author.
- **Min 12/14(iii):** Time for presentation of award paper from dais increased to **15 min.** from 10 min. and **5 min.** for discussion.

2013

- **Min 11/13(ia):** Ex-President can contest election to the post of member of EC.
- **Min 11/13(id):** Elected member of E.C. who did **not attend** the meeting of Executive Committee without any prior information & proper reason should forfeit their right to contest election for any post for at least **four consecutive years.**
- **Min 11/13(ii):** **Judges** appointed for papers / poster shall be eminent Anatomist not below the rank of Professor / Associate Professor with at least **20 years** of teaching experience acquired after

P.G. Degree qualification i.e. **MD/MS/DNB** or **M.Sc. with Ph.D.** in the subject concerned.

- **Min 11/13(v):** Condition for contesting election were modified as:-**President**-min.10 year continuous valid member, min.7conf.& min.5 E. C. meetings; **Vice-President**-min.10 year continuous valid member, min.5 conf.& min.4 E. C. meetings; **General Secretary**-min.10 year continuous valid member, min 7 conf.& 7 E C meetings; **Treasurer**-min.10 year of continuous valid member,min.7 conf, min.& 7 EC meetings; **Editor-in-Chief**- min.10 year continuous valid member, min.7 conf., min.7 EC meetings & 5 research papers published in indexed journal;**EC Member**-min.5 year continuous valid member & min.5 conferences.

2012

Min 11/12 (iii): **Dr. Manju Naresh Memorial Gold Medal**” to be instituted from 2013 for best poster presentation in the annual conference of ASI in the field of **Histology** in a separate poster session for the award. The presenter should be a continuous regular of valid member of the society for at least last 2 years.

- **Min 11/12 (vi):** “**Dr. T. Kodandaramaiah Memorial Gold Medal**” to be instituted from 2013 for best poster presentation in the annual conference of ASI in the field of **Neuroanatomy** in a separate poster session for the award. The presenter should be a continuous regular valid member of the society for at least last 2 years.
- **Min 11/12 (ix):** **Increase** in the number of executive committee members from **15 to 20** was approved and is to be implemented from 2013.
- **Min 11/12 (x):** **Dr. S.P. Jain memorial oration** to be held **alternate years** instead of every year.

2011

- **Min 12/11 (ii):** Clause no. 13 of rules & regulation for “Election of Society” where period of valid membership for various post be changed to **continuous valid membership**.
- **Min 13/11 (a):** It was approved that conference of 2012 will be held in December as before & from 2013 onward conference shall be held in the last week of November every year

2010

- **Min 2/10 (Id) :** “**Life time achievement award**” in memory of late Inderjit Dewan be instituted.
- **Min 10/10 (i) :** Utilizing more **fund of society for Academic & Research** activities among fellow members: a) Token money given to **Orator** be raised from Rs. 4000/- to **Rs. 10000/-**, b) Each Awardee of **presented paper** in award session be also given Rs. **5000/-**, c) Each Awardee of **published paper** in journal of ASI be given **Rs. 5000/-**. All this be implemented from 2011.
- **Min 10/10 (ii):** Amendment in procedure of selection of Awardee for oration be changed by **calling nomination along with full biodata** by General Secretary one year in advance i.e., August every year with notice of meeting & election.
- **Min 10/10 (vi):** Regarding **irregularities** by members as: a) Working in more than one institution, b) Taking grafts in kind & case from UG/PG students, c) Stealing research work for writing thesis / publication, d) Publishing the research work in more than one Journal / Presentation / Publishing work of someone else in part or toto. For such incidents a committee will be constitution to look into allegation & for punishment.

2009

- **Min 11/09 (i):** Registration fees and other hospitality charges should be **waved off** for members above 70 years of age.
- **Min 11/09 (vi):** Photo, CV & year of deceased member should be put **on website** of the society.
- **Min 10/09 (b):** Best paper presented in award session on Gross Anatomy including Osteology & Physical Anthropology for “**Krishna Gopal Saxena Memorial Award**” be converted to **published paper** award in journal of ASI and be instituted from 2009 i.e. vol., 58 of Journal of ASI.
- **Min 10/09 (d):** ASI should become member if IFAA and dues should be paid regularly.
- **Min 10/09 (e):** Neither CME nor conference should be held on 25th December.
- **Min 10/09(g):** Amendment in **nomination form** as approved should be printed in the nomination form from now onwards.

2008

- **Min 12/08 (iv):** Paper presentation time should not be cut, but number of Halls / Sessions can be increased. If one member has more than 1 paper then other paper could be kept on poster session.
- **Min 11/08: Member contesting election** should attach a photocopy of certificate of attendance by the organizing secretary for period required for that post. Proposer or Secunder if are new life / ordinary member then they should give receipt number & date for the amount of membership issued by treasurer of ASI.

2007

- **Min 2/07 (6):** The size of life membership certificate should be changed from present size to A4 size.
- **Min 12/07 (i) :** A new award in the name of “**Dr. Lata N. Mehta Memorial Award**” to be instituted from Volume 57 (2008) issue of Journal of ASI and it is for published papers on **Genetics & Imaging** Anatomy.
- **Min 12/07 (iii) :** E.C. Members, Joint-Secretary, Joint-Treasurer & Joint-Editor, be provided **free accommodation** in Guest House / Hostel, provided they register them for conference on initial registration.
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2006

- **Min 2/06 (1) :** **Guidelines for the organizing Secretary** for holding conference of ASI as approved should be strictly followed.
- **Min 12/06 (c):** Executive committee members increased from **12 to 15**.

-Min 12/06 (d): Replace scroll by a certificate for both the Orations

2005

- Registration of the society has been done on 4th January, 05 in the office of Registrar, Firm societies and Chit fund, Lucknow, vide registration no. 2149 of 2004 - 05 and is valid till 2010 & re-registration of society will be due after 4.1.2010.
- Min 2/05 (bi): Regular meeting of editorial board should be held before executive committee meeting in the conference.
- Min 10/05 (di): Member should be allowed to contest election even after three consecutive terms if he / she is eligible and wishes for the same.
- Min 10/05 (dii): Protocol to be followed by the organizers of the conference as per approved guidelines.
- Min 11/05: Society shall approve conferences for next three years only and the organizer shall send written confirmation for holding the conference every year till the time of holding the conference. If any member/Head of Department, who wants to organize a conference, he / she should send approval and confirmation for holding the conference from Head of Institution within 2 months of the first letter to General Secretary.

2004

- Min 2/04 (a, iii): Author / Subject index to be printed every year in December issue.
- Min 2/04 (a, iv): Printing of case reports be restricted to maximum of 2 per issue.
- Min 2/04 (e): Case reports should not be considered for awards on published papers.
- Min 2/04 (f): More than one awards can be given to one member. A published paper can be considered for more than one award.
- Min 2/04 (g): Awards on published paper should be awarded only if aggregate marks 60% and above.

2003

- Min 2/03 (a): Persons who become member before 30th April are entitled for June & December issues of the journal whereas who join the society before 30th September will be entitled for December issue only.
- Min 2/03 (c): Referees must send comments & recommendations on the manuscripts to the editor within 3 to 4 weeks of receipts of manuscripts.

2002

- Min 2/02 (i): For various awards on published paper General Secretary will send guidelines with marking system to the judges. Marks of all the three judges summed up to finalise the result. In case of tie, award will be shared by two members scoring equal marks.

- **Min 2/02 (vi): Meeting of the Editorial Board be convened by the Editor every year during the Annual Conference of ASI before the Executive Committee meeting.**
- **Min 14/02 (c): Prof. & Head, Department of Anatomy, K.G's Medical University, Lucknow, consented to maintain permanent stock of back volume of journals at Lucknow.**

2001

- **Min 10/01 (iii): Any member who intends to present a paper for any award must be an Ordinary Member for at least 3 consecutive years or a life member.**

2000

- **Min 10/2K: Gen. Secretary will not carry old LM certificates to conference venues and it is the duty of the members to request for it.**
- **Min 12/2K(a): Screening Committee comprising of the General Secretary and two members of his choice be formed to screen the papers to be presented for various award and the decision be communicated to the first author well in time before the conference.**
- **Min 12/2K(b): Short biodata of person delivering the oration along with the biodata of person in whose name the oration is being delivered should be given to the chairperson.**

1999

- **Min 16/99 (b): Abstracts of valid members only should be accepted by the Org. Secretary. In future, Abstracts should be accompanied by a declaration from the first author regarding membership status of co-authors.**

1998

- **Min 14/98 : Secretary of chapter** must send report of activities of chapter in the calendar year to General Secretary of ASI in November, so that it can be included in Secretary's report presented during inaugural function of the conference.
- **Min 19/98 (b) : Organising Secretary** must take prior approval of the President / General Secretary to increase delegation fee etc.

(c) : Abstracts should be scrutinized again by the Editor before publication in the June issue of journal and if required they can be modified by the author and sent back to the editor.

1997

- **Min 11/97 (a) :** The last date for receiving abstracts and delegation fee should be 1st October if conference is held in December / January, **Abstracts should be reviewed by the scrutinizing**

committee and then only acceptance should be sent to the person concerned within fortnight of receipt of abstract.

1993

- **Min 13/93 (b)** : Many members of the chapters are not the members of ASI which is contrary to the existing rules & regulation of ASI for working of the various state chapters.

1976

- **Min 17 of Silver Jubilee conference of ASI held on 30.12.1976 at K.G's Medical College, Lucknow.**
 - (1) A state branch will have to be affiliated to the parent body. A state branch shall owe allegiance to the parent body.
 - (7) **A state branch** may have a constitution of its own. But the same must be in keeping with the constitution of ASI. The constitution adopted shall require approval of parent body of ASI.
 - (8) **Only teacher members of ASI shall be member of the state branch.**