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TM registration number: 2620545

**FOGSI FLAG:**



THE FEDERATION OF OBSTETRICS AND GYNECOLOGICAL  
SOCIETIES OF INDIA

**Administrative Guidelines April 2021**

**Compiled by**

**Dr Jaydeep Tank**

**Dr Madhuri Patel**

**Dr Suvarna Khadilkar**

**Dr Parikshit Tank**

## Address for correspondence

Web : [http: / www.fogsi.org](http://www.fogsi.org)

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LIST OF OFFICE BEARERS OF FOGSI FOR THE YEAR 2020 and 2021 (Till 26<sup>th</sup> June 2021)

01. Dr. Alpesh Gandhi President	08. Dr. S. Shantha Kumari President Elect
02. Dr. Anita Singh Vice President	09. Dr. Jaydeep Tank Secretary General
03. Dr. Ragini Agrawal Vice President	10. Dr. Madhuri Patel Deputy Secretary General
04. Dr. Atul Ganatra Vice President	11. Dr. Suvarna Khadiilkar Treasurer
05. Dr. Archana Baser Vice President	12. Dr. Parikshit Tank Joint Treasurer
06. Dr. Ramani Devi Thirunavukkarasu, Vice President	13. Dr. Sunil Shah Joint Secretary
07. Dr. Nandita Palshetkar Immd. Past President	

## President's message

Dear Managing committee members,

I am happy to present the administrative guidelines of FOGSI to all of you. The backbone of every great organization is a strong administrative system. There is no doubt that we have some brilliant minds at work here at FOGSI. To channelize that brilliance into a powerful organization, we have these administrative guidelines. These were last prepared and presented in 2012, and an updated version was due since then. We have thus gone for an overhaul and come up with a contemporary and workable edition of the FOGSI administrative guidelines book.

Every aspect of the FOGSI administration has been covered in this detailed compilation, including academic, financial, legal and management aspects. Each section has been comprehensively defined to clear all ambiguities.

It is my hope and expectation that this book will serve as an easy-to-use template for all FOGSI office bearers, ICOG office bearers, all 27 FOGSI subcommittees and managing committee members in all matters considering the administrative protocols and workings of FOGSI.

I would like to express my gratitude to Dr Jaydeep Tank (Secretary General, FOGSI), Dr Suvarna Khadilkar (Treasurer, FOGSI), Dr Madhuri Patel (Deputy secretary general, FOGSI), Dr Parikshit Tank (Joint treasurer) and the team FOGSI-2020 for their hard work, valuable inputs and efforts put into compiling this book. My special thanks to Dr Suvarna Khadilkar for her passion, perfection and constant persuasion. I also thank all past Presidents, secretary generals and office bearers for their invaluable contributions in bringing together FOGSI's administrative principles.

I am wishing for easy, smooth and comfortable functioning in FOGSI.

Warm regards,

Dr Alpesh Gandhi  
President, FOGSI

Dear managing committee members,

With great pleasure and pride I present to you this administrative guideline book of FOGSI 2021. It was first presented and approved in 2009 at Jammu and revised in 2012. The revision of this book was long due. The purpose of this book is to have all the protocols and guidelines compiled in one book so that all the office bearers and Managing committee members can refer to various protocols and guidelines. Many vital and important decisions that might have been taken regarding functioning of FOGSI at these managing committee meetings can be made available in this book for easy reference.

The constitution cannot have the detailed protocols hence they are included here in this book. The guidelines also describe the proposed action to be taken in case of administrative irregularities.

The compilation has been done meticulously and will be updated from time to time as Future decisions and changes in protocols will be added as a supplement.

This book will be a ready reckoner for all the office bearers and managing committee members, whenever they have any query regarding the functioning of the society.

My sincere gratitude to our past presidents, past secretary generals and all the past office bearers who had contributed to these guidelines from time to time. Hope these guidelines prove useful for the day to day administration of FOGSI.

I duly acknowledge the assistance offered by office superintendent Ms Sangeeta Mestry and her team in making of this book.

I also extremely thankful to our president Dr Alpesh Gandhi, Secretary General, Dr Jaydeep Tank, Deputy secretary general, Dr Madhuri Patel and Joint Treasurer Dr Parikshit Tank for supporting this endeavour.

Thank you,

Your sincerely,  
Prof Suvarna Khadilkar  
Treasurer FOGSI

On behalf of

**Dr Jaydeep Tank, Secretary General**

**Dr Madhuri Patel, Deputy Secretary General**

**Dr Suvarna Khadilkar, Treasurer**

**Dr Parikshit Tank, Joint treasurer**

## Name of the society:

# THE FEDERATION OF OBSTETRICS AND GYNECOLOGICAL SOCIETIES OF INDIA

Registered under Society Act 1860 : 2573 dt.1950-51

Registered under public Trust act,1950(29): F-810 (BOM)

Tax exempted under 12 A Regn. No : TR – 4879 dt.4.8.1976

80G certificate : DIT [E]/MC/804/1932/2009-10

TM certificate : 2620545

ISO certificate : 181QCU22

Any other : Nil

PAN card number : AAATT3557B

GST number : 27AAATT3557B1ZM

## Registered Address :

THE FEDERATION OF OBSTETRICS AND GYNECOLOGICAL SOCIETIES OF INDIA

### Address for Correspondence :

**Dr. Jaydeep Tank**

**Secretary General**

THE FEDERATION OF OBSTETRIC & GYNAECOLOGICAL SOCIETIES OF INDIA C-5, 6, 7, 9, 12, 13, Trade World, 1st Floor, D-Wing Entrance, Kamala City, Senapati Bapat Marg, Lower Parel (W), Mumbai – 400013.

Official email id : [fogsi2007@gmail.com](mailto:fogsi2007@gmail.com) / [office@fogsi.org](mailto:office@fogsi.org)

Official website: [www.fogsi.org](http://www.fogsi.org)

**Office telephone numbers: 24951648, 24948048, 24918032 , 24951654**

Sr. No. :	Staff Name	Extension
1	Reception Desk	101 / 102
2	Mini conference	103
3	Ms. Sangeeta Mestry	104
4	Mrs. Kanchan Pathare	105
5	Boys Table at workstation	106
6	Mrs. Varsha Sawal	107
7	Mrs. Neelima More	108
8	Mrs. Poonam Singh Lohat	109

9	Mrs. Arati Jabade	110
10	Mrs. Maria Pereira	111
11	Mrs. Shubhada Redkar	112
12	Mrs. Manisha Sawant	113
13	Mrs. Hema Bhatkar	114
14	Mrs. Deepti Gotad	115
15	President cabin	116
16	JOGI / ICOG cabin	117
17	Secretary General cabin	118

**Office staff :**

1	Ms. Sangeeta Mestry Office Superintendent
2	Mrs. Kanchan Pathare Asst. Office Superintendent & HR
3	Ms. Varsha Sawal Sr. Office Admin, FOGSI Schemes
4	Mrs. Neelima More Sr. Office Admin, ICOG
5	Mrs. Hema Bhatkar Sr. Accounts
6	Mrs. Maria Pereira Sr. Office Admin, JOGI
7	Mrs. Deepti Gotad Jr. Accounts
8	Mrs. Arati Jabade Jr. Office Admin, JOGI
9	Ms. Poonam Singh Lohat Office Admin, Training
10	Mrs. Shubhada Redkar Jr. Office Admin
11	Ms. Poonam Mendhare Receptionist cum General Staff
12	Ms. Sonam Singh Jr. Office Admin
13	Mr. Prakash Gurav Sr. Office Assistant
14	Mr. Prakash Bomble Jr. Office Assistant
15	Mr. Satyawar Gurav Sr. Office Attendant
16	Mr. Suryakant Rane Jr. Office Attendant
17	Mr. Prakash Karkhanis Jr. Office Attendants

## VISION /MISSION Statement:

Mission statement:

- The Federation of Obstetric and Gynecological Societies of India (FOGSI) supports and protects the interests of practitioners of Obstetrics and Gynecology in India.
- FOGSI encourages dissemination of knowledge and education as well as research in the field of Obstetrics and Gynecology in India.
- FOGSI works to pilot and promote preventive and therapeutic services related to health care of women and children.
- FOGSI also serves to advocate the cause of reproductive and sexual health and rights.
- FOGSI considers the reduction of maternal mortality in India as its primary mission.

Vision statement:

"FOGSI to be the lead organisation working towards advocating and promoting women's health and reproductive rights using scientific evidence and following the highest ethical standards through it's membership of committed professionals."

## Office structure

**President FOGSI: Executive Head of the Federation**

### FOGSI Office bearers

1	President
2	5 Vice Presidents
3	Immediate past president
4	President elect
5	Secretary General
6	Deputy Secretary General
7	Joint Secretary
8	Treasurer
9	Joint treasurer

#### A. Administrative wing

1	Dr. Jaydeep Tank
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	Secretary General
2	Dr. Madhuri Patel Deputy Secretary General
3	Dr. Suvarna Khadilkar Treasurer
4	Dr. Parikshit Tank Joint Treasurer

**B. Academic wing : ICOG:** The Governing Council shall comprise of FOGSI Office Bearers, ICOG Office Bearers (Chairman, Vice Chairman and Secretary), Chairman Elect, Chairman Elect Designate Vice Chairman Elect , all the Past Presidents of FOGSI ,Past Chairpersons of ICOG and twenty five Elected members.

**C . Journal wing :**

The Journal Committee shall comprise of the following: Editor in chief, Associate Editor, Joint Associate Editor, Assistant Editor, first Joint Assistant Editor, Second Joint Assistant editor, Secretary and Manager, Assistant Secretary, Joint Assistant Secretary, Six teen members representing the memberbodies (Corresponding National Editors) to be elected or selected (every three years), Past Editors, Ex- Officio : President, Secretary General, Deputy Secretary General, Joint Secretary, Treasurer and Joint Treasurer of the Federation

**Managing committee members:**

President, Vice-Presidents, Immediate Past President, President Elect, Secretary General, Deputy Secretary General, Treasurer, Joint Secretary, Joint Treasurer, incoming Vice-Presidents, Editor, Associate Editor, Joint Associate Editor, Assistant Editor, First Joint Assistant Editor, Second Joint Assistant Editor of the Journal, Chairperson, Vice Chairperson and Secretary of ICOG, Committee Chairpersons, FOGSI Representatives to FIGO, AOFOG, SAFOG and any other International Organisations, Members nominated by Member-bodies of the Federation, all Past Presidents, Vice Presidents for a period of 10 years with voting rights for three years (with effect from 7.1.2011), Past Secretary General for a period of 10 years (with effect from 28.9.2014), Past Chairpersons of the ICOG, Conveners and Co-ordinators of FOGSI'S special projects and Past Editor –in - Chief for ten years (with effect from Sept 23. 9. 2018).

**Member bodies affiliated to FOGSI**

**258 member bodies: Total Membership No. \_\_\_\_\_ Date : \_\_\_\_\_ Year : \_\_\_\_\_**

1	Adoor Obstetric & Gynaecological Society	130	Khammam Obstetric & Gynaecological Society
2	Agartala Obstetric & Gynaecological Society	131	Kohima Obstetric & Gynaecological Society
3	Agra Obstetric & Gynaecological Society	132	Kolhapur Obstetric & Gynaecological Society
4	Ahmedabad Obstetric & Gynaecological Society	133	Kollam Obstetric & Gynaecological Society
5	Ahmednagar Obstetric & Gynaecological Society	134	Korba Obstetric & Gynaecological Society
6	Aizawl Obstetric & Gynaecological Society	135	Kota Obstetric & Gynaecological Society



7	Ajmer Obstetric & Gynaecological Society	136	Kottayam Obstetric & Gynaecological Society
8	Akola Obstetric & Gynaecological Society	137	Obstetrics & Gynaecology Society of Krishnagiri
9	Akluj Obstetric & Gynaecological Society	138	Kurnool Obstetric & Gynaecological Society
10	Aligarh Obstetric & Gynaecological Society	139	Latur Obstetric & Gynaecological Society
11	Allahabad Obstetric & Gynaecological Society	140	Loni Obstetric & Gynaecological Society
12	Alappuzha Obstetric & Gynaecological Society	141	Lucknow Obstetric & Gynaecological Society
13	Alwar Obstetric & Gynaecological Society	142	Ludhiana Obstetric & Gynaecological Society
14	Ambala Society of Obstetricians & Gynaecologists	143	Madurai Obstetric & Gynaecological Society
15	The Obstetrics & Gynaecological Society Amravati	144	Magadh Obstetric & Gynaecological Society
16	Amritsar Obstetric & Gynaecological Society	145	Mahabubnagar Obstetric & Gynaecological Society
17	Anand Obstetric & Gynaecological Society	146	Malda Obstetric & Gynaecological Society
18	Ananthapuramu Obstetric & Gynaecological Society	147	Malegaon Obstetric & Gynaecological Society
19	Asansol Obstetric & Gynaecological Society	148	Mandya Obstetric & Gynaecological Society
20	Aurangabad Obstetric & Gynaecological Society	149	Mangalore Obstetric & Gynaecological Society
21	Azamgarh Obstetric & Gynaecological Society	150	Manipal Obstetric & Gynaecological Society
22	Bagalkot Obstetric & Gynaecological Society	151	Margao Obstetric & Gynaecological Society
23	Bangalore Society of Obstetrics & Gynaecology	152	Mathura Obstetric & Gynaecological Society
24	Baramati Obstetric & Gynaecological Society	153	Mau Obstetric & Gynaecological Society
25	Bardhaman Obstetric & Gynaecological Society	154	Obstetrical & Gynaecological Society Meerut
26	Obstetric & Gynaecology Society Bareilly	155	Mehsana Obstetric & Gynaecological Society
27	Baroda Obstetric & Gynaecological Society	156	Miraj Obstetric & Gynaecological Society
28	Barpeta Obstetric & Gynaecological Society	157	Mirzapur Obstetric & Gynaecological Society
29	Bathinda Obstetric & Gynaecological Society	158	Moradabad Obstetric & Gynaecological Society
30	Beed Obstetric & Gynaecological Society	159	Mumbai Obstetric & Gynaecological Society
31	Belgaum Obstetric & Gynaecological Society	160	Muzaffarnagar Obstetric & Gynaecological Society
32	Bellary Obstetric & Gynaecological Society	161	Muzaffarpur Obstetric & Gynaecological Society
33	Bengal Obstetric & Gynaecological Society	162	Mysore Obstetric & Gynaecological Society
34	Berhampur Obstetric & Gynaecological Society	163	Nabha Obstetric & Gynaecological Society
35	Bhagalpur Obstetric & Gynaecological Society	164	Nadiad Obstetric & Gynaecological Society
36	Bhandara Obstetric & Gynaecological Society	165	Nagaon Obstetric & Gynaecological Society
37	Bharatpur Obstetric & Gynaecological Society	166	Nagercoil Obstetric & Gynaecological Society
38	Bharuch Obstetric & Gynaecological Society	167	Nagpur Obstetric & Gynaecological Society

39	Bhavnagar Obstetric & Gynaecological Society	168	Nalbari Obstetric & Gynaecological Society
40	Association of Obstetrics & Gynaecological Society of Bhilai	169	Nalgonda Obstetric & Gynaecological Society
41	Bhiwani Obstetric & Gynaecological Society	170	Nanded Obstetric & Gynaecological Society
42	The Obstetric & Gynaecological Society Bhopal	171	Nashik Obstetric & Gynaecological Society
43	Bhubaneswar Obstetric & Gynaecological Society	172	Navi Mumbai Obstetric & Gynaecological Society
44	Bhuj Obstetric & Gynaecological Society	173	Navsari Obstetric & Gynaecological Society
45	Bidar Obstetric & Gynaecological Society	174	Nellore Obstetric & Gynaecological Society
46	Bijapur Obstetric & Gynaecological Society	175	Nizamabad Obstetric & Gynaecological Society
47	Bijnore Obstetric & Gynaecological Society	176	Noida Obstetric & Gynaecological Society
48	Bikaner Obstetric & Gynaecological Society	177	North Odisha Association of Obstetric & Gynaecological
49	Bilaspur Obstetric & Gynaecological Society	178	Obstetrics & Gynaecological Society of Northern India
50	Bokaro Obstetric & Gynaecological Society	179	Association of Obstetricians & Gynaecologists of Odisha
51	Bulandshahr Obstetric & Gynaecological Society	180	Osmanabad Obstetric & Gynaecological Society
52	Buldana Obstetric & Gynaecological Society	181	Palanpur Obstetric & Gynaecological Society
53	Burla Obstetric & Gynaecological Society	182	Palwal Obstetric & Gynaecological Society
54	Calicut Obstetric & Gynaecological Society	183	Panaji Obstetric & Gynaecological Society
55	Cannanore Obstetric & Gynaecological Society	184	Pandharpur Obstetric & Gynaecological Society
56	Chalisgaon Obstetric & Gynaecological Society	185	Parbhani Obstetric & Gynaecological Society
57	Chandrapur Obstetric & Gynaecological Society	186	Patiala Obstetric & Gynaecological Society
58	Chikmagalur Obstetric & Gynaecological Society	187	Patna Obstetric & Gynaecological Society
59	Chitradurga Obstetric & Gynaecological Society	188	Obstetric & Gynaecological Society Pondicherry
60	Cochin Obstetric & Gynaecological Society	189	Porbandar Obstetric & Gynaecological Society
61	Covai Obstetric & Gynaecological Society	190	Pusad Obstetric & Gynaecological Society
62	Darbhanga Obstetric & Gynaecological Society	191	Pune Obstetric & Gynaecological Society
63	Davangere Obstetric & Gynaecological Society	192	Raichur Obstetric & Gynaecological Society
64	Dehradun Obstetric & Gynaecological Society	193	Raigad Obstetric & Gynaecological Society
65	Association of Obstetricians & Gynaecologists of Delhi	194	Raipur Obstetric & Gynaecological Society
66	Deoli Sawangi Obstetric & Gynaecological Society	195	Rajahmundry Obstetric & Gynaecological Society
67	Dhanbad Obstetric & Gynaecological Society	196	Rajkot Obstetric & Gynaecological Society
68	Dhule Obstetric & Gynaecological Society	197	Ranchi Obstetric & Gynaecological Society
69	Dibrugarh Obstetric & Gynaecological Society	198	Ratlam Obstetric & Gynaecological Society

70	Dindigul Obstetric & Gynaecological Society	199	Rewa Obstetric & Gynaecological Society
71	Durg Obstetric & Gynaecological Society	200	Rewari Obstetric & Gynaecological Society
72	Durgapur Obstetric & Gynaecological Society	201	Rohtak Obstetric & Gynaecological Society
73	Eluru Obstetric & Gynaecological Society	202	Roorkee Obstetric & Gynaecological Society
74	Erode Obstetric & Gynaecological Society	203	Rourkela Obstetric & Gynaecological Society
75	Faizabad Obstetric & Gynaecological Society	204	Rudrapur Obstetric & Gynaecological Society
76	Faridabad Obstetric & Gynaecological Society	205	Sagar Obstetric & Gynaecological Society
77	Faridkot Obstetric & Gynaecological Society	206	Saharanpur Obstetric & Gynaecological Society
78	Firozabad Obstetric & Gynaecological Society	207	The Obstetric & Gynaecological Society of Salem
79	Gadag Obstetric & Gynaecological Society	208	Satara Obstetric & Gynaecological Society
80	Gadhinglaj Obstetric & Gynaecological Society	209	Sevagram-Wardha Obstetric & Gynaecological Society
81	Gandhinagar Obstetric & Gynaecological Society	210	Shahjanpur Obstetric & Gynaecological Society
82	Gangtok Obstetric & Gynaecological Society	211	Shillong Obstetric & Gynaecological Society
83	Ghaziabad Obstetric & Gynaecological Society	212	Shimoga Obstetric & Gynaecological Society
84	Godhra Obstetric & Gynaecological Society	213	Silchar Obstetric & Gynaecological Society
85	Gondia Obstetric & Gynaecological Society	214	Siliguri Obstetric & Gynaecological Society
86	Gorakhpur Obstetric & Gynaecological Society	215	Singrauli Obstetric & Gynaecological Society
87	Gulbarga Obstetric & Gynaecological Society	216	Sirsa Obstetric & Gynaecological Society
88	Guntur Obstetric & Gynaecological Society	217	Sitamarhi Obstetric & Gynaecological Society
89	Gurgaon Obstetric & Gynaecological Society	218	Solapur Obstetric & Gynaecological Society
90	Guwahati Obstetric & Gynaecological Society	219	The Obstetrics & Gynaecological Society of Southern India
91	Gwalior Obstetric & Gynaecological Society	220	Sriganganagar Obstetric & Gynaecological Society
92	Haldwani Obstetric & Gynaecological Society	221	Srinagar Obstetric & Gynaecological Society
93	Hanumangarh Obstetric & Gynaecological Society	222	Surat Obstetric & Gynaecological Society
94	Haridwar Obstetric & Gynaecological Society	223	Tezpur Obstetric & Gynaecological Society
95	Hassan Society of Obstetrics & Gynaecology	224	Thane Obstetric & Gynaecological Society
96	Himatnagar Obstetric & Gynaecological Society	225	Thanjavur Obstetric & Gynaecological Society
97	Hingoli Obstetric & Gynaecological Society	226	Theni Obstetric & Gynaecological Society
98	Hisar Obstetric & Gynaecological Society	227	Thrissur Obstetric & Gynaecological Society
99	Hoshangabad Obstetric & Gynaecological Society	228	Tirunelveli Obstetric & Gynaecological Society
100	Hubli-Dharwad Obstetric & Gynaecological Society	229	Tirupati Obstetric & Gynaecological Society

101	The Obstetrics & Gynaecological Society of Hyderabad	230	Trichy Obstetric & Gynaecological Society
102	Ichalkaranji Obstetric & Gynaecological Society	231	Trivendrum Obstetric & Gynaecological Society
103	Imphal Obstetric & Gynaecological Society	232	Tumkur Obstetric & Gynaecological Society
104	Indore Obstetric & Gynaecological Society	233	Tuticorin Obstetric & Gynaecological Society
105	Islampur Obstetric & Gynaecological Society	234	Udaipur Obstetric & Gynaecological Society
106	Jabalpur Obstetric & Gynaecological Society	235	Udgir Obstetric & Gynaecological Society
107	Jaipur Obstetric & Gynaecological Society	236	Ujjain Obstetric & Gynaecological Society
108	Jalandhar Obstetric & Gynaecological Society	237	Vapi Obstetric & Gynaecological Society
109	Jalgaon Obstetric & Gynaecological Society	238	Varanasi Obstetric & Gynaecological Society
110	Jalna Obstetric & Gynaecological Society	239	Vellore Obstetric & Gynaecological Society
111	Jammu Obstetric & Gynaecological Society	240	Vijayawada Obstetric & Gynaecological Society
112	Jamnagar Obstetric & Gynaecological Society	241	Visakhapatnam Obstetric & Gynaecological Society
113	Jamshedpur Obstetric & Gynaecological Society	242	Warangal Obstetric & Gynaecological Society
114	Jhansi Obstetric & Gynaecological Society	243	Yamuna Nagar Obstetric & Gynaecological Society
115	Jodhpur Obstetric & Gynaecological Society	244	Yavatmal Obstetric & Gynaecological Society
116	Jorhat Obstetric & Gynaecological Society	245	Mancherial Obstetric & Gynaecological Society
117	Junagadh Obstetric & Gynaecological Society	246	Tiruvannamalia Obstetric & Gynaecological Society
118	Kadapa Obstetric & Gynaecological Society	247	Saharsa Obstetric & Gynaecological Society
119	Kakinada Obstetric & Gynaecological Society	248	Valsad Obstetric & Gynaecological Society
120	Kalyani Obstetric & Gynaecological Society	249	Ongole Obstetric & Gynaecological Society
121	Kanpur Obstetric & Gynaecological Society	250	Namakkal Obstetric & Gynaecological Society
122	Karad Obstetric & Gynaecological Society	251	Virudhunagar Obstetric & Gynaecological Society
123	Karimnagar Obstetric & Gynaecological Society	252	The London Chapter of Obstetric & Gynaecological
124	Karnal Obstetric & Gynaecological Society	253	Jaunpur Obstetric & Gynaecological Society
125	Karur Obstetric & Gynaecological Society	254	Ferozepur Obstetric & Gynaecological Society
126	Kasargod Obstetric & Gynaecological Society	255	Perinthalmanna Obstetric & Gynaecological Society
127	Kashipur Obstetric & Gynaecological Society	256	Greater Noida Obstetric & Gynaecological Society
128	Katihar Obstetric & Gynaecological Society	257	Kancheepuram Obstetric & Gynaecological Society
129	Katni Obstetric & Gynaecological Society	258	Khora Makanpur Obstetric & Gynaecological Society

**Categorywise List of FOGSI member bodies  
till December 2020**

**FOGSI Member bodies : Category A  
membership**

<b>Societies having Members from 200 to 500</b>	<b>Total societies – 38</b>
Agra	326
Allahabad	226
Aurangabad	201
Baroda	236
Bhopal	246
Calicut	205
Cochin	241
Covai	352
Faridabad	206
Ghaziabad	230
Guntur	217
Gwalior	252
Hubli-Dharwad	243
Indore	396
Jabalpur	209
Jalandhar	214
Kanpur	280
Kota	216
Lucknow	479
Ludhiana	208
Madurai	252
Mysore	264
Nagpur	455
Nashik	316
Navi Mumbai	234
Northern India	499
Odisha(old-Orissa)	357
Pondicherry	211
Raipur	208
Ranchi	240
Salem	217
Surat	404
Thane	211
Thanjavur	241
Thrissur	249
Trichy	220
Vijayawada	281
Visakhapatnam	429

**"B"  
Categories**

1	Agartala	79
2	Ahmednagar	126
3	Ajmer	138
4	Akola	106
5	Aligarh	108
6	Alleppey	71
7	Amravati	187
8	Amritsar	172
9	Anand	69
10	Ananthapuramu	72
11	Bagalkot	90
12	Bardhaman	87
13	Bareilly	107
14	Beed	
15	Belgaum	116
16	Bellary	126
17	Berhampur	139
18	Bhagalpur	102
19	Bhavnagar	87
20	Bhilai	130
21	Bhubaneshwar	90
22	Bhuj	67
23	Bijapur	125
24	Bikaner	76
25	Bilaspur	109
26	Bokaro	58
27	Buldana	59
28	Burla	74
29	Cannanore	132
30	Chandrapur	88
31	Darbhanga	94
32	Davangere	173
33	Dehradun	90
34	Dhanbad	120
35	Dhule	73
36	Dibrugarh	137
37	Dindigul	63
38	Durgapur	54
39	Erode	200

<b>Societies having Members from 500 to 1000</b>	<b>Total societies – 5</b>
Bengal	548
Jaipur	541
Patna (Bihar)	809
Pune	748
Southern India	784

<b>Societies having Member Over 1000</b>	<b>Total societies – 5</b>
Ahmedabad	1004
Bangalore	1024
Delhi	2465
Hyderabad	1142
Mumbai	2243

Total A category 48

40	Godhra	59
41	Gorakhpur	187
42	Gulbarga	144
43	Gurgaon	198
44	Guwahati	176
45	Haldwani	65
46	Himatnagar	53
47	Hisar	79
48	Imphal	135
49	Jalgaon	117
50	Jammu	192
51	Jamnagar	87
52	Jamshedpur	98
53	Jhansi	103
54	Jodhpur	82
55	Kadapa	83
56	Kakinada	127
57	Kalyani	64

58	Karad	77
59	Karimnagar	149
60	Karnal	52
61	Khammam	116
62	Khora Makanpur	57
63	Kohima	53
64	Kolhapur	186
65	Kollam	121
66	Kottayam	121
67	Krishnagiri	71
68	Kurnool	133
69	Latur	101
70	Loni	71
71	Mahabubnagar	53
72	Mangalore	190
73	Manipal	110
74	Mathura	60
75	Meerut	151
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#### **International chapters associated with FOGSI**

London Chapter of FOGSI -

US Chapter of FOGSI -

#### **International bodies FOGSI is affiliated with annual subscription**

- 1) International Federation of Gynecology & Obstetrics (FIGO) -
- 2) Asia and Oceania Federation of Obstetrics and Gynecology (AOFOG)
- 3) South Asia Federation of Obstetrics and Gynaecology (SAFOG)

## **FOGSI Administrative Guidelines Establishment & Application**

### **Creation & Maintenance of Administrative Guidelines**

#### **1. Introduction & Updates**

- Initial introduction, presentation & adoption of guidelines at the FOGSI Managing Committee meeting at Jammu in April 2004.
- All subsequent additions & amendments presented by the FOGSI office bearers to the Managing Committee.
- Guidelines have to be constantly evolved & be updated at subsequent meetings of the Managing Committee.

2. Important Clauses and resolutions passed at various managing committee meetings can be added on in these guidelines

### **3. *Purpose & Application of the Guidelines***

- Allow administrative issues addressed to be managed objectively.
- Streamlined approach to reimbursement of expenses, fund raising, investments & activities involving conferences, webinars, projects, committees & training programmes.
- Important monitoring function since any diversion from the guidelines is to be reported to the Managing Committee for necessary action

### **4. *Dissemination of Guidelines***

- Updated guidelines to be proactively presented & disseminated to the Managing Committee.
- Annual distribution after the September meeting of Managing Committee.
- Dissemination of the administrative guidelines by e mail to all office bearers & committee chairpersons in October each year.
- Guidelines will also be available to any other managing committee member, member society or FOGSI member on a request to the FOGSI office & on the FOGSI Website.

### **5. *Reporting Administrative Irregularities***

- Recommendation by the Managing Committee that serious irregularities in contravention of these administrative guidelines that are detected by the office bearers should be reported to the President.
- These must then be reported to the Managing Committee of FOGSI at the next meeting for necessary action.

## FOGSI Administrative Guidelines Annual Subscriptions & Database

### *Deadline for Receipt of Annual Subscription*

- Annual subscription with a detailed listing in prescribed format to be remitted to FOGSI by January 31 each year.
- Monthly reminders will be sent by the FOGSI office for non-compliance.

### *Inclusion in Mailing List*

- Subscriptions received up to March 31 will be included on the members list for the purpose of preparing the voting list for the election of President, Vice President & any other post for election.

### **Submission of Membership List**

- Each member-body shall submit on or before March 31 of each year a written statement by email or by any other electronic means of its members (Category A and Category B). This list of Category A and Category B members who are eligible to vote shall be taken as the final statement for preparing the voters list for the relevant year.
- The Membership List will have to be submitted in a standard format as provided by FOGSI by Email using Microsoft Excel or any other suitable programme.

### *Details to be Included in Membership List*

- President & secretary's details to be updated annually on change of office bearers.
- Member details to be submitted in the following fields – First Name, Last Name, membership category (please produce postgraduate degree/diploma certificate if converting category from B to A as per constitution), Gender, Date of Birth, Address, City, Pincode, State, Mobile Number, Email ID, Qualification.
- Qualification proof to be sent through Society OR directly by member.

### *Updating Membership List*

- If any member wants to make any changes in his postal address /Email Id /Mobile number, he / she should go through our link: [member.fogsi.org](http://member.fogsi.org)
- Membership details updation will not be permitted after 31<sup>st</sup> March for the election purpose
- Portal for members updation will be closed after 31<sup>st</sup> march till election of that year
- In case any updation is necessary, after 31<sup>st</sup> March, member should write to secretary general for the same and it will be permitted only after approval by all the election officers.

### *Sale of Membership List*

- Membership lists will be available for sale in excel format at Rs.20000/-, Rs.5000/- for FOGSI election candidates, Rs.10000/- for the conference organizers excluding GST).

## **FOGSI Administrative Guidelines Reimbursement of Expenses**

### **Travel Expenses**

#### ***Permissible Class of Travel***

1. Economy airfare or Second Class AC fare.

### **Travel Entitlement**

#### ***Managing Committee Meetings :***

- For all FOGSI office bearers (President, Vice Presidents, Secretary General, Deputy Secretary General, Joint Secretary & Treasurer, Joint Treasurer) to attend the outstation Managing Committee meetings each year with arrangements to be made by FOGSI office.
- Travel entitlement of economy airfare or Second Class AC fare for the Office Superintendent to attend the outstation Managing Committee meetings each year.

#### ***Official Meetings***

- For official representatives deputed to attend meetings on behalf of FOGSI.
- The official invitation should be received by the FOGSI office.
- The decision to support travel will be at the discretion of the President & the Secretary General.

#### ***FOGSI Conference Advisory Meetings***

- For Conference Advisory Committee members – President, President Elect, Secretary General & Deputy Secretary General.
- Expenses shared equally by FOGSI & Conference Organizing Committee.

#### ***Training Centre Inspection***

- For official representatives travelling for facility inspection of a Training Centre on behalf of FOGSI.

#### ***FOGSI core committee meetings***

- Chairs and the members of the core committees to attend the meetings once in a year upto 8 members /committee

### ***Representatives of International bodies***

Travel entitlement of economy class airfare for the representatives of International bodies once in a year, only if there is official meeting (the invitation letter to be attached)

### ***Project Related Travel***

- Specific budgets for travel to be included in specific projects planning.
- All expenses will be made from project finances alone on confirmation by the President, the Secretary General, & the project convenor / the project coordinator / the respective committee chairperson as may be appropriate.

### ***Documentation to be submitted***

1. Submission of travel form documenting date, destination, mode and purpose of travel, with the signature of the approving authority.
2. Submit with a copy of the ticket, boarding card or any other travel document.
3. Date of the meeting called and invitation letter along with agenda duly signed by the concerned authority requesting attendance of FOGSI member

## **Telephone Expenses**

### ***Eligible Payments***

#### ***Official Phones***

- Official phones are made available by FOGSI to the President, Secretary General, Deputy Secretary General, Treasurer and Joint Treasurer for exclusive use for FOGSI activities. Most economical handset preferably Indian make should be purchased
- These phones will remain in the name of FOGSI. and the phones will be returned to FOGSI after their tenure is over
- FOGSI will provide sim cards to President and Secretary General, Deputy Secretary General, Treasurer and Joint treasurer of preferably an Indian company and a suitable package of unlimited calls or any other most economic package, bills to be paid by FOGSI
- International roaming or phone calls will not be permitted in such packages

## Committee Activities:

Committee chairpersons will be permitted to use their annual contribution from FOGSI for telephone expenses incurred for committee activities and the bills must be submitted to FOGSI office . Use of an economic package of unlimited national calls or any other economic suitable package is permitted. They are also permitted to pay part time clerical assistance expenses incurred for committee activities for agreements totalling up to 20% of the annual contribution from FOGSI.

- Any budgeting for projects larger than Rs.50000 should include a 10% proposed administrative outlay to administer the committee project in the initial budgeting itself.
- Any event under aegis of FOGSI committee that charges delegates with delegate fee and receives sponsorship /educational grant from pharma companies, either individually or in collaboration with FOGSI member body or any other society will share conference dues as per constitution ( 20% registration fee and 30 % net profit, along with a copy of audited report or any other as decided by FOGSI )

## FOGSI Administrative Guidelines Permissible Administrative Expenses for Projects

**What is a project? Any project which undertakes service and health care facility improvement, training and education for which funds are received by FOGSI head office will be categorized as FOGSI project.**

- Funds will be received only after the agreement is duly signed. Such agreements must be approved by FOGSI'S official lawyers and auditors in the interest of long term security of finances and treasury of FOGSI. The expenditure must be done from these funds kept under respective project head
- Agreement should be signed by FOGSI authorities (President, Secretary General and Treasurer) with funding agencies and any other technical partners. The roles of the signing parties should be clearly defined in the agreement
- 5% administrative outlay will be retained by FOGSI.
- Such AGREEMENT must be in line with the administrative guidelines, code of conduct and constitution of FOGSI.
- Committee chairs alone are not permitted to sign any MOU on behalf of committee or FOGSI. They will submit the MOU to FOGSI head office for consideration

## **Part time Staff**

### ***Staff Appointments***

- The approval of the President & the Secretary General is necessary for the appointment & honorarium of medical & secretarial staff budgeted in projects.

### ***Salaries & Entitlements***

- Standard rates to be decided from time to time in line with full time staff salaries. The appointment is to be on contract with the appointee being eligible for no other benefits. The temporary appointment may be terminated / cancelled with one month prior notice on either side.

## **Premises & Office Equipment**

### ***Project Premises***

- No off-site premises to be rented or purchased outside the FOGSI headquarters for any project.

### ***Project Documentation***

- Project related documents & records should be submitted to & maintained at the FOGSI headquarters. This particularly relates to the original agreements, contracts & periodic reports. On completion a detailed report of the project is to be submitted to FOGSI.

### ***Project Resources***

- Office equipment & furniture acquired for projects to revert back to FOGSI for use at the FOGSI headquarters on completion of the project.

## **FOGSI Administrative Guidelines Earmarked Administrative Funds**

### ***Premises Maintenance Fund***

- This fund is created from the income of FOGSI.
- It is to be utilized for the maintenance, furnishing, protection & upgrading of facilities at the FOGSI Office.
- It may also be used for purchase of new premises when the need arises.

***Contingency Fund***

- This fund is created from the income of FOGSI.
- This fund is maintained to act as a buffer to be used for unexpected expenses with the approval of the Managing Committee of FOGSI

***Project Management Fund***

- This fund is maintained from funds received by FOGSI for services rendered in implementing projects.
- It allows flexibility in the management of the various projects undertaken by FOGSI & permits bridge funding of activities to be undertaken pending receipt of delayed funding from donors

***Donation fund***

Funds donated by individual donors can be permanently earmarked however surplus from funds raised by presidents for activities and conferences as educational grants or sponsorship, can be earmarked only for five years, and unutilized amount will be treated as income of the year after this period and Income tax will have to be paid for the same.

## **FOGSI Administrative Guidelines Collection or Utilization of Funds by President Elect, & Past Presidents**

### **Funds Raising by President Elect**

- The President Elect may collect funds on behalf of FOGSI to prepare for the forthcoming year.

***Management of the Funds raised by the President Elect******Maintenance & Accounting of Funds***

- These funds will be collected under a dedicated heading in FOGSI account defined by the purpose & the year for which the funds are raised.
- Subgrouping of funds is possible within the umbrella account.

***Utilization of Funds***



- Funds if required for a justifiable purpose will be released to the vendors by the office bearers of the particular year on the written direction of the President Elect, after requisite tax invoices or the bills are raised by the concerned vendors/ parties.

## **Reimbursement of Expenses by President Elect**

- The President Elect may be reimbursed Rs.20000 from FOGSI to prepare for the forthcoming year.
- Expenses should be directly related to preparatory activities undertaken & are not to be used for travel. A statement of expenses should be submitted with requisite bills and vouchers to be reimbursed.

### ***Permissible Expenses***

- Expenses may include part time secretarial expenses for amounts totalling up to 40% of the total contribution from FOGSI.( from Rs. 20,000/-)

## **Unutilized Funds raised by the President**

- Funds raised prior to or during a particular FOGSI year must be utilized for their specific earmarked purpose during the year.
- Unutilized funds may be used for specified projects within the subsequent 3 years after completion of the presidential tenure. Under the written direction of the president who raised the funds
- After three years it will be added to FOGSI account and may be released and utilized by Secretary general for the specified ear marked object for two years(or total of five years of initial date of depositing the fund ). Thereafter it will be treated as income of the year and liable for income tax.
- However, stand alone projects with multinational agencies or NGO partners would be an exception & may continue till the documented conclusion.

## **FOGSI Administrative Guidelines Foreign Currency Transactions**

### ***Foreign Currency Account***

- Resolution to open FC account as per GOI guidelines passed & account opened.
- Registration with Ministry of Home Affairs, FCRA Division, GOI.
- No deposits to be received or bank transfers to be accepted without intimation & permission.

### ***Accounting Procedure***

- Separate ledger to be maintained & annual FC III returns to be submitted. This is mandatory & independent of financial activity.

#### ***Account Requirements***

- All the original documentation of projects involving foreign funding is to be maintained at the FOGSI office. These include letters of application & intent, correspondence with donors, letters of intent, contracts signed by the President and Secretary General on behalf of FOGSI & the Work Programme Budget.

#### ***Accounting Formalities***

- FC IA form to be submitted for each individual project permission prior to registration till FC III status established.
- No deposits to be received or bank transfers to be accepted without intimation & permission of the Secretary General & the Treasurer.

### **Foreign Currency Transactions *Accounting & Interest Distribution***

- Amalgamation of all long term investments
- Calculation of Mean Interest which is then to be proportionately distributed to Earmarked Funds & Project Funds for accounting purposes.
- This would also include all existing FOGSI investments hitherto been held in many different fund names. Decision to hold them all as FOGSI funds henceforth & monitor a balance between the fund accounts & total investment.

### **Bank Accounts**

- These are to be maintained in Nationalised Banks as per the FOGSI Constitution

#### ***Savings Bank Account (FOGSI Account)***

- It must be endeavoured to maintain a Savings Bank balance of not more than Rs.25,00,000.00 at any given time.
- A fortnightly Savings Bank balance register is to be maintained.

## Investment Guidelines

### FOGSI Funds

There will be three types of funds generated which will be invested

- Donation funds
- Surplus generated during the year
- Project funds

**1-Donation funds for various orations awards, prizes should be deposited in FD, earmarked for the specific objects of the donation. Only the interest can be utilized towards objects and should be managed as per terms and conditions specified by the donor in the letter. They should be invested in Long term, high return investments (33 months to 60 months ) as Fixed Deposits in Financial Institutions**

**2- Surplus generated during the year : this can be earmarked for various objects of the trust like building and maintenance fund, contingency fund, CSR fund etc. These earmarked funds can be deposited partly in short , medium, or long term investments as per the object's requirement but we must ensure the highest interest return. These funds have to be utilised for the specific objects of the trust within five years of the generation of the surplus. Any unutilised amount beyond five years will be added to next year's income and will be taxable as per taxation rules. The interest generated can be utilised for the same objects of the trust after adding it to the income of that year.**

**Out of the total surplus, surplus from Funds raised by presidents as Project fund, during the year can be earmarked for activity as decided by the concerned president for 3 years and whatever unutilised amount at the end of 3 year will be added to FOGSI account. and if unutilized within five years it will added to FOGSI's income in sixth year and will be taxable**

3 Project Donation: these will be managed as per terms and conditions included in Agreement signed keeping in mind the code of conduct, administrative guidelines and constitution

#### ***Oration & Prize Funds***

- These funds are to be invested in long term, high return investments. Revenue balances to be credited to the Corpus of each respective fund on March 31 each year

#### ***National Federation Fund***

- These funds are to be invested partly in medium term & partly in long term, high return investments such as Bank & Financial Institution as Fixed Deposits.

#### ***FOGSI Building Fund***

- These funds are to be invested in medium term investments for easy liquidity such as Bank & Financial Institution as Fixed Deposits

#### ***ICOG Corpus***

- These are to be invested in long term, high return investments

#### ***Contingency Fund***

- These are to be invested partly in medium term & partly in long term, high return investments such as Bank & Financial Institution as Fixed Deposits

#### ***Committee Accounts***

- These are to be invested in medium term investments for easy liquidity such as Bank & Financial Institution as Fixed Deposits

#### ***Bank Locker***

- This is to be maintained in a Nationalised Bank to keep in safe custody important documents & contracts such as those related to Premises Purchase & Fixed Deposits

## **FOGSI Administrative Guidelines Conference Accounts/ Events accounts**

### **Conferences Addressed**

- All India Congress of Obstetrics & Gynaecology & Regional FOGSI Zonal Conferences with YUVA
- Official Conferences of FOGSI in collaboration with Member Societies & the conferences with other professional organizations (ISAR, IMS, IAGE or similar organisations)
- Besides its own conferences FOGSI will only associate with international conferences organized by FIGO, AOFOG & SAFOG to which FOGSI is affiliated or conferences in affiliation with national societies of other countries and will enter in a financial commitment mutually agreed upon

- All conferences organised by president, vice president, committee chairs, ICOG or any other FOGSI member where FOGSI logo/name / FOGSI Post have been used.
- FOGSI will not partner or endorse conferences of any other organizations

Conferences/webinars/web conferences calendar and reports should be presented in managing committee meetings by respective organisers and a monthly report of the FOGSI conferences/webinars and other activities should be compiled by Joint secretary /treasurer/joint treasurer assisted by accounts office staff under direction of president, and sent to FOGSI secretary general and accounts department for accounting purposes.

### **Conferences Advances**

- Official Conferences of FOGSI may be provided an advance from FOGSI funds on receiving an request from the Conference Organizing Committee./ host member body ensuring the venue for the conference is within same geographical area
- Entitled advances – AICOG Rs. 10,00,000, FOGSI Zonal Conferences with YUVA Rs. 5,00,000 & Official Conferences of FOGSI Rs. 2,50,000.
- The advances have to be paid back within 3 months of completion of conference.

### **Share of Registration Fee Income & time frames : deadlines for dues payments**

#### ***Conference dues to be paid to FOGSI HO:***

##### **AICOG as per constitution**

- At AICOG FOGSI's share of 20% of delegate registration fees
- At AICOG – FOGSI's share of 25% of C G Saraiya CME registration fees
- 20% registration fee from workshops and banquet is exempt from AICOG.and the revenues generated should be added in general income of AICOG
- Share of delegate registration fees to be paid within 3 months of completion of conference
- The share must be given to head office irrespective of the nature of registration.
- However, up to 300 complimentary registrations can be given at discretion of the organising committee. FOGSI's 20% share of these 300 complimentary registrations will be waived off.
- Registration fee payments to be made in favour of the conference account of the host society with the host society pan card (event manager account and PAN card are not allowed)
- ***Share of Conference Profits***
- Share of net profits to be paid within 1year of completion of conference
- Share of Net profit is to be calculated as follows:

Total registration fees collected after deducting liability to FOGSI ie 20% of total registration fee will be the available registration income for expenditure i.e. 80%

Available income= 80% registration fee + total sponsorship + educational grants+ workshops + banquet registration – total expenditure = Surplus

30% of surplus will be the FOGSI share of profit

### ***Submission of Audited Accounts***

- Detailed audited accounts to be submitted to FOGSI on their being finalized.
- In audited report, 20% share of registration fees should be shown as liability to FOGSI and should be deducted from the total registration fees collected. The amount after deduction of share can be spent on the conference. The sample format can be made available from office on request by organising team.
- The payments must be made along with necessary information in the form as per annexure 1

### ***Conference dues to be paid to FOGSI HO:***

### ***Other-conferences, FOGSI Zonal Conferences with YUVA as per constitution***

#### FOGSI Zonal Conferences with YUVA

#### ***new amendment [18-4-2021]***

<b>Upto 500 members, :</b>	<b>100000</b>
<b>members500-1000</b>	<b>150000</b>
<b>more than 1000 members</b>	<b>200000</b>

50% amount to be paid upfront for the conference and the remaining 50% after the conference

- *Supported by a single Educational Partner* : flat payment 7 lacs?
- *Other FOGSI conferences hosted by member bodies of FOGSI:*

*Proposal :*

<b>&lt; 50 members (C)</b>	<b>50000</b>
<b>51-200 members(B)</b>	<b>200000</b>
<b>200- 500 members, :</b>	<b>400000</b>
<b>500-1000 members</b>	<b>500000</b>
<b>&gt;1000 members</b>	<b>600000</b>

50% amount to be paid upfront for the conference and the remaining 50% after the conference

OR

**10% of registration fees**

**Whichever opted for by organisers**

Societies will have to submit the audited report and registration numbers irrespective of the choice made

***Proposal for FOGSI conference in association with other organizations which are not member bodies of FOGSI***

***Flat fees as per number of registrations as follows whichever is opted for by organisers***

<b>&lt; 50 registrations</b>	<b>50000</b>
<b>51-200 registrations</b>	<b>200000</b>
<b>20- 500 registrations</b>	<b>400000</b>
<b>500-1001 registrations</b>	<b>500000</b>
<b>&gt;1000 registrations</b>	<b>600000</b>

50% amount to be paid upfront for the conference and the remaining 50% after the conference

Conference dues must be paid at all conferences organised either in collaboration with or under the aegis of FOGSI (AICOG, FOGSI Zonal Conferences with YUVA & Other Official Conferences of FOGSI organised by committee/office bearers/ FOGSI members bodies/in collaboration with professional organization) as per constitution

## **General Guidelines :**

### **FOGSI conferences hosted by local member bodies:**

- At First announcement information should be furnished to head office. A preconference form should be filled with help from accounts office of FOGSI (annexure 2)
- Please use the format and guidance given on the website for making the brochures of announcements and the conference.
- Host organisation should be the member body, organization hosting actually by opening a conference account on its own pan card. Such account should be closed after audited accounts are submitted by organising committee within 1 year of the date of the conference
- Primary organization will be FOGSI
- Total no. of registrations targeted should be informed to FOGSI HO

- Names of Collaborating societies (local/national /international) Government organisation or committee and their financial commitments should be clarified before conference and informed to HO with duly signed letter of MOU
- All MOUs including MOU with event manager will be scrutinised by official lawyers appointed by FOGSI,
- All FOGSI conferences should be hosted by local member body

### **FOGSI conferences hosted by Head Office:**

- In the exceptional circumstances, If the conference/ project / Series of CMEs is organised under the aegis of FOGSI head office or FOGSI subcommittees, Total Registration fee and the entire sponsorship amount collected in such conferences held by head office should necessarily be credited in FOGSI general account / conference ledger account bearing FOGSI pan card. and will be operated by signatories as per constitution after approval by concerned president / chairperson/other office bearers/FOGSI member organising the event.
- Expenditure must be done from the same account after deducting 20% registration fees or 5% admin fees if no registration fees are charged. Balance if any will be added to surplus and will be earmarked as per recommendation by managing committee
- The funds will be released only on raising invoice by the vendors. The advance payments to the vendors can be done only against the proforma invoices and final payment against official receipts/tax invoices.
- Event's ledger account should be audited duly by FOGSI auditors and should be closed after audited accounts are submitted by organising committee/ convenors within 1 year of the date of the event. The organising committee/ convenors shall be responsible for submitting audited accounts to centre failing which interim punitive action will be taken as described in this guideline.
- In case an event manager is appointed he/ she will be paid his professional fee as mutually decided (generally ~10% of total budget), and he will submit all the necessary bills and receipts to the head office for accounting purpose as well as his own company's invoice. MOU between event manager and FOGSI should clearly mention this and should be submitted to head office well before the date of the event
- Any sponsorship received by head office from commercial companies/NGO/government, for conferences or projects, an MOU should be submitted in the office. 5% of the total amount will be retained by office as administrative charge. Rest will be utilized for the object and purpose of the fund for which it was raised as per MOU. The unutilised amount from project fund will need to be spent within five years to save the tax as per the tax rules. The concerned president can use the same for three years for the same objects and thereafter it will be transferred to FOGSI general fund.
- **The venue of the congress:**
  - If host society is FOGSI member body,/ international chapter it will be in the same city where the member body/ chapter is registered



- If hosted by head office , for a national event any part of the country, where logistics of the congress are easy and convenient to administer
- If hosted by head office where venue needs to be overseas where no FOGSI chapter exists, It is necessary to have an event where there exists a FIGO/SAFOG/AOFOG affiliated member body
- Venue can be anywhere which is mutually decided by partnering societies, but must be in the same city where the FIGO/SAFOG/AOFOG affiliated member body is registered and MOU must be signed by all the partnering bodies, regarding profit and registration fee sharing
- Conference advisory committee and conduct committees will work out the logistics including venue of AICOG and other official conferences of FOGSI to present to managing committee.

### **Action to be taken against societies in financial dues:**

Interim action should be taken by office bearers on societies / conference organisers in financial dues till managing committee decision as per constitution clause no clause 2.1.7new constitution 7(old) is finalised.

- Local member body/conference organisers will not be permitted to host any FOGSI conference till the complete conference dues are paid.
- Local member body will not be eligible for any FOGSI society awards till the complete conference dues are paid
- Conference Organising committee members (organising chairpersons, organising secretaries and treasurers and member body president /secretary/treasurer) will not be permitted to contest for any official position of FOGSI and will not be eligible for any FOGSI individual awards till the complete dues are paid

This Interim action will be taken if society/committee does not pay dues and/or audited report despite three reminders sent out by FOGSI office at two month interval after one year of the conference date.

**FOGSI Administrative Guidelines for organizing webinars: Webinar form should be filled and submitted to Head office ( annexure 3)**

**This will apply for the webinars organized by any of us and finalized after 31st May 2020.**

1. Please do not organize or plan any webinar without confirmation with FOGSI. This confirmation can be obtained by filling a form and/or emailing it to the President, FOGSI or Secretary General, FOGSI, and for committee chairs also to the VP in charge of the committee.
2. Please do not clash with FOGSI's calendar of events either physical or web based. The list of events may be available on the FOGSI website. Please consult it before planning a webinar. In any case do not circulate information and confirm a webinar without (1)
3. FOGSI will centralize the distribution of webinars so that each committee can get space to do webinars and there is no overlap in scheduling between committees.
4. There is lots of confusion, overlapping, repetition of topics, faculties and dates with FOGSI's priority work, and planning. Please avoid repetition. In case committees would like to address the same issues please do collaborative programs.
5. Committees can have activities or webinars on the same days if it is strictly limited to any local society but cannot organize parallel webinar nationwide. We hope all office bearers and committee chairpersons will follow it with its spirit and take due care when organizing the webinar for any particular local society.
6. When any committee is using the FOGSI's name and logo for its activities, it should be confirmed with FOGSI. (President FOGSI, VP-FOGSI or Secretary General,) FOGSI has designed and uploaded a format for flyers on FOGSI's website they should use and get it approved by VP-FOGSI or Secretary General or Deputy Secretary General.
7. We can have webinars three a week max to max by any subcommittee of FOGSI and whosoever confirms early on first comes first served basis.
8. PI do not organize any webinar without following minimum contribution to FOGSI. Funds generated through committees will be credited to the committee account.

For webinar planned by and only for the local society- No amount.

In this FOGSI does not have any say and they cannot use FOGSI logo and/or name/Post

For FOGSI committee webinar- Minimum 15,000/- (up to 2 hours)

For FOGSI's webinar- Minimum Rs 30000/- (upto 2 hours)

For FOGSI's webinar -Minimum Rs 50000/-(for 2 to 4 hours)

For FOGSI's webinar -Minimum Rs 70000/- (more than 4 hours)

This unconditional academic grant contribution towards FOGSI can be revised after one year. It is preferable to receive in advance before the webinar.

9. FOGSI can organize webinars with Government or quasi-governmental organizations

(WHO, ICMR, UNICEF, USAID etc) or international organizations as for physical

conferences (FIGO, AFOG, SAFOG, RCOG) without any contribution towards FOGSI (RCOG India will be chargeable).

10. Please mention the name / photo of President and Secretary General in the flyers when

FOGSI's name or LOGO is used. If it is organized by the FOGSI committee, it should

also include the name of the responsible VP along with the President and Secretary

General. Please use the format given on the website for making the announcements and

the flyer for webinars.

11. Please promote FOGSI's theme, events and schemes in the subcommittee's webinars.

12. Please take and mention ICOG credit points with the flyer / Circular for the webinar and

see that it is awarded only to those who have attended the webinar and not to those who

have only registered for the webinar. FOGSI will have a uniform template for webinars

awarded ICOG credit points.

13. The supporting pharma or organizers who are providing the unconditional academic

grant support for the webinar can be allowed to use FOGSI's name & logo on all

collateral and backdrop only for that webinar, they will avail ICOG credit points and

e.certificate of attendance with e. signature for the attendees.

14. Organizers will have to provide the details of attendance, attendees, Q & A, feedback

and video recording of the webinar.

15. FOGSI may upload the video recording of the webinars on its website.

16. Please take consent from the faculties.

17. Any organizer or a FOGSI's subcommittee can contact any other country or organizations outside India for a joint webinar, only after permission from FOGSI office (FOGSI President or Secretary General, FOGSI) and approval of the programme. The VP in charge and the FOGSI representative to the international organization should also be informed.

18. When ICOG credit points are awarded to a webinar which is not organized by FOGSI or its subcommittees, ICOG logo can not be displayed in the flyers and back drop of the webinar. In such webinars, ICOG logo can be published only on a certificate. FOGSI and ICOG will prepare the standard format for the certificates/e.certificates.(Reason is FOGSI and ICOG have nearly the same logos and it may create a wrong impression that it is a FOGSI's webinar even when it is not organized by FOGSI or its subcommittee).

19. FOGSI's Vice Presidents will guide their allotted subcommittees for the guidelines for organizing webinars and will see that the committee chairpersons follow these guidelines.

20. Office bearers and Committee Chairs of FOGSI, ICOG and JOGI not to participate in webinars which do not follow these guidelines.

21. If any webinar is organised for CSR activity or public awareness, then the dues will be waived off

22. Web conference guidelines: two days one lac dues to be paid

23. Funds raised by committee chair, Office bearers, any other FOGSI member will be deposited in FOGSI webinar account

## Annexure 1: Details of payments

THE FEDERATION OF OBSTETRICS AND GYNAECOLOGICAL SOCIETIES OF INDIA	
NAME OF THE CONFERENCE	
NAME OF HOSTING SOCIETY	
SOCIETY'S PAN CARD NUMBER	
SOCIETY'S GST NUMBER	
NUMBER OF REGISTRATIONS	
REGISTRATION FEES	
10% SHARE OF REGISTRATION	
20% SHARE OF REGISTRATION	
30% NET PROFIT	
FLAT FEES (as conference dues, as per constitution)	
SEED MONEY	
CHEQUE NO AND DATE	
DETAILS OF OTHER MODES OF PAYMENTS	
AMOUNT	
AUDITED REPORT	received

President of Society

Organizing  
Chairperson of  
ConferenceOrganizing  
secretary of  
conference

Secretary of Society

Treasurer of  
conference and  
society

(Authorised Signature with Name)

Host organization			
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**Annexure2:**

Info to be submitted to HO :Name of the conference, Acronym if any, Date and Venue

Primary organization			
Conference Account to be opened on PAN card of host society only New account number :			
Total number of registrations targetted			
Registration Fees :			
Collaborating societies with affiliations/ financial commitments of each			
Event manager company and professional fees, MOU to be attached			
Date and Venue of the conference			
Names of the commercial /educational partners proposed			
Seed money claimed ?			
Please attach 1. MOU signed by all partnering bodies' signatories 2. Conference brochure and organizing committee			

## Annexure 3

THE FEDERATION OF OBSTETRICS AND GYNAECOLOGICAL SOCIETIES OF INDIA	
NAME OF THE WEBINAR	
DATE AND TIME OF THE WEBINAR	
Expected number of viewers	
NAME OF the HOST:	
*President /Vice president FOGSI(name)	
*NAME OF FOGSI COMMITTEE	
*Name of the chairperson	
*Name of the local society	
COLLABRATING PARTNERS with financial commitments ?	
NO OF HOURS of Webinar	
NAME OF THE PHARMA IF SPONSORED	

BANK DETAILS OF " FOGSI"  
 BANK OF BARODA, JACOB CIRCLE BRANCH  
 ACCOUNT NO-24480100012810, NEFT CODE :Barb0jacobc  
 FOGSI PAN CARD - AAATT3557B  
 Communication : [accounts@fogsi.org](mailto:accounts@fogsi.org)

UTR NO AND DATE OF THE PAYMENT
AMOUNT (vide infra)
Pharma / SOCIETY'S PAN CARD NUMBER
Pharma/ SOCIETY'S GST NUMBER

President of society	Organising chair/ secretary
Secretary of Society	Treasurer of Society
(Authorised Signature with Name)	

Pharma executive in charge name:

**NOTE**

WEBINAR PLANNED BY AND ONLY LOCAL SOCIETY	NO AMOUNT
FOGSI COMMITTEE WEBINAR -( UP TO 2 HOURS)	15000/-
WEBINAR BY FOGSI COMMITTEE 2-4 HOURS	30000
FOGSI'S E WEBINAR (president vice president)- (UP TO 2 HOURS)	30000/-
FOGSI'S E WEBINAR - (2 TO 4 HOURS)	50000/-s
FOGSI'S E WEBINAR - (MORE THAN 4 HOURS)	70000/-
FOGSI'S web conference one day	50000/-
FOGSI'S web conference Two days	100000/-

### **Use of Presidential year theme logo:**

President can have his/her year's logo to be used exclusively for all FOGSI activities during his/her year. President cannot use his/her theme logo after presidential year is over. FOGSI will have the copy rights of this logo. It will be used only during the respective presidential year along with the FOGSI Logo. Presidential theme logo can not be used without FOGSI logo, in all official FOGSI conferences/events. Financial dues as per guidelines will be applicable whenever FOGSI logo, theme logo of the year, name of FOGSI/post is used

#### ***Exclusive rights for creating theme logo of President:***

FOGSI does not permit or there is no provision for any managing committee member, Vice president/ /subcommittee chairperson/ ICOG chair, to create and use a separate logo for official FOGSI/ICOG/COMITTEE activities. It is an exclusive right of the president of FOGSI.

### **FOGSI Administrative Guidelines Use of FOGSI Name /Logo or Both**

#### ***Propriety Right of Possession***

- The FOGSI name & logo are exclusive brands belonging to the Federation of Obstetric & Gynaecological Societies of India.
- The logo is registered under the Trade Marks Act, 1999 – Trade Mark No. 1007407.
- Any misuse or unauthorised use is liable for appropriate action.

#### ***Permissible Use of FOGSI Name / Logo or both***

The FOGSI name & logo may only be used in the following situations:



- Official FOGSI conferences.
- FOGSI publications.
- FOGSI committee activities & publications.
- FOGSI member societies when organising events with FOGSI.
- Other conferences in collaboration with other societies like, ISAR/ IAGE IMS / ISOPARB, etc. when FOGSI dues are paid as per guideline.
- When formal permission has been granted by FOGSI for other use.
- Due permission must be obtained for using FOGSI Logo.
- If any publication to be endorsed with FOGSI Logo, royalty amount of minimum Rs 1 lacs should be paid to FOGSI in situations where the publication is not for sale. Authors and contents will be decided by President
- Publication with a logo 15 % Royalty fees of selling price.

- ***Identification of Unauthorised Use***

***Situations where use of FOGSI logo is considered unauthorised:***

- Any conference or workshop in which FOGSI is not officially involved or acknowledged, directly or through one of its committees.
- Any conference where financial commitments with FOGSI do not fulfil the FOGSI Administrative Guidelines.
- Any publication, brochure, booklet, poster or CD not officially sanctioned by FOGSI, prior to publishing
- Any promotional material released, displayed or exhibited by commercial interests.
- Any use by any individual or organization where formal permission has not been granted by the FOGSI for such use.

## **Member Societies & FOGSI Name & Logo**

- Member societies should not use the term FOGSI in their name.
- Member societies should not use the logo of FOGSI.
- They are not to project themselves as local chapters of FOGSI.
- Office bearers of member societies will use their designation with the assigned name under which the membership of the society was accepted by FOGSI.

**Member societies may use the following statement in their documentation but not the FOGSI logo –**

*Affiliated to the Federation of Obstetric & Gynecological Societies of India*

### **Action to be taken for Unauthorised Use**

- Formal communication pointing out the unauthorised use of a brand registered to FOGSI & seeking an explanation & a formal apology if necessary.
- Office bearers to inform the Managing Committee of the unauthorised use.

### ***Serious or Repeated Contravention***

- In a contravention that is judged serious or that is repeated:
- FOGSI member – Managing Committee may initiate action as per FOGSI Constitution/ legal action / termination of membership.
- Non members or other organization – Appropriate legal action on behalf of FOGSI.
- A penalty of Rs 5 lacs may be levied against the defaulter person / body

## **FOGSI Administrative Guidelines Managing Committee Meetings**

### ***Organizational Expenses***

- The host society is to be paid Rs.300000 towards the organizational expenses of the Managing Committee Meetings other than those at the time of the AICOG. This payment will be made 1 month before the date of the meeting. All additional expenses incurred to be the responsibility of the host society.

### ***Logistics***

- No concurrent academic / scientific programmes to be organized or conducted during the time allotted of the Managing Committee Meetings.  
These may be conducted outside the time allotted to the meetings.
- No FOGSI officer bearer or committee chairperson to participate in any programme or workshop conducted at the time of the Managing Committee meetings at the time of the AICOG and other managing committee meetings

### ***Proceedings Recording Facility***

- The proceedings of the Managing Committee Meetings are to be documented by audio and video recording of the entire proceedings.

- For this purpose Audio & Video recording facilities are to be made available throughout the duration of the meeting.
- The recording should be made available to FOGSI office within 15 days of date of managing committee meeting
- All the presentations by managing committee members must be submitted to FOGSI office superintendent immediately
- All the cheques handed over to treasurer should be accompanied by details as per annexure 1.

***Audio video projection Facility (LCD Projector and other necessary equipments):***

- This must be made available for use throughout the duration.

### **Election Process Logistics**

**FOGSI will conduct elections of FOGSI office bearers, ICOG office bearers and governing council members and committee chairpersons and international representatives by electronic election as per constitution**

**In case electronic election is not possible and the election is by physical ballot paper, following should be observed:**

- A separate secure room is to be made available to conduct the election process at the meeting venue.
- Adequate facilities to store ballot papers overnight and conduct counting of ballots. At least two computers with printer are to be made available.
- Four tables and ten chairs are to be made available for counting the ballots by the team of election authorities & observers.

### **Information**

- The Treasurer will inform chairpersons regarding the balance of funds available in the committee account twice each year in April & September.

### **Expense Accounting**

- Annual contributions from FOGSI (Rs.60000) are to be credited to the committee account at the start of each financial year.
- Expenses should be directly related to a committee activity in its allotted field.
- The expenses for personal travel will not be permitted.
- The chairpersons shall submit a statement of expenses with requisite bills and vouchers duly attested by them for accounting purpose.
- The expenses will have to be approved by the office bearers.
- No deficit financing will be allowed nor can the entire annual amount be given in advance against future expenses.
- Anticipatory payments will be permitted on occasion on drawing against funds available in the committee account for specific budgeted expenses with the permission of the Secretary General & the Treasurer. For activities conducted with member societies, 50% advance if requested with balance payable on report of completion, provided no registration fees are charged for the chairpersons activity.
- If committee is not charging delegate fees but getting educational grants, for workshops/ CMEs/activities, 5-10% royalty amount should be paid to FOGSI

### **Account Submission**

- Accounts related to expenses should be submitted promptly & should not be carried to the next financial year.

### **Fund Raising**

- Funds raised should be paid by cheque or draft to FOGSI with a formal request to include these in the committee account. These would be earmarked funds & not those collected for official FOGSI projects.

### **Administrative Outlay**

- Any budgeting for projects larger than Rs.50000 should include a 5-10% proposed administrative outlay to administer the committee project in the initial budgeting itself.

### **Committee Activities**

Committee chairpersons will be permitted to use their annual contribution from FOGSI for telephone expenses incurred for committee activities and the bills must be submitted to FOGSI office . Use of an economic package of unlimited national calls or any other economic suitable package is permitted, however international calls/ package will not permitted. They are also permitted to pay part time clerical assistance expenses incurred for committee activities for agreements totalling up to 20% of the annual contribution from FOGSI.

- Any event under aegis of FOGSI committee that charges delegates with delegate fee and receives sponsorship /educational grant from pharma companies, either individually or in collaboration with FOGSI member body or any other society will share the dues as per constitution.
- Committee chairs alone are not permitted to sign any MOU on behalf of committee or FOGSI. They will submit the MOU to FOGSI head office for consideration. The MOU will be signed by president , secretary general, and committee chairperson.

## **FOGSI Administrative Guidelines Book Royalties**

### **Official Publications of FOGSI**

- All FOGSI publications including those in the electronic format that following due process are released with the FOGSI logo are considered Official Publications of FOGSI.
- The ownership & copyright to these shall rest with FOGSI.

#### ***Approval Process***

- The application for approving a proposed publication should be made to the FOGSI Office with details of the scope of publication, contributors & subjects to be covered.
- After screening by the FOGSI Office the application is to be placed before the Managing Committee of FOGSI for approval.

#### ***Royalty Commitment***

- All FOGSI publications released with the FOGSI logo are expected to contribute reasonable Royalty(15%) to FOGSI.
- This is applicable both to the publications available for commercial sale as also those distributed free by pharmaceutical & such other commercial entities

#### ***Standardized Status with Publisher***

- A standard contract is to be formulated & signed with the publishers, for each official FOGSI publication.
- A standard rate of royalty (15%) formalized for all publications.
- A detailed annual statement from the publisher indicating the list of all books in print, number of copies sold, pricing of book & royalty to FOGSI.
- The editorial copyright for all books is to be retained with FOGSI.

#### ***Royalty Accounting***

- FOGSI Royalty Fund Account created as a Earmarked Fund to receive Book Royalties due to FOGSI
- The editor/s are to formally indicate whether credit is to FOGSI royalty account or to an individual committee account.
- On the editor's completion of tenure as committee chairperson all future royalties are to revert back to the FOGSI royalty account.

### ***Publication Requirements***

- Standard disclaimer to be printed in all books.
- Manuscript must be provided (CD & hard copy) to publishers 2 months before expected deadline for publication

### ***Reimbursement of Costs Incurred***

- Reasonable costs incurred by editor/s to be reimbursed by FOGSI.
- Up to Rs.5000 for 300 pages & up to Rs.7500 for over 300 pages finally published. Proof of expense provided.
- Line diagrams & artwork to be prepared by publishers using their resources.

## **FOGSI Administrative Guidelines Training Programmes**

### **Training Centre Recognition**

- Application for training centre recognition to be submitted to FOGSI office in a standardized format.
- Inspection fee – Rs. 25,000 +GST to be paid to FOGSI.
- Application forwarded to Committee Chairperson for centre inspection & recognition.
- Travel to centre for inspection to be funded by FOGSI from the inspection fee collected.
- Report of inspection to be submitted to the Secretary General for centre to be formally recognized.
- Recognition will be valid for 5 years. The centres need to apply for renewal. the inspection fee for renewal will be same as above ie Rs. 25,000 +GST to be paid to FOGSI.

### ***Application Process***

- Standard application forms may be included in journal announcements or website or by sms or on request by member regarding training programmes at FOGSI recognized centres.
- Centralized application submission at the FOGSI office.

- Request for training at an identified centre to be submitted along with the requisite payment by draft.

## **Training Process**

- Directive to train will be sent by the FOGSI office to the trainee selected training centre with its share of fee payment.
- Training must commence within 3 months of intimation to the training centre, except in exceptional circumstances that are to be officially conveyed to the Secretary General.

### ***Reimbursement Practices***

- The 80% share of training fees will be sent to the training centre either by cheque (Mumbai centres) & demand draft (non Mumbai centres). Electronic transfer of centre funds by FOGSI to training centres registered for this streamlined modality of payment.

### ***Accounting Practices***

- The 20% FOGSI share of training fees will be credited to the income account of FOGSI for administrative expenses.

### ***Training Programme Fee Structure***

- The 20% FOGSI share of training fees will be credited to the income account

### ***Sonography Training***

- Basic – 1 week – Rs. 7500 / 2 weeks – Rs. 15000  
Advanced – 2 weeks – Rs. 25000

### ***Infertility Training***

- IUI & Stimulation Protocols – 3 days – Rs. 3000
- Basic – 1 week – Rs. 15000
- Advanced – 2 weeks – Rs. 25000

### ***Endoscopy Training***

- Basic – 1 week – Rs. 15000
- Advanced – 2 weeks – Rs. 25000

### ***Monitoring Activities***

- Annual monitoring of trainings conducted at training centre by committee chairperson & office bearers.
- Persistent inactivity in training for a period of over one year or fall in standard of training would lead to withdrawal of formal recognition as FOGSI training centre. This is to be indicated in the next announcement for training programmes in the Journal.

## **FOGSI Administrative Guidelines FOGSI Health Fund**

### **Purpose & Corpus of Health Fund**

- Fund created to extend support to FOGSI members who have the misfortune of being afflicted by serious permanent disability through either illness or mishap with an intent to provide emotional & financial assistance with an initial corpus of Rs 10 lakhs.

### ***Eligibility Criteria***

- Each & every bonafide FOGSI member is eligible for support.
- To operationalize the fund and make allotments objective, a list of disabilities eligible for support has been approved.

These include the following:

Stroke (resulting in paralysis)

Renal failure (chronic)

Blindness

Amputation of a limb

Major organ transplant (renal, hepatic or cardiac)

Major burns (greater than 50%)

Any other medical conditions deemed to result in a permanent disability.

### ***Application Process***

Applications to be accepted & screened by the FOGSI Office. Application to be accompanied by medical certificate describing the disability. Further clarification and corroborative reports may be sought by the FOGSI office if these are necessitated.

Application will be then approved by any two FOGSI office bearers.

### ***Nature of Support***

Support extended will be in the form of a one-time payment. This would range from Rs. 30000 to Rs. 50000 depending on the severity & permanence.



Complete blindness & major organ transplant be eligible for the maximum support & other disabilities be supported depending upon assessed severity.

## **FOGSI Administrative Guidelines Disposal of Old & Dated Records & of Old & Non Functioning Equipment**

### **Books of Accounts & Supporting Documentation**

- FOGSI to preserve books of accounts & supporting documentation for accounts for 7 financial years after which in the absence of any accounting query they will be destroyed.
- Under existing law books of accounts & other documents are to be preserved for at least 6 years from the end of the relevant assessment year.
- FOGSI to preserve & permanently archive Statement of Accounts, Balance Sheets & Annual Reports.

### **Other Records & Correspondence**

- These include correspondence including those with members & societies, ballot papers & applications for awards & prizes.
- FOGSI to preserve correspondence for 5 years, ballot papers for 2 years & applications for prizes for 1 year after which in the absence of any query they will be destroyed

#### ***Mode of Disposal***

- Books of accounts, supporting documentation for accounts, correspondence, ballot papers & applications for awards & prizes for disposal to be shredded or appropriately destroyed in the FOGSI office and then disposed.

### **Old & Non Functional Equipment**

- The Office Bearers of FOGSI may dispose of old &/or nonfunctional equipment including items of furniture.
- These may be disposed at the written down or a reasonable value
- Any funds generated by sale of such items to be documented & credited to the income of FOGSI.

## **FOGSI Administrative Guidelines Members' Request for Information**

### **Requesting Information on FOGSI Functioning & Activities**

- FOGSI members may seek information on FOGSI function as per the following guidelines

### ***Guidelines for Inquiries***

- Formal request for information to be addressed to the President & Secretary General of FOGSI.
- Purpose of request for information sought to be mentioned in any application under these guidelines.
- Formal acknowledgement of receipt of request for information from FOGSI office.
- Information sought by member should be available with FOGSI office & pertain directly to FOGSI activities.
- Member may be directed to the FOGSI Website if such information is already available & posted there.

### ***Timeline for Response***

- FOGSI office to provide the requested information within one month.
- If there is delay due to unavoidable circumstances these should be conveyed to the member.

## **FOGSI Administrative Guidelines Policies Governing Staff Issues**

### ***Staff Loans***

- Loans allowable to a maximum of 75% of accumulated Provident Fund.
- Managing committee approval mandatory for all staff loans.
- Documentation & commitment to repay to be placed on record.
- Only one loan may be availed of at a time. At no time will more than one loan to run concurrently.

### ***Repayment of Loans***

- Repayment instalment should not be less than 10% of basic salary each month.
- Repayment has to be completed within 5 years & the monthly instalment to be computed accordingly.

## **Staff Welfare**

- FOGSI staff covered by a sponsored Medclaim Scheme with an annual coverage of Rs. 500000 and an accident insurance.
- The coverage has been extended to include the employees' spouse & dependent children.

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**ICOG Administrative Guidelines (scrutinized and corrected by secretary / chair of 2019, Awaiting updation by ICOG chair and secretary 2021)**



**Founded 1984**

ICOG Logo should be used for ICOG activities , certificates, **ICOG** CMES along with FOGSI logo. ICOG cannot have a separate theme logo as President FOGSI is in charge of ICOG.

**ICOG Administrative Guidelines (scrutinized and corrected by secretary / chair of 2019) and 2020-21)**

***Advertisement in FOGSI Journal***

One page of ICOG Advertisement regarding certification courses & centralized teaching online certificate courses of ICOG recognized centres should be given in FOGSI Journal issues of March-April and Nov-Dec. every year after approval from ICOG Office bearers & FOGSI Secretary General. Similarly information about online Journal club, certificate courses & lecture series, online fellowship link, combined MRCOG MICOG training should be given due publicity in journal so as to reach to as many members.

***Annual Report***

This is yearly activities of ICOG to be prepared by ICOG office bearers in the month of December or as per the tenure of the Chairperson before handing over the office charge to incoming Chairperson. It will be circulated as hard/soft copy (book form) or soft copy to all ICOG fellows / members along with ICOG Convocation card and agenda of General Body meeting at the end of December. It will be presented in the ICOG General Body meeting to be held during AICOG after the ICOG Convocation by Chairperson or office bearers designated by Chairperson.

## **Certificate Course Training**

**Centre Recognition:** Application for training centre recognition to be submitted to ICOG in a standardized format. Only ICOG Fellow who completed three years of FICOG with FOGSI membership is eligible to apply. Centre Recognition fee is Rs. 30,000 to be paid to FOGSI by DD or local cheque. ICOG Official will visit & inspect the centre and Centre Inspection or Assessment charges to be given to respective is Rs. 20,000/- and Rs. 10,000/- will be kept as Administrative charges. In case of damage & lost of training certificate, Rs. 500/- to be charged from candidate.

All centres will be accredited for 5 years after which they will have to apply for recognition again. The centre will be visited by ICOG office bearers or any fellow of ICOG nominated by Chairperson. Fees for reaccreditation will be the same.

**Candidate Fee:** There are total six courses for six months training going on which are as Reproductive Medicine, Gynaecological Endoscopy, Ultrasound, Fetal Medicine, Critical Care in Obstetrics etc. Training Fee is Rs. 1,20,000+10,000/- (for online training lectures under centralized teaching). Application form duly signed by centre head will have to be submitted at least one month in advance. Any FOGSI member with post graduate diploma/degree in Ob-Gyn is eligible for the training. All the fees (1,30,000/-) should be paid at least one month before the course after getting confirmation of admission by the Centre Head. He / she should be member of any society of FOGSI at least during that year.

After finishing the course, candidate will get certificate after passing the ICOG training exam. Training fee is divided into three parts as Exam Fee-Rs. 10,000/-, Centre Contribution (80%)-88,000/-, Admin Charges (20%)-22,000/-.

Rs. 10,000/- for Online training lectures under centralized teaching programme of ICOG, merit students cash awards for merit first candidate-Rs. 5000/-, merit second Rs. 2000/- with certificate in each training course and will be utilized for enhancing online teaching activities of ICOG. Journal Club for PG, Students, Fellows, Online certificate courses & lecture series, certificate courses by Govt., other online CMEs and teaching activities and seminars.

**Refund policy:** Refund will be given before joining the training by deducting Rs. 500/- as Admin charges. There is No Refund after finishing 1½ month of training (ie.25% attendance). If not joined can be carry forward in next batch. Refund will only be allowed to those who have not completed 1½ month training which will be on pro-rata based ie. by deducting the days of attending. Rs. 489/- per day charges for Refund.

1. Out of Centre Contribution- Rs.489/- will be the per day charges of attendance (total days of six months-30\*6=180 days & per day charges will be 88,000/180=489).

2. Out of Admin Charges-Rs.122/- will be the per day charges of attendance (total days of six months-30\*6=180 days & per day charges will be 22,000/180=122).

3. Amount to refund for 1 day attendance to candidate = Rs. 1,10,000/ - (489+122=611\*1day=611)=1,09,389/-+10,000(exam fee)=1,19,389/-

4. Amt to refund for 1 day to centre=Rs. 489/-.

5. Amt to remain in Admin A/c of 1 day attendance= Rs. 122/-

Examiners will receive for the first three candidates Rs.10,000/- and for every next candidate an additional Rs. 2000 per candidate for each examiner. Also their TA will reimburse by obtaining bills. (Examiner Fee: Rs.10,000/-for first 3 candidates+ Rs. 2000/- for every next candidate).

Examination Centre will get Centre Allowance Rs.15,000/- for the first three candidates and Rs. 300/- for every next candidate. (Examination Centre Allowance: 15,000/- for first 3 candidates + Rs. 300/- for every next candidate).

Top two candidates will be awarded with Merit Certificates with cash, during ICOG Convocation.

**Online Centralized Teaching programme, examinations & result, for ICOG recognized Certificate courses 2020-21:**

In 2020-21, Online Centralized Teaching programme was initiated by Chairperson of ICOG in the covid pandemic from Jan-June 2020 training batch in Reproductive Medicine, Gynaecological Endoscopy, Fetal Medicine for three months after the admission of training batches in various ICOG recognized Centres. The Committee of Founder Chairperson ICOG, current Chairperson & Secretary ICOG & course Co-ordinators of Online Centralized Training will decide course contents, timings, duration, technical partners & the policy from time to time and have regular meetings. The Committee will also monitor, supervise the courses, online examinations, Journal Clubs, Certificate Courses. Physical courses & examinations will continue as before if conditions in the country becomes normal.

Calendar of Online courses of centralized Teaching programme:

January batch-The course will start from March 1 to June last week as per no of course lectures.

July batch- The course will start from August second week to November second week. Examinations will be conducted in July and January every year.

Season 1: Reproductive Medicine, Fetal Medicine – May to July & Endoscopy – May to August.

Season 2: Reproductive Medicine, Fetal Medicine & Endoscopy – November to January.

Season 3: Reproductive Medicine, Fetal Medicine – March to June, & Endoscopy – March to June.

ICOG runs short term online courses as 1.Contraception & Family Welfare, 2.PET- Domestic Violence and Sexual Assault 3.Adolescent Health. Application forms are available on ICOG office.

**FOGSI ICOG Online Certificate Courses & Lecture Series 2020-21:**

Due to covid pandemic, the online certification courses were initiated.

For Certificate Courses, registration is mandatory, duration of course is four hours, 3 days attendance is compulsory, 30 MCQs are sent on registered email id of candidates on last day, 50% marks for passing is compulsory to get FOGSI ICOG Certificate and those who attend all three days course & pass the MCQ test, they only get the certificate. Office will then send the certificate within one month of time. The convener of the course will be Chairpersons, Past Chairpersons, Office bearers of ICOG & FOGSI, Vice Presidents & Committee Chairs of FOGSI, GC members, ICOG Fellow who completed three years, course director & course conveners of previous courses. The Committee of Founder Chairperson of Online Certificate courses of ICOG, current Chairperson, Secretary ICOG, OBs & Course Conveners will decide about Certificate Courses. All three days Certificate courses are awarded 12 ICOG credit points. Technical partner can be selected by ICOG Office bearers.

Following courses were initiated in the year 2020 & 2021 by Chairperson of ICOG & it has been approved by ICOG GCM, FOGSI MCM & GBM.

- 1.Breast Diseases
- 2.Gynaecological Oncology
- 3.Ultrasound in Ob-Gyn
- 4.Prevention, Examination, Treatment (PET) of Domestic Violence & Sexual Assault cases
- 5.Endometriosis

6. Postpartum Hemorrhage (PPH)
7. Polycystic Ovarian Syndrome (PCOS)
8. Aesthetic and Regenerative Gynaecology
9. Operative Obstetrics
10. Preconception Care with GOM
11. Gynaec Oncology
12. Medical Termination of Pregnancy
13. High Risk in Pregnancy
14. Non Communicable Diseases in Ob-Gyn.
15. Adolescent Gynaecology
16. Family Welfare

### **CME**

ICOG invites the applications from FOGSI societies to host an ICOG CME for one or two days of 8 hrs each once in a year. ICOG will conduct 16 CMEs in one year. CMEs would focus on evidence based medicine in different areas. This learning can then be applied to our own clinical practice – making patient care optimal. Each CME is granted with a fund of Rs.25,000/- for one day and Rs. 50,000/- for two days. Any FOGSI society has to apply to FOGSI ICOG in prescribed application form and guidelines (available on <http://www.icogonline.org/index.php/get-involved-and-icog-cme-2019.pdf> (icogonline.org) to host the CME shall be provided by office. The application will be checked by office bearers and sanctioned by ICOG Office Bearers. After sanctioning the CME, 50 % advance payment will be made to the FOGSI society. After completing CME, Society will have to send the report, along with original bills of full amount and photos of the CME. Then balance payment will be sent to society after receipt of bills. Report of each CME with photos will be shown in ICOG meeting.

Sanction of online CMEs/Workshop/webinars, specially in exceptional circumstances when physical CMEs are not possible to hold, in such conditions total of 16 online CMEs/Workshops/webinars will be sanctioned for one day programme for 6-8 hours of Rs. 25,000/- & two days of Rs. 50,000/- by any local society/state level society /ICOG /FOGSI and Govt. level programme.

### **Convocation**

It is one of prestigious event of ICOG which takes place every year during FOGSI's AICOG. There is separate invitation of ICOG Convocation named as Convocation Card which will be approved by icog office bearers in the month of Nov-Dec. This Convocation card along with Agenda and minutes of ICOG General Body meeting to be circulated to all new Fellows and ICOG members by email and also to all dignitaries who will participate in the Convocation ceremony by end of December. Hall and venue will be decided by organizing committee of AICOG. It will take place on second last day of AICOG in the afternoon. Installation of New ICOG Office bearers will take place during convocation. Appreciation awards will be given to all outgoing Office bearers. Best ICOG Governing Council Award three awards may be given during Convocation. ICOG Course Convener appreciation awards/Merit 1 & Merit 2 to be given at the time of Convocation or at the suitable function / ICOG Conference / G C meeting / ICOG General Body meeting.

All New Fellows, Hon. Fellows, ICOG Emcure Pharma Awardee, ICOG Credit Point Winners, new Members and Toppers of ICOG Certificate course of two exam batches will receive their respective certificates during Convocation. Convocation ceremony will be followed by ICOG General Body meeting. Silver plated Mementos for Hon. Fellows, Outgoing officials and Silver plated Medals to Incoming Officials to be done from FOGSI ICOG. Memento for Chief Guest or Guest of Honour will be given by respective AICOG organizers. Convocation Gown, certificates expenses and High Tea expenses done by ICOG.

Convocation Gowns can be hired at reasonable cost and stay, accommodation of gown supplier can be paid from ICOG.

### ***Credit points***

ICOG Credit points are useful within the ICOG activities like for Fellowship those who do not have 3 publications. Following Evaluation sheet to calculate the Credit points for Fellowship. Individual ICOG member or fellow can apply for ICOG Credit points for previous year's documents and they can confer the ICOG Credit Point winner certificate during AICOG at ICOG Convocation at once. Same member can apply every year to collect the credit points after sending documents of previous year in the form of certificates and they will issue a letter of credit points. Their names will be appear in ICOG Annual Report.

#### **CREDIT POINT EVALUATION for FELLOWSHIP**

	<b>Local</b>	<b>State/Zone</b>	<b>National</b>	<b>International</b>
<b>Attendance (per day)</b>	1	2	3	4
<b><u>Organisational Position</u></b>				
President	3	4	5	10
Vice President	2	3	4	5
Treasurer	1	2	3	5
Jt.Secretary / Secretary	2	3	5	5
<b><u>Speaker in a Conference</u></b>				
CME / Workshop	2	3	4	5
Guest Lecture	3	6	9	12
Oration	5	10	15	20
Poster Presentation	2	3	4	5
<b><u>Chairperson</u></b>				
Of Organising Committee	2	3	4	5
Of Scientific Session	1	2	3	4
<b><u>Awards</u></b>				
Scientific Sessions	3	6	9	12
Research Work	5	10	15	20
<b>Publications</b>	2	3	5	10

<b>Research Grants</b>	5	10	15	20
<b>Travelling Fellowship (academic)</b>	-	-	10	15
<b>Correspondence Course</b>	2			
<b><u>Examinership</u></b>				
Undergraduate	5			
Post graduate	10			

100 Credit Points over 3 years can be used to apply for Fellowship, if no publications are available, provided all other criteria are met.

CREDIT POINT EVALUATION for CMEs / conferences /

ICOG gives Credit points to FOGSI Societies who send their request with programme to ICOG office. Credit point request emails must be sent by FOGSI Societies Ob-Gyn and others professional bodies to ICOG official emails only. Chairperson ICOG will grant the credit points & letter will be sent on ICOG letter head with protocol as soft copy. FOGSI affiliated societies will get ICOG Credit Points without any charges. Govt Programme will also get free credit points. ICOG will give one credit point free for inviting ICOG Registered Faculty.

FOGSI Society will get 1 credit point for single lecture/ 2 hour program, 2 credit points for half day programme, 5 credit points for Full day programme, 10 credit points for two days programme, 7 credit points for 1 ½ day programme and 15 credit points for three days programme. ICOG Chairperson & Secretary names with signature and ICOG logo should be printed on the certificate of participation. Other than FOGSI affiliated societies like ISAR, ISOPARB, ISAP, IMA and other registered organizations will be charged by a Demand Draft in favour of FOGSI for half day programme Rs. 7,500/-, Full day programme Rs.15,000/-, Two days programme Rs. 25,000/- & Three days programme Rs.30,000/-.

Financial guidelines: Other than FOGSI affiliated societies like ISAR, ISOPARB, ISAP, IMA and other registered organizations will be charged by online transfer to FOGSI (ICOG) bank details for one to two hours programme Rs. 3500/- , half day programme Rs. 7,500/-, Full day programme Rs.15,000/-, Two days programme Rs. 25,000/- & Three days programme Rs.30,000/-.

ICOG Faculty Registration form & Registration No:

It was initiated by ICOG Chairperson in the year 2021. On the lines of MMC, ICOG is registering ICOG Members, Fellows and giving them the Registration No. The Societies who are organizing Scientific programme, CMEs, Webinars, Conferences & Online Conferences will be awarded one extra ICOG Credit point for inviting registered faculty. ICOG Registration will be done online preferably. It has passed in ICOG GCM, FOGSI MCM & GBM.

***Dr. C. L. Jhaveri Endowment Symposium***

This Symposium is organized every year during AICOG Conference in remembrance of Late Dr. C. L. Jhaveri, Founder Chairman of ICOG. A circular is sent to all fellows inviting applications as speaker at this symposium & Circular to be displayed on the ICOG website



and will be publicized in the Journal Issue when circular is issued. Total Five Speakers who should be ICOG Fellows, will be selected in the April Meeting of ICOG & FOGSI. They should be ICOG Fellows, one each from east, north and south zone, and two from west zone.. They should have contribution to FOGSI & ICOG. Seniority is respected. Should have contribution on the subject as per Presidential Theme. Preference will be given to Speakers who have delivered Orations / received awards of local societies/ICOG/FOGSI and reputed organization. Selected fellows will get only one chance to speak so that more people can be involved. Selection will be done by Chairperson, Vice Chairperson, Secretary and three Past Chairpersons of ICOG. Topics are related to current official theme of FOGSI / subject decided by ICOG Office bearers. This symposium is organized in main hall of AICOG (online). These five speakers will be given 15 minutes to speak on their topic and FOGSI President, ICOG Chairperson, Vice Chairperson, Secretary will be chairing this symposium. After finishing the lectures, 15 minutes will be for interaction between speakers and audience. All five speakers will be conferred with the Silver Plated Memento, Cheque of Rs. 2000/- each and the Certificate. Name of President FOGSI, Chairperson ICOG, Secretary ICOG signature should be put on Memento.

### ***Dr. C. S. Dawn Oration***

This Oration is organized every year at ICOG Conference if any or in one of the society's conference or CME of FOGSI in remembrance of Late Prof. C. S. Dawn, Kolkata who was ICOG Vice Chairperson, Chairperson & 23<sup>rd</sup> President of FOGSI. The oration is delivered by Only outgoing ICOG Chairperson on any subject of interest. The interest amount received on Rs. 2 lakhs will be divided as follows: 22% - for the Silver Plated Memento prepared by ICOG, 39% - for speaker for travel, 39% - for the host Society to speakers hospitality. Name of President FOGSI, Chairperson ICOG, Secretary ICOG & signature should be put on Memento. Chairpersons for the Orations will be President FOGSI, Chairperson ICOG, Vice Chairperson, Secretary ICOG and Chairperson of local society or Org Chairperson of Conference should chair the session.

### ***Dr. Usha Saraiya Oration***

This Oration is organized every year at one of the society's conference or CME of FOGSI in remembrance of Dr. Usha Saraiya who was ICOG Chairperson (2006-08) & 41<sup>st</sup> President of FOGSI. A Circular to be sent in first week of February or appropriate time to all ICOG Fellows to send the abstract on Gynaecology Oncology with their brief CV with deadline by email & Circular to be displayed on the ICOG website and will be publicized in the Journal Issue when circular is issued.. Second Circular to be sent to all FOGSI Societies Secretaries in first week of February to host this oration during their societies conference or cme. Should be ICOG Fellow from any zone. Should have contribution to FOGSI & ICOG. Seniority is respected. Should have original contribution on the subject of gynaecological oncology. Fellow will get only one chance so as to more people will involve. Selection will be done by President FOGSI, Chairperson, Vice Chairperson, Secretary, three Past Chairpersons of ICOG & Dr Usha Saraiya. Selection is done in the April meeting of ICOG & FOGSI meeting. The interest amount received on Rs.3 lakhs will be divided as follows: 19%- for the Silver Plated Memento prepared by ICOG, 44% - for speaker for travel, 37% - for the host Society to speakers hospitality. President FOGSI, Chairperson ICOG, Secretary ICOG, local society President & Secretary name & signature should be put on Memento. Chairpersons for the Orations will be President FOGSI, Chairperson ICOG, Vice Chairperson/Secretary ICOG, local society President should chair the session.

### ***Emcure Pharma Travel Award***

It is one of ICOG scholarship for every year. To encourage young Ob-Gyn, Applications are invited from Members / Fellows under the age of 40 years, who would like to take a short term training of about 2-4 weeks anywhere in India. In order to get good response from the qualified candidates, the advertisement will be given in the Journal, on ICOG website, ICOG

face book, mobile app and whats app groups. Candidates must make their own arrangements for being accepted as trainee. The amount of scholarship is Rs. 35,000/-. The certificate will be given during the ICOG Convocation at every AICOG or online. Photo & report will appear in ICOG Newsletter and website. Last date of application is April 30 or as per Chairpersons advice in extended tenure. Candidate should send letter of acceptance as trainee, Brief biodata, Letter of recommendation from president and secretary of member, bodies or from PG Teacher, or Head of Department, through President and Secretary of member bodies or and one page summary of why and what you wish to study.

Application form & Guidelines are available on ICOG website [www.icogonline.org/index.php/get-involved](http://www.icogonline.org/index.php/get-involved)

### ***Fellowship of ICOG (FICOG)***

The Fellowship is awarded on the basis of set criteria available on the ICOG website along with the application form. The new Fellows will be honoured during the prestigious ICOG Convocation happen in January during AICOG. Criteria is as Holding of MD/MS/DGO or equivalent qualification for 10 years, Membership of FOGSI for 5 years, Publication of 3 papers in any reputed Journal / Newsletter / FOGSI Focus etc in the last 10 years **or** 100 ICOG Credit Points over any 3 years, Attendance of 2 FOGSI Congresses in the last 10 years and Presentation of atleast 2 papers at FOGSI / FIGO / AFOG / National / State Level Congresses as 1<sup>st</sup> author in the last 10 years. Fellowship payment of Rs.15,500/- in a DD in favour of FOGSI. Last date of receiving the application is Oct 30 of every year. In case of loss or damage of Fellowship Certificate, Rs. 2000/- is charged from member for making the certificate.

From 2020, ICOG has developed a Online Fellowship Link for application. May apply on following link and upload the documents Link: <http://icog.ngauge.co.in/>

Application form with criteria are available on ICOG website [www.icogonline.org/index.php/get-involved](http://www.icogonline.org/index.php/get-involved)

### ***Foreign Fellowship***

This is the 1 –2 weeks Observership at any centre abroad as per choice of applicant. Criteria is as Preference will be given to Fellows / Members of ICOG - minimum 2 years, All FOGSI Members of more than 5 years standing are eligible, Age should be 40 - 50 years, Priority to be given to a person who has never gone abroad, Application on plain paper with:- Recommendation from Head of Institute / Professor, / Research Guide through president of local society/ President of local Society, Brief Biodata, Details of studies abroad, A 200 word write up of what candidates propose to do after this training, Details of participation in ICOG activities. Last Date: Before or on 15<sup>th</sup> August (2 sets of application). After approval by The ICOG Governing Council, applicant can go for Observership at selected centre and send the report of completion. Then amount Rs.50,000/-+ Certificate will be given to candidate. On selection, Observership should be completed within one year otherwise it will be lapsed. For wide publicity, it will be put on in the ICOG face book, mobile app and whatsapp groups

Application form & Guidelines are available on ICOG website [www.icogonline.org/index.php/get-involved](http://www.icogonline.org/index.php/get-involved)

### ***Honorary Fellowship***

Guidelines for selection : Formulated by 6 Senior Past Presidents of FOGSI:

Qualification:Hon. Fellowship of ICOG should be awarded to very senior persons of International reputation and of exceptional achievements in the field of Obstetrics, Gynaecology, Population control, with high academic record, for outstanding contribution to the art and science of obstetrics, gynaecology, reproductive biology and Women's Health and have been supportive of FOGSI and ICOG. In an extra ordinary circumstances with due consideration at International and National level this fellowship may be awarded to a non Gynaecologist. Total Number of Persons selected: Not more than one or two fellowships

should be awarded in any one year, preferably one. Total no of the fellows should not exceed more than 20% of the total fellows of the College. Credential Committee to decide the Fellows:The Committee shall consists of President Elect, FOGSI Secretary General, ICOG Chairman, Imm. Past Chairman, ICOG Vice Chairman and Secretary of ICOG will suggest for awarding Honorary Fellowship to decide the College. Modalities of Recommendation:The recommendation of this Panel must be approved by the ICOG Governing Council & Managing Committee of FOGSI. The Hon. Fellowship should not be reserved for only International persons but should be available to Indian also.

Method of Selection: Should have original work published in National and International Journal or authorship of textbooks in Obstetrics, gynaecology, family planning or on reproductive medicine. The book should have wide acceptance by the profession. Invention which could win high academic distinction even the nobel prize. Honorary membership can be given posthumous. Procedure of Confering Fellowship-Duly elected/selected candidates for such fellowship should be conferred the fellowship at the time of the inaugural session of the All India Obst. & Gyn. Congress. Then invitation letters are to be sent to concern person for confirmation. The Hon fellow will be introduced during convocation and they will be given time to respond. They will be awarded Certificate and Silver plated memento by ICOG of FOGSI.

### ***Journal Club***

ICOG was initiated in the year 2020-21 by ICOG Chairperson. The purpose of it is of high academic & educative activity for students, ICOG fellows & members of FOGSI online journal club meetings on regular basis which was inaugurated on 9<sup>th</sup> Sept 2020 Editor in chief/ editorial board member of JOGI will be invited as experts. ICOG Governing Council members, Professors, Chairperson ICOG, Past Chairpersons ICOG, Office bearers and HODs will be Conveners of the ICOG Journal Club. It helps to make the student(s) to become more familiar with the advanced literature in their new field of study. It helps improve the students' skills of understanding, debating & presenting current topics of active interest in their field. This ICOG activity is awarded 5 credit points.

### ***ICOG Mobile App 2020-21***

ICOG Mobile App was initiated by Chairperson & launched by President FOGSI in 2020. App can be downloaded from Playstore of own mobile and available on both Android & IOS. It contains ICOG information eg. ICOG Training Centres list, Certificate Courses, Online Training Courses, Online Certificate Course & Lecture Series, Examination details, Result, Notice Board, Calender of events. Information is updated from time to time. Contract is renewable annually.

### ***FOGSI-ICOG Conference***

ICOG Conference held every year by the Chairperson is not mandatory. ICOG Office Bearers will decide about the same and announce in managing committee. 1<sup>st</sup> ICOG Conference done in the year 2015 at Kolkata. FOGSI-ICOG Conference should be hosted by a member body of FOGSI The Conference dues should be paid to FOGSI as per constitution. if the conference is held by head office, the surplus of the conference should be divided equally (50%) by FOGSI & ICOG

### ***ICOG Session at every FOGSI Zonal Conference with YUVA :***

There are four FOGSI Zonal Conferences with YUVA every year decided by the President with dates & venue. ICOG has one session of 60 min at this conference for which ICOG grants Rs.15,000/- to the organizing committee for each conference. The topic of the ICOG session to be decided by ICOG Chairperson. Speakers should include young Ob-Gyn/ ICOG office bearers/ GC members / Fellows /registered ICOG Faculty. The full payment will be made after the receiving the report from respective conference.

Chairpersons for ICOG Session will be President FOGSI, Chairperson ICOG, Vice Chairperson, Secretary ICOG, Org. Chairperson of FOGSI Zonal Conference with YUVA should chair the session.

### ***International Fellowship***

The procedure of this fellowship is same as FICOG only criteria is different as follows: Person of Indian Origin with Basic graduation from an Indian University, Holding of MD or equivalent qualification for 3 years or more, and should be practicing or serving abroad with all details to be provided to ICOG. Membership of any Obstetric & Gynaecological Society / International Ob-Gyn society for 5 years or more with proof of membership, Publication of 3 papers in any reputed Journal of Obstetrics & Gynaecology or more or 100 ICOG credit points over any 3 years with documents, Attendance of 2 State / National / International Congresses or more, Presentation of at least 2 papers or Invited as a Faculty at State /National / International Congresses. He/She should be invited at two such conferences. Fellowship payment of US \$ 500 (Demand Draft or wire transfer in favour of "F.O.G.S.I."). Selection procedure is same as it is for Fellowship of ICOG (FICOG).

Application form with criteria are available on ICOG website [www.icogonline.org/index.php/get-involved](http://www.icogonline.org/index.php/get-involved)

### ***Membership of ICOG (MICOG)***

**MICOG:** has combined with MRCOG which is recognized by MCI, equivalent to MD so once candidate clear all parts (1,2,3) of MRCOG, MICOG will be conferred at ICOG Convocation during FOGSI's AICOG with payment of Rs. 20,000/- to ICOG with all MRCOG certificates and nominal Interview by ICOG Officials.

**Part 1 MRCOG course:** ICOG conducts three days refresher course for MRCOG Part 1 exam twice in a year. Candidate fee for MICOG that includes three days refresher course is Rs. 20,000/- out of this, Rs. 10,000 used for RCOG exp (30% delegate fee to be sent to RCOG & one faculty Stay, TA) & Rs. 10,000 as Admin exp. for National Faculties Stay, TA, Food exp etc.

**Part 2 MRCOG course:** ICOG conducts three days refresher course for MRCOG Part 2 exam once in a year. Candidate fee for course is Rs. 35,000/- out of this, 30% delegate fee to be sent to RCOG & one faculty stay, TA and Rest can be utilize for the local exp.

Exams of Part 1 & 2 MRCOG happen in Medical Colleges at any two centres of India alternatively as Mumbai, Delhi, Kolkata, Bangalore centres by RCOG twice in a year.

**In 2020-21, MRCOG has conducted online courses & examinations at RCOG level for all candidates.**

### ***Official Meetings***

ICOG Governing Council meetings are held three times in a year ie. in January, April, September in routine course but in exceptional circumstances, the no of meetings will be more. Quorum for the meeting will be eleven. Attendance of Governing Council members should counted. If G C Member absent for three consecutive meetings in a year, there name will be deleted from the ICOG G C Members list with prior notice for fourth meeting. All official payment approval should be done by Chairperson. ICOG General Body meeting takes place once in a year immediately after ICOG Convocation during AICOG or GBM can be held more than one time & at the time of FOGSI MCM or decided by the ICOG Chairperson or OBs. TA of ICOG officials (Chairperson, Vice Chairperson, Secretary) for these meetings are sponsored by FOGSI. TA & Accommodation of ICOG officials done from ICOG for any ICOG related activities, meetings, courses or invited by Chairperson for the official meetings.

### ***Office Bearers Elections***

In 2019, Step Ladder System for ICOG office bearers approved and finalized. There are elections for the post of Secretary & for twenty five Governing Council members every after two years and for the post of Vice Chairperson Elect every alternate year. Rest posts will be ascend automatically such as Chairperson Elect, Vice Chairperson and Chairperson. Nominations will be invited from ICOG Fellows in the first week of May every year with Nomination form and last date of receiving the Nominations will first week of June. After that seven days period for withdrawal of nomination is given. CV's from each candidates to be asked in specific format which can be sent for e-Ballot. ICOG members merging with FOGSI Membership Management System to be done. Final ICOG Voters list downloaded from FOGSI Membership Management System. Then final e-ballot will be prepared with Guidance. Guidance will appear all eligible candidates, date & time of online election and important voting instructions given to all voters. All the posts of Governing Council members, Vice Chairperson Elect & Secretary will be elected by the Members, Fellows of the ICOG, Office Bearers of FOGSI (including non-members and non fellows), FOGSI Past Presidents & ICOG Past Chairmen. e-Voting link & guidance for voting will appear on ICOG website. e-Voting will be start on 1<sup>st</sup> August at 10 am to 10<sup>th</sup> August at 5 pm and Result will be declared on FOGSI website on 10<sup>th</sup> August between 5 to 7.00 pm. Result will be shown in FOGSI & ICOG official meetings. Congratulation letters to successful candidates to be sent.

### ***Professor Krishnendu Gupta Endowment Conference Oration for Women's Health***

This Oration started in 2018 as the funds of Ten Lakhs given by ICOG Past Chairperson Prof. Krishnendu Gupta, Kolkata to institute the Oration. This endowed conference Oration will given annually during the FOGSI-ICOG Annual Conference. Should for any unforeseen reason, the FOGSI – ICOG Annual Conference is Not held in a particular year, the Oration will then be held at a major FOGSI conference as per the decision of the Office Bearers of ICOG & FOGSI. Office Bearers of ICOG should suggest the names of the orators to be considered for selection At the ICOG Governing Body Meeting during the month of January each year. Selection of the 'ORATOR' is done on the basis of Contribution to ICOG and/or FOGSI. Contribution with adequate expertise and seniority (non-ICOG or FOGSI) with notable/ extensive contribution in the field of Women's Health. In case of an overseas orator, contribution to SAFOG, AOFOG, FIGO or any other related academic bodies. Past Chairs of ICOG, Past Secretary General of FOGSI and Past Presidents of FOGSI are eligible to be selected as an orator. The selected orator has to speak on any aspect related to the cause of Women's Health. The interest amount received on Rs.10 lakhs will be divided as follows: 25%- For Orator's local hospitality and conference registration payable to the host committee conducting the ICOG Conference. 25% - For Orator's Travel or on actuals whichever is lower. 19% - For Orator's Silver Plaque (of high quality).The design, text, and format/lay-out of the plaque will be prepared as per specifications set by ICOG only.). The plaque must have the names and signatures of President of FOGSI, Chair of ICOG, Secretary General of FOGSI and Secretary of ICOG embossed clearly. The expected surplus amount generated every year of Rs. 25,000/- (approx.) will be added to the endowed corpus fund every year to enhance the interest earned the following year, to enable the ICOG to invite overseas orators from time-to time (which will help cover costs of the enhanced air-travel costs for overseas orators, and further add value and prestige to this endowed conference oration on Women's Health).

### ***Visiting Professorship***

There are two ICOG Visiting (Travelling) Professorships will be funded by ICOG. A Professor could travel and spend about 3 or 5 days in the Obstetric & Gynaecological department of a recognized Medical College to teach the candidates on any subject of his/her choice of Ob-Gyn and society members should be in the Medical Colleges. A Circular to be sent in first week of February to all ICOG Members & Fellows to invite the application with their brief CV with deadline by email as well as to be addressed to all FOGSI Societies to volunteer to be

“The Host Society” and to make suitable arrangements for the Visiting Professor. The criteria for the selection of Visiting Professorship are as Honorary or Full time Teacher of 10 years standing or more between the ages of 45-65 years. Application should be sent with a biodata. Rs.15,000/- would be given by ICOG to the Professor to travel for this Professorship after the programme. The local hospitality would be taken care of by Medical College / Society. Applications will be invited in the ICOG Office till March 31 for every year. Professors who are interested in this assignment must be Member / Fellow of ICOG. Medical Colleges / Societies who are interested in hosting a Professor and are willing to make all arrangements for 3/5 days. Society Office Bearers can be communicate with the Medical College in their area and talk to the Professor & Head of Department. They will only have to offer local hospitality to the Professor for 3/5 days and arrange the Programme. They can include it as an Academic Programme for their society. Do the list of applicants for Professorship as well as for hosting societies which will finalized in the April meeting. Once names will be confirmed, take the confirmation from selected member with society confirmation so as to smooth conduct of programme. After receiving the programme and report, photos of event then send the payment of Rs. 15,000/- to respective Professor with appreciation letter and letter of thanks to respective society who has conducted the same. In case of exceptional circumstances eg. Covid 19 lockdown, virtual teaching will be conducted by selected Professors.

### **Website**

ICOG website is [www.icogonline.org](http://www.icogonline.org) which has also linked from FOGSI website [www.fogsi.org](http://www.fogsi.org).

New Office Bearers, Governing Council list, ICOG list, ICOG Roster, ICOG Constitution, application forms of all fellowships, various Certificate Courses, Journal Clubs, Timetable of Training Examination, Result, ICOG publications etc is being updated & uploaded from time to time.

### **ICOG Publications**

ICOG can update with ICOG members about through ICOG Publication the ICOG activities, various courses & scientific subjects during the year.

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## **Journal Functioning Guidelines: (scrutised and corrected by EIC and the editorial board Dec 2020)**

### **Journal Functioning Guidelines:**

- At least four editorial board meetings should be held in FOGSI/JOGI office (virtual in covid times) in a year excluding the journal committee meetings (Jan April and September)
- For editorial board meetings quorum is 4 members and Journal committee meetings quorum of 6 members or 20% of the members of Journal Committee should be there to start a meeting and if quorum is not fulfilled the meeting is adjourned and rescheduled after 15 minutes irrespective of the quorum. The decision taken and matter transacted during such meetings will be considered valid.
- The notice of Editorial board meeting/ Journal committee meeting should be sent to concerned members with tentative agenda preferably 15 days prior to the date of meeting.
- 75% attendance is compulsory for all the board meetings and at least 2 of the 3 journal committee meetings must be attended by journal committee members.
- Secretary and manager will call the board meetings giving information on the agenda, time and the date as directed by editor in chief.
- He/she will write the minutes of all the meetings and get them approved by editor in chief before circulating to the board.
- Editorial board will discuss matters placed before the board and render a decision and formulate a policy collectively.
- Editor in chief's decision will be taken as final in all matters regarding Journal functioning and submissions
- NCE and second Joint assistant editor's posts will be advertised in July-August issue last date for receiving the applications should be in November and Interviews should be held before January managing committee at AICOG results will be announced in January MCM and GBM.

### **Guidelines for interview and selection of second Joint Assistant Editor, NCES And Secretarial Post.:**

- The editor in chief with editors from the board will interview the eligible candidates in FOGSI office/ AICOG venue / virtually.
- Evaluation sheet is prepared for selecting candidates at the interview

In addition, selection for the post of second joint assistant editor is based on the performance report of the candidates.

- a) 70 % performance will be on high priority for selection.

- b) 30 %-70% performance will be on low priority for selection.
- c) Less than 30 % performance will not qualify for selection except in rare situations when there are no other qualifying applications.
- d) Selected candidates will start their term from January new managing committee for period of three years.

#### **Printing and Posting of the Journals:.**

As per mentioned in constitution of FOGSI the final date of receiving the subscription from members is 31<sup>st</sup> March therefore the Journal Department will obtain the final list of membership from the Membership Department of FOGSI from the May/June issue of the that year till the March April issue of Next year. Which mean means members will be entitled for physical copy of six issues of the Journal starting from May/June of current year till March/April of next year.

#### **Selected Candidates are expected to :-**

##### **Jt. Asst Secretary**

1. Willingness to attend Journal Office exclusively for Journal work for 2 hours for 3 days each in a week.
2. Must attend at least 75% meetings of the Editorial Board at his /her cost.
3. Must have sound knowledge and expertise in research of methodology.
4. Expertise in e-communication /knowledge of Computer.

During the tenure he/she is expected to supervise administrative working of the Journal and undertake assignments given by EIC from time to time.

##### **Second Jt. Assistant Editor**

1. Willingness to attend Journal Office exclusively for Journal work for 2 hours , twice a week.
2. Must attend at least 75% meetings of the Editorial Board at his /her cost.
3. Must have sound knowledge and expertise in research of methodology/ medical writing/ peer reviewer experience of national/international Journal.
4. Expertise in e-communication /knowledge of Computer

During the tenure he/she will be working online scrutinizing and correcting articles uploaded on the Editorial Manager and undertake assignments given by EIC from time to time.

#### **Journal advertisements policy**

Guidelines for Accepting Advertisements in FOGSI Journal( adopted by editorial board (Dec 2020)



## (1) PRESENT GUIDELINES FOR ACCEPTING ADVERTISEMENT IN THE FOGSI JOURNAL

- (1) Advertisements of Conferences, Congresses, Workshops, Training programs, CME programmes, and similar Educational activities will be accepted for publication in the Journal as information to the readers only if they are in collaboration with FOGSI / memberbodies of FOGSI or any other organ of FOGSI, or FIGO /AFOG/SAFOG, as per FOGSI's guidelines for collaboration, a letter to the same effect has to be submitted. These advertisements will be accepted in our journal on payment.
- (2) Advertisements of National/International Conferences, workshops organized by National/International bodies, non FOGSI other than FOGSI will be accepted as advertisement for publication in the Journal on payment only.
- (3) Advertisements from Pharma /Surgical companies and industries on Medicinal products/equipments/training etc. will be accepted for printing in our Journal on payment.
- (4) Contents of the advertisement should not be objectionable.
- (5) Advertisement should not carry personal photographs, email, photographs of the organizers / personal address either in the email id or website.
- (6) Any other matter or "announcement" not fitting within the above shall not be published.
- (7) The entire cost of advertisement payments must be made in advance by the party, once the advert is booked and accepted for printing.
- (8) Final decision whether to publish the advertisement or not shall rest with the Editorial Board of the Journal of FOGSI

### **PICSEP Guidelines**

The Journal of Obstetrics and Gynecology of India announces 15 PICSEP workshops to be held during the period *1<sup>st</sup> April to 31<sup>st</sup> March* and 5 PICSEP Seminars from Jan to Dec amongst the member societies of FOGSI.

These workshops are mainly held for PG students, junior teachers in medical colleges, clinicians reading the Journal, attending Conferences and moreover to help them in Research Methodology.

In order to spread this knowledge under the project PICSEP (Programme for Inculcating the Culture of Scientific Enquiry & Pursuit).

- a) The organising Societies gets Rs.50,000/- towards expenses for full day workshop and 30,000/- for the half day Seminar respectively.
- b) One national faculty will be appointed by the Editor- In- Chief to attend the workshop/Seminar. His/her travel expenses and one day stay will be taken care of by FOGSI.

An invitation is extended to all the member societies wanting to hold this workshop as an activity of their society and date and month for holding this workshop are asked via email in the month of April every year. Societies are requested to check the calendar of events of FOGSI so that it does not coincide with any other FOGSI activities. Societies from cities having medical colleges nearby will be preferred.

Only 15 regular (Full Day) workshops are sanctioned each year therefore the societies are chosen as first come first serve basis. Invitation emails are sent to the societies in the first week of March.

Only 5 Seminars (Half Day) are sanctioned each year i.e. One with the AICOG conference and four during FOGSI Zonal Conference with YUVA. It can be done concomitantly with the conferences. Email is sent regarding these seminars to the President after the announcement of his/her Calendar of events during the MCM held in September every year.

### **INSTRUCTIONS FOR PICSEP WORKSHOP**

- a. Local faculty should include those who are well versed in research methodology
- b. Banners for the program should read as "FOGSI JOGI PICSEP" workshop
- c. FOGSI to reimburse expenses of the organizing society upto a limit of Rs.50,000/- only, as expenses for the arrangements of the PICSEP workshop, against the bills.
- d. A designated module scheduling lectures/activities will be sent by FOGSI / JOGI.
- e. No registration fees to be collected from students.
- f. The workshop would be held for 7 hours with a refreshment break for an hour.
- g. No effort should be spared to make the workshop a success. A large delegate attendance should be ensured, especially for residents and faculty from local medical colleges, including other departments of the college.
- h. A detailed report of the workshop, with photos should be sent to FOGSI within a few days of its completion.
- i. National Faculty expenses (travel, airport transfers, hotel stay for one night) would be borne by FOGSI.

- j. Reasonable facilitation for the hotel stay of National Faculty have to be organized by the local society and JOGI-FOGSI will reimburse the expenses after receiving the original bill copy of the same.
- k. Local travel arrangements for the national faculty only for the PICSEP workshop to be made by organizing society which will be reimbursed by the JOGI/FOGSI after receiving the original bill copy of the same.

**INSTRUCTIONS FOR PICSEP WORKSHOP AT AICOG & FOGSI ZONAL CONFERENCE WITH YUVA**

- a. Local faculty should include those who are well versed in research methodology (to be selected in consultation with the EIC)
- b. Banners for the program should be read as “FOGSI JOGI PICSEP” workshop
- c. FOGSI to reimburse expenses of the organizing society upto a limit of Rs.30,000/- only, as expenses for the arrangements of the PICSEP workshop, against the bills.
- d. A designated module scheduling lectures / activity will be sent by FOGSI / JOGI.
- e. No registration fees to be collected from students.
- f. No effort should be spared to make the workshop a success. A large delegate attendance should be ensured, especially for residents and faculty from local medical colleges, including other department of collage.
- g. A detailed report of the workshop, with photos should be sent to FOGSI within a few days of its completion.
- h. National Faculty expenses (travel, airport transfers, hotel stay for one night) would be borne by FOGSI.
- i. Local travel arrangements for the national faculty only for the PICSEP workshop to be made by organising society.

**INSTRUCTIONS FOR PICSEP SEMINAR**

- j. Local faculty should include those who are well versed in research methodology
- k. Banners for the program should be read as “FOGSI JOGI PICSEP” workshop
- l. FOGSI to reimburse expenses of the organizing society upto a limit of Rs.30,000/- only, as expenses for the arrangements of the PICSEP workshop, against the bills.
- m. A designated module scheduling lectures / activities will be sent by FOGSI / JOGI.
- n. No registration fees to be collected from students.
- o. The workshop would be held from 9.30 A.M. to 12.30 P.M.

- p. No effort should be spared to make the workshop a success. A large delegate attendance should be ensured, especially for residents and faculty from local medical colleges, including other department of collage.
- q. A detailed report of the workshop, with photos should be sent to FOGSI within a few days of its completion.
- r. National Faculty expenses (travel, airport transfers, hotel stay for one night) would be borne by FOGSI.
- s. Local travel arrangements for the national faculty only for the PICSEP workshop to be made by organizing society.

### **INSTRUCTIONS FOR E- PICSEP Webinar**

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- a. Local faculty should include those who are well versed in research methodology
- b. E-banners should be read as the “FOGSI JOGI PICSEP” webinar.
- c. FOGSI to reimburse expenses of the organizing society up to a limit of Rs.25000/- only, as expenses for the arrangements of the E-PICSEP webinar, against the bill.
- d. A designated module scheduling lecture module will be sent by FOGSI / JOGI.
- e. No registration fees to be collected from students.
- f. The webinar would be held for five hours.
- g. No effort should be spared to make the webinar a success. A large delegate attendance should be ensured, especially for residents and faculty from local medical colleges, including other departments of the college.
- h. A detailed report of the webinar, with photos, should be sent to FOGSI within a few days of its completion.

### **FOGSI Organizational Code of Conduct and Ethics**

The FOGSI Memorandum of Association, Vision and Mission Statements govern the work and conduct of the federation, it's member societies, members and staff.

#### **Organizational Guiding Principles**

These Guiding Principles are a set of organizational ideals to aspire to and work towards. They are inspirational and unifying principles that are more in the nature of a moral, conscientious guide and not linked to an enforceable disciplinary mechanism.

#### **1. Commitment to Core Values**

To uphold moral and ethical values in profession and practice

- Commitment to integrity and honesty in thought and in action
- Ensure an equality of treatment, rights and opportunities for all individuals
- Commitment to the vision and mission of FOGSI and it's member societies

#### **2. Commitment to Organizational Ideals**

To enhancing organizational role and excellence

- Maintain high standards of organizational ethics
- Strive for organizational excellence
- Promote individual and collective accountability
- Nurture and promote organizational development and growth

#### **3. Commitment to Internal Functioning**

To nurture and ensure team spirit

- Honor and mutually respect individuals - colleagues and staff

- Value each individual's role and contribution
- Encourage and accommodate the expression of a diversity of opinions

### **Organizational Code of Conduct and Ethics**

The FOGSI Organizational Code of Conduct and Ethics is formulated and adopted to protect the interest and reputation of the federation, its member societies as well as individual members and staff and is hence applicable to all individuals and staff associated with the federation and its member societies.

This Code is FOGSI's endeavor and commitment to define, apply and enforce uniform internationally accepted ethical conventions and practices with definable and actionable expectations whose contraventions can be clearly identified and appropriately dealt with under FOGSI's Constitution and Rules and Regulations.

#### **1. Respecting and ensuring equality for all individuals**

- a. Equality of opportunity and treatment for members, staff and women served
- b. Non discrimination against any individual based on gender, marital status, pregnancy, disability, religion, caste, sexual orientation, persons living with or affected by HIV or AIDS or other legally protected characteristics

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#### **2. Commitment to support the organizational vision, mission and values**

- a. Non tolerance for contradicting or undermining FOGSI's mission and organizational positions on health and reproductive rights issues

#### **3. Adherence to organizational standards and responsibilities**

- a. To respect and comply with FOGSI Constitution, Rules and Regulations and Administrative Guidelines as existing at that time
- b. Obligation to protect confidential information acquired as a consequence of a volunteer or staff position in FOGSI

#### **4. Respect for organizational protocols and lines of reporting and communication**

- a. Compliance with lines of reporting and communication within the organization and non acceptance of insubordination

#### **5. Abide by and strengthen electoral and democratic processes**

- a. Non acceptance of interference, manipulation or undermining electoral and governance processes
- b. Acceptance by candidates of the FOGSI Code of Conduct for elections

#### **6. Work within the laws of the land and existing organizational policies of FOGSI**

- a. To adhere to and abide by the national laws in India and the FOGSI policies as existing at that time
- b. To desist from indulging in prenatal sex determination which FOGSI basically regards as a form of gender discrimination

#### **7. Not allow commercial interests or personal gain to influence actions**

- a. Avoidance of any situation which would give rise to conflict of personal interest with a position held in FOGSI
- b. Non acceptance of unreasonable demands from industry and other partners that may compromise FOGSI's interests in jointly conducted or organized programmes and projects.
- c. Zero tolerance for fraud, corruption or embezzlement of the organizational assets and resources

#### **8. Not use any volunteer or staff position for personal gain**

- a. No use of organizational assets and resources for personal benefit by members or staff

#### **9. Be responsible for the administration and protection of organizational assets**

- a. Responsible management of assets with intolerance for any irresponsibility or negligence
- b. Knowledge or suspicion of irregularity or fraudulent activity to be reported

#### **10. Respect and protection of individual rights, safety and well being of members, staff and women served**

- a. Zero tolerance for unbecoming conduct, gender insensitivity and any form of sexual harassment or abuse

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