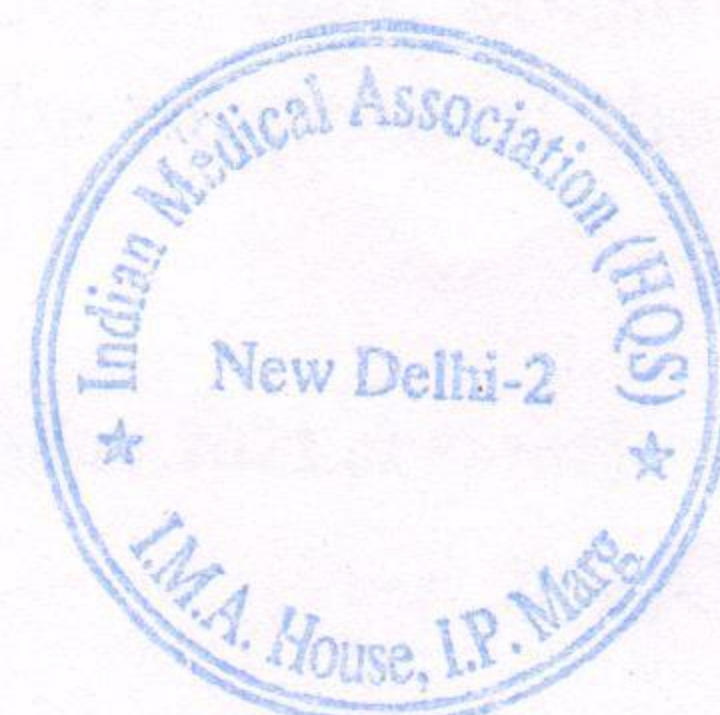




**I.M.A. COLLEGE OF GENERAL
PRACTITIONERS**

(Approved by 82nd CC Meeting on 27th - 28th Dec.2021 at Patna)

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I.M.A. COLLEGE OF GENERAL PRACTITIONERS

(Approved by 82nd CC Meeting on 27th-28th December,2021 at Patna)

Name:

1. The name of the College shall be the Indian Medical Association College of General Practitioners Head Quarters (IMACGPHQ).

Head Office:

2. The Head Office of the College shall be situated at Chennai, Tamilnadu.

Objects:

3. The object for which the College is established is to encourage, foster and maintain the highest possible standards in general medical practice and to take or join with others in taking any steps consistent with the professional nature of that object which may assist towards the same.

Subjects as here in after provided, the College shall have the power:

- (a) To establish and maintain academic and educational Institutions and establish the College as a Deemed University/E Varsity.
- (b) To encourage and establish its State Faculties/Sub-Faculties through the Indian Medical Association.
- (c) To undertake or assist others in undertaking training courses or other educational activities designed to enhance the medical knowledge and skill of general medical practitioners.
- (d) To encourage the General Practitioners to part take and involve in research and also publish their findings through IMA CGP Journal and/or other Medical Journals.
- (e) To induce and introduce the concept of Family Medicine to the young Medical Graduates and Medicos of the Medical Colleges.
- (f) To publish periodic monthly journals, text books, monograms, booklets, online and Media publications.
- (g) To co-operate with other bodies/wings in all matters relating to or connected with the attainment of the objects for which the College is established.
- (h) To standardize methods of medical record keeping and basic clinical procedures in primary care centre.
- (i) IMA CGP may for this purpose, purchase, acquire, rent, construct and otherwise obtain land, building which may be acquired for the purpose of the College and may

be lawfully be acquired for this purpose, and to deal with or dispose of the same as may be deemed expedient with a view to promote the object of the College in the name of IMA HQs.

(j) IMA HQs. may for this purpose invest the money of the College not immediately required for its purpose in or upon such investments, Securities or property as may be thought fit, subject nevertheless to such conditions (if any) and such consents (if any) as may for the time being be imposed or required by law and subject also as hereinafter provided.

(k) To take up such other works as may be deemed cognate to the above objectives and for furthering the cause of advancement of knowledge for and by the General Practitioners.

INCOME:

4. (a) The income and property of the College, whensoever derived, shall be applied solely towards the promotion of its object as set forth herein.

(b) No member or employee of the College shall be entitled to receive or obtain directly or indirectly any commission in respect of any sale or purchase of goods effected or insurance arrangements of other business transacted on behalf of the College and if any such commission shall be obtained by any such person he shall account for the same to the College.

AMENDMENT TO MEMORANDUM RULES AND BYE LAWS:

5. No addition, alteration or amendment shall be made in the Memorandum or rules and bye-laws of the College from the date of their being in force unless the same has been previously submitted in the form of constitutional amendment and approved by the Indian Medical Association HQs.

6. In the event of the College being wound up, the assets and liabilities will rest in the Indian Medical Association and in the event of any of its faculties being wound up, the assets and liabilities will rest in the respective State/Territorial Branches of the IMA.

PART II

1. In these rules, if not inconsistent with the subject of context, the words standing in the first column of the table next hereinafter contained shall bear the meanings set opposite to them respectively in the second column thereof.

WORDS MEANINGS

The IMA The Indian Medical Association

The College The Indian Medical Association College of General Practitioners.

The Council The Governing Council of the College



The Rules The Rules as originally framed or as directed from time to time by IMA

The Bye-Laws The Bye-laws of the College as for the time being in force.

Registered Medical Any person possessing Medical

Practitioners' qualification as defined in the Medical Degrees Act 1916 (Act VII of 1916) and duly registered under the Medical Council Act, as amended from time to time, in any one of the State Medical Council of India.

General Practice General Practice is the specialty in which a medical doctor treats acute and chronic illnesses and provides preventive and promotive health care to the patients and families.

Family Medicine Family Medicine is the medical specialty devoted to comprehensive healthcare for the individuals and the families

Approved Post Graduate Study Means Post-Graduate Medical instruction provided by or under the aegis of any University in the Union of India or any other Institution approved by the Governing Council for the purpose either generally or in relation to any particular courses of instructions and any method or system of instruction or study for Post Graduate educational purpose which may for the time being be approved by the council (Either generally or in relation to any particular case or cases) educational purpose which may for the time being be approved by the council (Either generally or in any particular case or cases).

Office The Head Office of the College at Chennai, Tamil Nadu.

Month Calendar Month Year Indian Medical Association Year.

Secretary The expression "Secretary" shall mean any person appointed by the IMA to perform any of the duties of the Secretary of the College.

Words imparting masculine gender shall include feminine gender.

Words imparting the singular number shall include plural and vice versa.

Words imparting 'Member and Members' shall include 'Life Member and Life Members'.

2. The college is established for the purpose expressed in the Memorandum of the College.

MEMBERS AND FELLOWS:

3. (a) There shall be Overseas Members and Life Members.

(b) There shall be Fellows and Hony. Fellows.

MEMBERS:

4. The Members of the College shall be the Life Members of the IMA subscribing to the Memorandum of the College in the prescribed form.

5. A Member shall be entitled to receive all general notices sent out by the college to its members, to attend, speak and vote at the General Meetings and generally to participate in the activities of the College, provided that the Council may either generally or in any specific case determine that all or any of such rights shall not subsist while any subscription as laid down in Bye Laws or other money payable to the College by a member are in arrears.

6 Membership:

(a) All IMA members who are general practitioners having only MBBS degree can become member of IMA CGP by furnishing an application. This can be either through direct membership to IMA CGP HQs. (if local CGP sub faculties does not exist) or through IMA CGP Sub Faculty. They shall pay Life Membership Fee of Rs. 250/- only (To be sent to IMA CGP Head Office at Chennai for Life Membership Certificate).

(b) In State where no State Faculty exists, there shall be Direct Members attached to IMA CGP Headquarters. Such membership will be open also to the Direct Members of the Indian Medical Association.

They shall pay Life Membership Fee of Rs. 250/- only.

(c) All other specialist life members of IMA can become a member of CGP by paying the membership fee of Rs. 1000/-.

TERMINATION OF MEMBERSHIP:

7. Any Member of the College who ceases to be a Member of IMA shall ipso facto cease to be a Member of the College.

COLLEGE OFFICE-BEARERS:

8. National President shall be the Ex-officio President of the College.

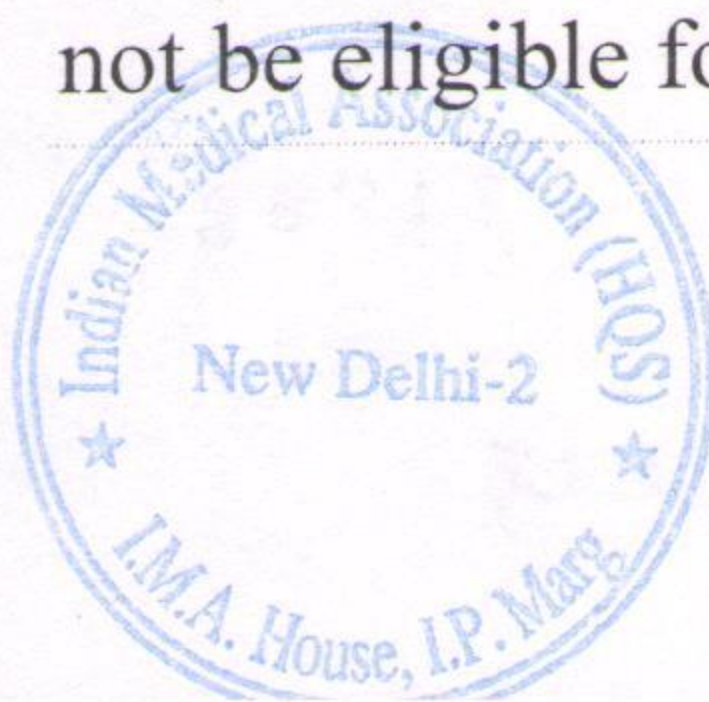
Elected Members:

(a) To be elected by the Central Council Members by postal ballot as per Bye Law of IMA HQs.

1. Two Deans to be elected for a period of one year each.
2. One Vice Dean to be elected for a period of Two years
3. One Hony. Secretary (Stationed at Tamilnadu) and Six Joint Secretaries (Two from Tamilnadu and four from other States preferably one from each Zone) one Joint Secretary will be nominated by IMA HQ (Delhi).

(b) All the Office Bearers of IMA CGP, State Faculties and Sub-Faculties to be elected, must be the Life Members of IMA CGP.

(c) The term of the elected members of the Governing Council shall be Two Years. They shall not be eligible for re-election.



(d) FACULTY REPRESENTATIVES:

One representative of each State/Territorial faculty to be elected by the State/Territorial Council of IMA.

An alternate (who may be Hony. Secretary of the State/Territorial Faculty or one of the other Secretaries) may be elected at the same time.

Alternate will attend the meeting of the Governing Council of the College in case the regular representative is unable to attend.

(e) Five Representatives from amongst the Members of the College to be elected at the Annual General Meeting of the College during the Annual Conference.

(f) Two Senior Members of the IMA College of General Practitioners may be co-opted to the meeting of the Governing Council by the President.

GOVERNING COUNCIL:

11. (1) The Governing Council of the College shall consist

1. National President of the IMA
2. Immediate Past National President of the IMA
3. Hony. Secretary General of the IMA
4. Sr. Vice president
5. Hony. Finance Secretary of the IMA
6. Dean of the College
7. Past Deans of college (maximum 5)
8. Dean, Academic Board of IMA HQs.
9. Chairman, Academic Board of IMA HQs.
10. Chairman of IMA Academy of Medical Specialties
11. Hony. Secretary of IMA Academy of Medical Specialties
12. Hony. Secretary of Journal of IMA
13. Director of IMA AKN Sinha Institute
14. Secretary IMA AKN Sinha Institute
15. Past secretaries of IMA CGP HQs (maximum 5)
16. Dean elect of IMACGP
17. All other Elected Office bearers of IMA CGP HQs.
18. Chairman Academic Council of IMA CGP
19. Executive editor of the family Doctor journal

12. POWERS AND FUNCTION OF THE GOVERNING COUNCIL:

The executive authority of the College shall rest in the Governing Council which shall meet at least once a year and

1. Shall have the administrative control.
2. Shall review activities of the Faculties and render all such advice as needed for the smooth and efficient working of the Faculties.
3. Shall formulate policies.
4. Shall appoint committees, sub-committees and ad-hoc committees for furtherance of the objectives of the College.

(a) FINANCE STANDING COMMITTEE:

Immediate Past Hony. Finance secretary of IMA HQ shall be the Chairman of the Committee. Members shall be

1. Dean,
2. Immediate Past Dean,
3. Hony. Secretary,
4. Hony. Joint Secretary (Finance),
5. Chairman (Academic Council)

(b) ACADEMIC COUNCIL:

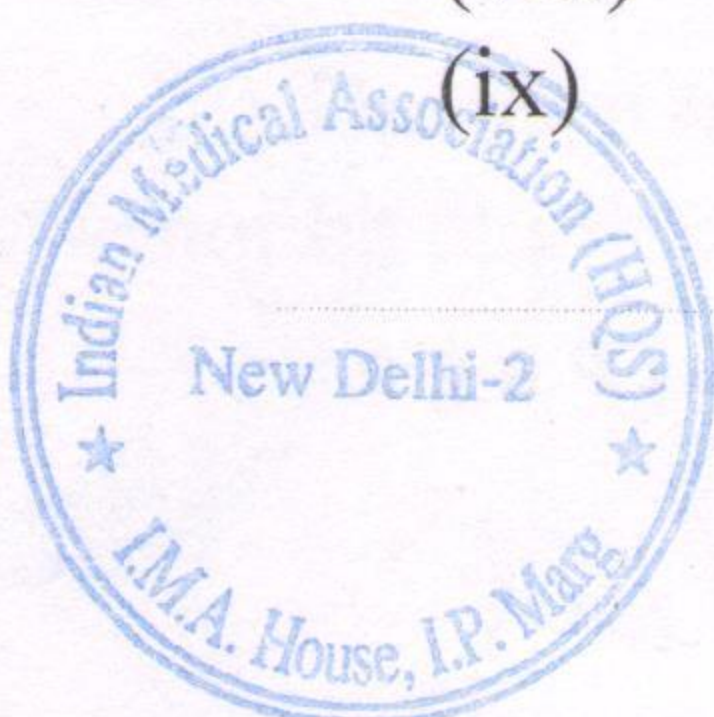
Governing council one of the past Dean/Secretary of the college shall be nominated as chairman for a term of two years and eligible for re-nomination. The council shall meet once in three months in the HQ office.

Members:

- Dean,
- Dean Elect,
- Vice Dean,
- Hony. Secretary,
- Hony. Joint Secretary (Academic),
- Past Deans (maximum 3)
- Past Secretaries of the College (max-3)

An academic committee appointed by the Governing Council shall work with the terms of reference as under:

- (i) to supervise the structured Courses
- (ii) to lay down patterns for structured Courses
- (iii) to suggest plans for research in general practice
- (iv) to suggest plans for stimulating research
- (v) to allocate scholarship, fellowship etc
- (vi) to suggest changes in curriculum for undergraduate training
- (vii) to suggest continued Post Graduate training programme
- (viii) to suggest plans for General Practitioners teacher training And
- (ix) to suggest plans for General Practitioner Preceptorship Programme



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Academic Council shall

- i. Decide about the curriculum and commencement of new courses.
- ii. It shall scrutinize and recommend Fellowships/Professorships for the approval of Governing Council.
- iii. Directors for each course shall be nominated. Research activities and projects shall be implemented.
- iv. It will receive nominations for the orations and recommend the same to the Governing council.
- v. Chairman - Academic Council shall serve as the controller of examinations.

CONTROLLER OF EXAMINATIONS

Chairman academic council shall serve as the controller of examinations.

- i. Examination and Convocation dates to be fixed by the CoE.
- ii. The list of candidates appearing for the Examination submitted by the Hony. Secretary to be scrutinized by the CoE.
- iii. Discrepancies if any, found in the Applications submitted shall be informed to the Hony. Secretary for necessary corrective measures.
- iv. Hony. Secretary to forward the details of Examination Date/s, Venue/s and Examiners to the CoE well in advance.
- v. Publication of Results by the Secretary.

c) EDITORIAL BOARD

Secretary of the college shall be the editor for the family Doctor journal. One of the past Secretaries shall be nominated as executive editor for the term of two years. All the officers of college will be in the editorial board.

d) IMA CGP ONLINE PROGRAMMES

IMA CGP Shall promote online educational courses along with the service providers and promote the same to the youth of our nation through existing colleges. One of the past secretary shall be nominated by the Governing council as the coordinator for the term of two years and shall eligible for re nomination. All the academic wings of IMA namely IMA CGP, IMAAMS, IMASKN SINHA INSTITUTE shall jointly promote the courses.

All the new courses shall be critically analysed and approved by the IMA HQ. Academic /accreditation Board before implementation.

5. The Governing Council shall be responsible to the Central Council of the IMA to which it shall submit Quarterly Reports along with the Annual Report of the College together with a statement of accounts through the Hony. General Secretary of the IMA.
6. Shall have powers to change and alter Bye-laws subject to confirmation and ratification by the Indian Medical Association. The proposed changes shall be submitted to HSG as constitutional amendments in the assigned format which after due validation by the hq, shall be presented to the CWC for approval and adoption.
7. Shall in addition to powers to change functions under the rules exercise all powers and undertake decisions in furtherance of the object of the College.

NATIONAL PRESIDENT:

13. The National President of the Indian Medical Association shall be the National President of the College. In the event of his absence, his duties shall be performed by the Vice-President of the Indian Medical Association. The National President shall hold office until the Annual General Meeting of the Central Council of the IMA next following his attainment of the office and shall at such meeting retire from office with effect from the close or adjournment thereof.

14. DUTIES OF THE HONY. SECRETARY GENERAL:

He shall keep close liaison between the Association and the College. He shall get executed the Policies and programmes of the College through the Hony. Secretary of the College.

15. DUTIES OF THE HONY. FINANCE SECRETARY IMA:

He shall oversee the financial management of the College. The day-to-day management of finance, maintaining accounts, preparing audited balance statements shall be looked after by the Hony. Secretary and One Joint Secretary designated as Joint Secretary (Finance). The Hony. Secretary of the College shall submit the accounts to CWC through Finance Standing Committee. Investment/Operation of Bank Account shall be operated by the Dean of the College/Hony. Secretary/Hony. Joint Secretary (Admin) with Hony. Joint Secretary (Finance) (any two of four).

DUTIES OF THE HONY. SECRETARY OF THE COLLEGE:

16. He shall be responsible for getting executed the policies and programmes of the College with the assistance of the Hony. Joint Secretaries of the College and shall be responsible for the day-to-day administration of the College. He shall exercise the financial control and order all payments on behalf of the College as recommended by the Governing Council. He shall maintain separate account of the College Finances and shall get the same duly audited. He shall present the Statement of Accounts to the Working Committee of the IMA through Finance Standing Committee.

He shall convene the committees of IMACGP at scheduled time and shall be the chief executive of the college.

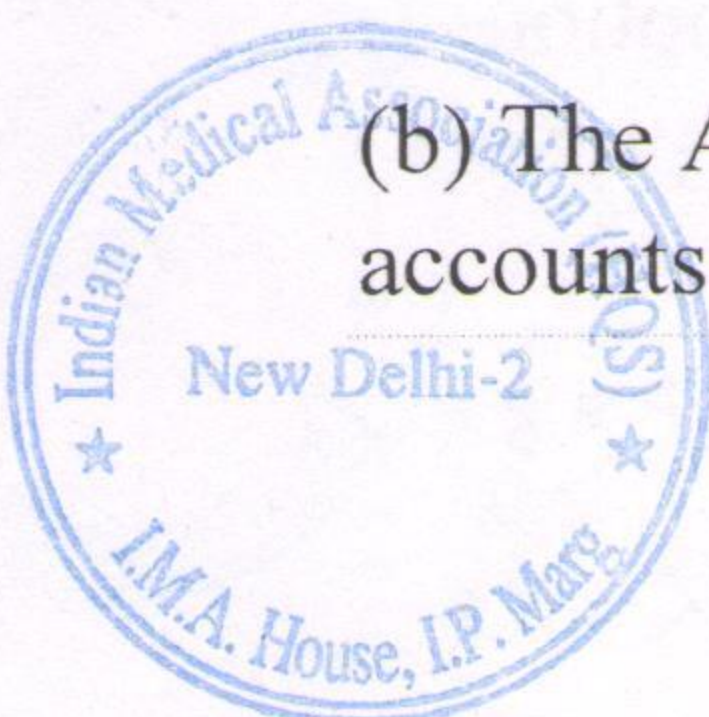
DEAN OF STUDIES:

17. The Dean shall be in-charge of all academic activities of the College along with the academic council of the college. The term of office of Dean will be one year. Dean of studies will be eligible for reelection not more than Two terms of one year each.

BUDGET AND ACCOUNTS:

18. (a) The budget of the College Headquarters duly recommended by Governing Council of the College shall be submitted for approval of the Working Committee of IMA through the Finance Standing Committee of National IMA. The finance standing committee of the College will scrutinize the accounts once in three months and annual report shall be submitted to the governing council of the college.

(b) The Accounts shall be maintained by the College Headquarters duly audited annually. The accounts shall be maintained only by the DYNAMIC TALLY SOFTWARE provided by the



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HQ and ,the HQ finance department will have a direct link to the accounting system. The audited accounts adopted by the Governing Council of the College shall be submitted for the approval of the Working Committee of IMA through the Finance Standing Committee.

(c) The Accounts of the College Headquarters shall be operated by the Hony. Secretary of the College and any one of the Hony. Joint Secretaries of the College (any one of the two from Tamil Nadu). 10% of the income over expenditure of the college will be paid to the IMA HQ, once in 6 months and the invoice will be raised based upon the financial statements supplied by the college.

IMA CGP COURSES

- i. IMA CGP HQ Shall organize structured courses through the state faculties in association with various National and International Academic Institutions.
- ii. The new course shall be introduced only after the recommendation of the Academic council and approval of Academic Board of IMA HQs.
- iii. No state faculty can run courses in the name of IMA CGP without proper approval and accreditation of the IMACGP HQ.
- iv. All the State faculty run courses shall be evaluated by the IMACGP HQ and certificates /fellowship shall be issued only by the IMACGP HQ.
- v. All the Diploma and Degree courses of IMA CGP shall be affiliated with the approved universities and proper MOU shall be signed with the Universities before starting the courses.
- vi. All the courses of the IMA CGP shall have both adequate and knowledge and skill empowerment through contact session.

FELLOWS OF THE COLLEGE:

19 (a) **Founder Fellows:** The number of founder fellows shall be limited to 1000 distributed equitably among Membership of State/Territorial Branches or Members of the College (at the rate of One for every 100 Members or part thereof the State/Territorial Branch).

Note: Enrolment of Founder Fellows ceased on September 30, 1970 as per stipulations then.

(b) Fellows of the College qualifying by an examination.

The Members of the IMA College who have obtained the speciality qualifications on family Medicine shall be eligible to apply for fellowship by virtue of their qualifying examinations. Apart from the MD /Diplomats in National Board examination Degree holders, those who complete the following qualifying examinations organized by the IMA CGP shall be also eligible to apply for the fellowship.

1. FELLOWSHIP IN FAMILY MEDICINE –(FFM)

FFM is the IMA CGP Online course a rich amalgamation of the best models of education in the contemporary scene, comprising online study blended with webcasting and mannequin-based as well as bedside clinical trainings.

They take off from the famed competency assessment tool of Case-based discussion, as promoted by reputed Universities from across the globe in carving out family physicians.

The essential requirements for appearing the examinations shall be:

- (a) Membership of the College for 3 years.
- (b) Membership of the IMA for 3 years.
 - Total Duration: 1 year
 - Hours per Week: 4 – 8

Medium of instruction: English

2. DIPLOMA IN FAMILY MEDICINE

1. Diploma in family medicine by PGIM Colombo

3. MRCGP (International)

IMA CGP is entitled to organize MRCGP (international) examination along with Royal College of General Practitioners, UK.

20. PROCEDURE OF ENROLLEMENT AS FELLOW OF THE COLLEGE.

IMA CGP Life member on completion of the above said Family medicine specialist qualifying examination shall be inducted as fellows

of the college during the annual convocation by the National President.

The candidates shall apply for the FCGP through the prescribed application form with the fee of Rs 2000/-. The academic council shall scrutinize the application and eligible fellows will be recommended to the Governing council. On the approval of the Governing council the Hony. Secretary of the college shall present these candidates for admission as fellows during the annual convocations.

HONORARY FELLOWSHIP OF THE COLLEGE:

(d) **HONORARY FELLOWS:** Members of the Medical Profession from India or outside India, who during their professional career have distinguished themselves by their outstanding administrative and professional skill and/or original research of high order; may be conferred for an award of Honorary Fellowship of the College as per Bye-Law.

Such Fellows will be selected by a committee to be set up by IMA College of General Practitioners. Not more than Two Fellows will be nominated during one year, except initially as decided.

A. There shall be categories of Honorary Fellowship:

1. Honorary Fellowship – Non-Indians:

Non-Indian Members of the Medical Profession from India or outside India, who during their professional career have distinguished themselves by their outstanding administrative and professional skill and/or original research of high order, may be selected by the Academic Council of the IMA College of General Practitioners. Not more than Two Fellows will be nominated during one year except initially as decided. Such Fellows shall not pay any fee.

2. Honorary Fellowship – Indian Nationals:

Any Life Member of College with a seniority of 20 years or more in the profession and Life Membership of IMA who fulfill the following requirements may be considered for award of Honorary Fellowship:

- (a) Recognition of Academic achievements, distinctions, awards won etc.
- (b) Honorary Professor, Teaching Faculty IMA CGP, National/State level;
- (c) Office Bearership IMA/IMA CGP/IMA AMS;
- (d) Contribution to journals, periodicals, scientific meetings, workshop, seminars and symposia.

Such nominees for Honorary Fellowship shall pay Rs.10000/- (only for Members). The Hony. FCGP scroll will not be bestowed in absentia.

3. Hony. Fellowship (NRI)

Non-Resident Indian shall ordinarily comply with the following requirements:

- (1) Overseas Life Membership of the IMA.
- (2) Overseas Life Membership of IMA College of GP.
- (3) At least 15 years seniority in the profession
- (4) Academic achievements, distinction, awards etc.
- (5) Contributions to journals/periodicals, scientific meetings, Seminar and Symposia.

Such nominees for Hony. Fellowship shall pay a fee of US\$ 500/- or equivalent thereof.

B. Procedure of Nomination for Hony. Fellowship:

Nomination shall be made on a prescribed form. The nomination shall be duly supported by Two Fellows of the College or by the State Faculties IMA CGP/Headquarters IMA CGP. Each nomination shall be accompanied by the requisite fee/fees as detailed above.

All valid nominations shall be received each year latest by end of September and those selected shall be awarded Fellowship during the next Convocation of the College.

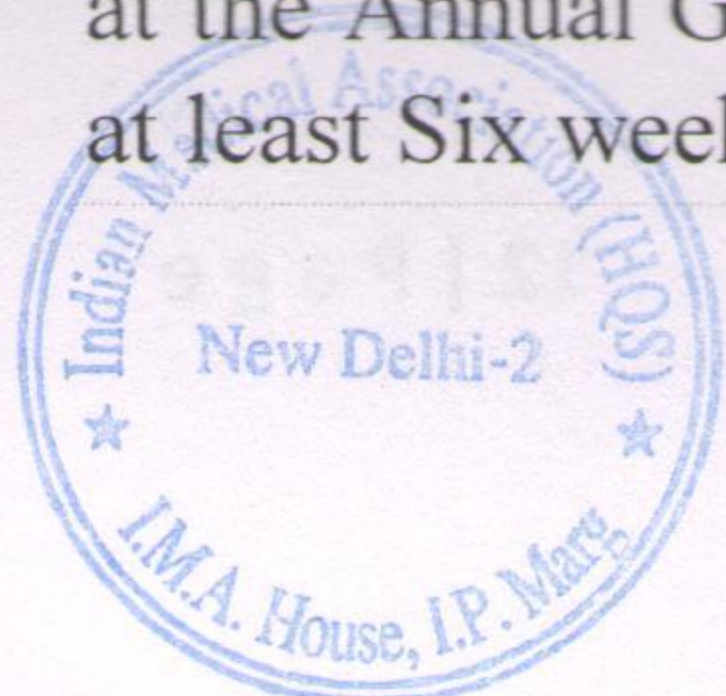
THE ANNUAL GENERAL MEETING OF THE COLLEGE

21. (i) The Annual General Meeting of the College shall ordinarily be held at the time of the Annual National Conference of the College (CGPCON) in the month of September or October (preferably).

(ii) A three weeks' notice of the Annual Meeting of the College shall be given to Members of the College stating the place, date and the agenda of the business to be presented. This notice will be given through the Journal of the Indian Medical Association taking care that it reaches the members before the stipulated date.

(iii) The quorum of this meeting shall be 25.

(iv) Resolutions sponsored by individual Members or by State/Territorial Faculties to be moved at the Annual General Meeting of the College shall reach the Hony. Secretary of the College at least Six weeks before the Meeting.



Honorary IMA CGP Professorship

A. National Professorship

1. Member of IMA having Clinical/Teaching experience in his/her Specialty /General practice for 20 years.
2. Member of IMA CGP for 10 years and had given Contribution to educational activities of IMA College of GP.
3. Research and Publications in Index Journals/Textbooks -minimum three papers as first author or corresponding author.
4. Aptitude to promote Family Medicine and General Practitioners and given minimum five CME lectures/oration /symposium.
5. Served in IMA branch, state or HQ as an office bearer.

The IMACGP HQ shall invite nominations for National Professorship annually in prescribed Performa.

- a. Nomination for Professorship shall be forwarded to the Hony. Secretary by respective State Faculty. It will be scrutinized and recommended for approval of Governing Council by the Academic Council.
- b. The nomination can be send to IMA hq HSG also all nominations shall be scrutinized as per the criteria and maximum 10 members shall be bestowed with IMA COLLEGE OF GP PROFESSORSHIP, during the National HQ TEACHERS DAY celebration or in the convocation of the college.

The book of register will be maintained in IMA HQ

The Hony. Professorship is valid for Five years and they are expected to contribute for IMA CGP educational activities like courses, publications.

ORATIONS AND AWARDS OF IMACGP

IMACGP Annual National conference shall have the following orations.

- (i) IMA CGP Golden Jubilee Dr. Arulrhaj Oration
- (ii) Dr. Pulla Rao IMA CGP Oration
- (iii) Dr. K.M. Abul Hasan IMA CGP Oration
- (iv) IMA Tambaram Dr. Gajanan Rao IMA CGP Oration
- (v) Dr. Anil Pachnekar IMA CGP Oration
- (vi) Chhattisgarh IMA CGP Oration

Awards

- a) Best Branch CGP Chapter Award
- b) Best State CGP Chapter Award
- c) Dean's Appreciation Award for Best Branch CGP Chapter
- d) Dean's Appreciation Award for best State CGP Chapter
- e) Secretary's Appreciation Award for best State CGP Chapter
- f) Secretary's Appreciation Award for best Branch CGP Chapter
- g) Appreciation Award for State Faculty/Sub-Faculty conducting GP CON



Nominations for the Orations and Awards shall be received by the Hony. Secretary and shall be subjected for scrutiny and approval of the Academic Council. The Organising committee shall take care of the local hospitality for the orator and the Citation and the Medal shall be presented by the Head Quarters.

IMA National conference will have following orations and Awards

1. IMA CGP Silver Jubilee Oration Award:

Type of Award: Oration (Subject to be selected by Orator).

Eligibility: Open to all IMA/IMACGP Members.

2. IMA Medical Education and Research Award I

Type of Award: Article/Paper (Topic from IMA Headquarters).

Eligibility: Open to all IMA/IMACGP Members.

3. IMA Dr. C.L. Sahni Award:

Type of Award: Oration (Subject to be selected by Orator)

Eligibility: Open to all IMA/IMACGP Members.

4. IMA Dr. M.G. Bhide Memorial Award:

Type of Award: Article/Paper (Topic from IMA Headquarters)

Eligibility: Open to Members having membership of IMA for at least 10 years and Life Membership of the IMACGP for at least 5years.

5. IMA CGP Annual Award:

Type of Award: Article/Paper (Topic from IMA Headquarters).

Eligibility: Members of IMA CGP who are life members for 5 years or more.

6. IMA Dr.C.L.Jagga Award for best Faculty of IMA CGP

Type of Award: Recognition of Activity of the Sub-Faculties (detailed reports of activities of Sub Faculty to be submitted to IMA HQRS.)

Eligibility: Open to all Sub Faculties/State Faculty of IMA CGP.

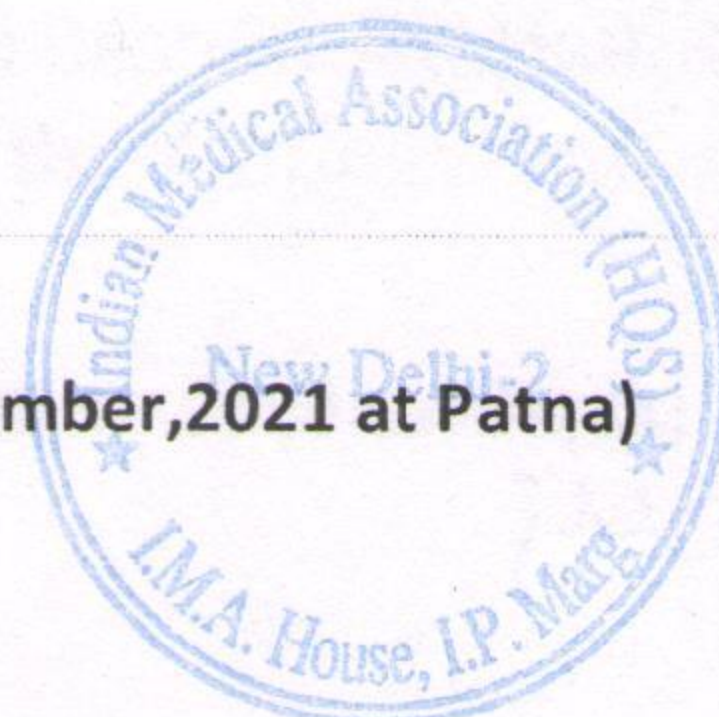
7. IMA Dr. I. Venkata Rao Oration Award:

Type of Award: Oration (Subject of Oration should be selected by the Orator)

Eligibility: Open to all Life Members of IMA/IMACGP (15 years Continuous membership)

INDUCTION OF NEW ORATION/AWARDS

IMACGP HQ can receive nominations for new orations and Awards and after due scrutiny and recommendation of the Academic council, the Governing council can approve and induct new orations and Awards. The Orations and Awards inducted shall have only 10 years life. The sponsorship for the orations and awards shall accompany with citations and details of the oration/awards and shall be included with the sponsorship fee of Rs.2,00,000/- FOR THE Oration and 50,000/- for the award. The amount shall be received and deposited as fixed deposit in the particular name and interest accrued annually can be utilized for the oration and awards.



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22. TRAVELLING ALLOWANCE:

In the case of the Governing Council of the College, T.A. shall be paid as per rules of the Indian Medical Association. The Dean and Secretary shall utilize the allocated budget for Travel allowance as per the decision of the Governing council.

Note: The rules regarding the meetings of the Governing Council, appointment of Auditors, Legal Adviser, Accounts etc., shall be the same as applicable in the case of the IMA.

23. STATE/TERRITORIAL FACULTIES AND SUB-FACULTIES:

(a) There would be established a State/Terr. Faculty of the College in the areas of the jurisdiction each of State/Terr. Branch of the IMA. The Management of the State/Terr. Faculties be governed as per Bye-Laws.

(b) Under the State/Terr. Faculty one or more Sub-Faculties may be established, preferably at the stations where medical institutions exist. The Sub-Faculties will work under the State/Terr. Faculty concerned.

(c) Each State/Terr. Faculty shall be established with a minimum of 200 Life Members of the College, who are also life members of the IMA. If the number of such members existing in any State/Territory is less than 200, they shall be Members of the College Headquarters direct. However, in states where total IMA Membership is less than 1000, the state chapter can be initiated with 100 CGP members.

24. DISTRIBUTION OF CFC:

Life Membership Subscription = Rs. 250/- which includes College Fund Contribution and Life Subscription of Family Doctor of E-Journal.

When a specialist member of AMS joins CGP, THE FEES received will be shared as
40% CGP HQ

30 % STATE FACULTY

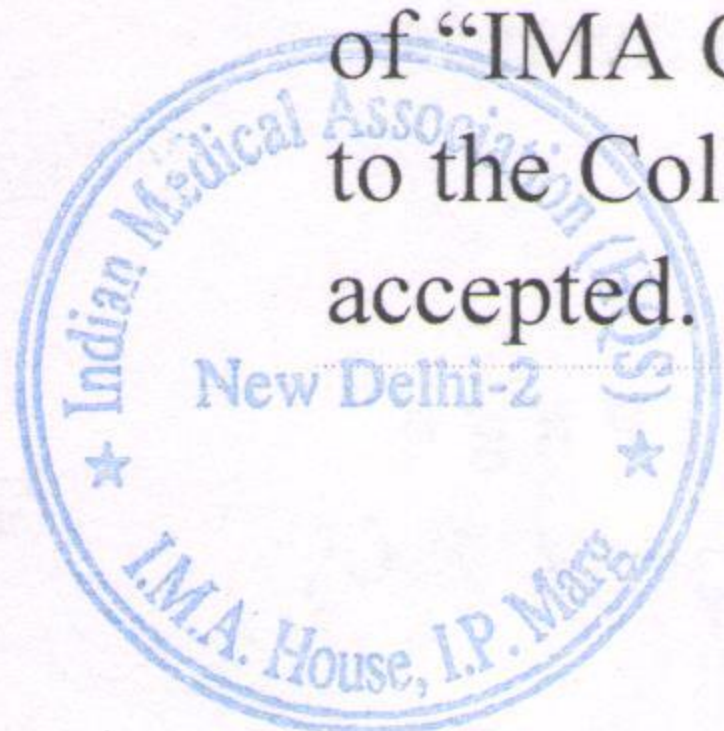
30% SUB FACULTY

ANNUAL CONFERENCE ON GENERAL PRACTICE:

25 (1) IMA CGP shall organize an Annual National Conference between 15th August and 15th September each year at a venue to be decided by the Governing Council **preferably at the home town of the Dean. The conference shall be named as GPCON. The annual governing council meet and annual convocation shall be held during the annual conference.**

(2) Every application inviting the Annual Conference of the College shall be accompanied by a Demand Draft of Rs.25,000/- in favour of "IMA College of General Practitioners" to be adjusted as contribution from the Conference to the College Headquarters, in case if the invitation is accepted.

(3) Four Zonal conferences to be organized in each zone. Every application inviting the Zonal Conference of the College shall be accompanied by a Demand Draft of Rs.10,000/- in favour of "IMA College of General Practitioners" to be adjusted as contribution from the Conference to the College Headquarters, in case if the invitation is accepted.



ANNUAL CONVOCATION OF THE COLLEGE:

26. 1 The Governing Council shall organize the Annual Convocation of the College During the GPCON. All the fellowships shall be conferred during this convocation. Honorary Professorship and Honorary fellowships shall not be conferred in absentia. National president or his designate shall confer the fellowships.

II) GRADUATIONS CEREMONY

States Faculty can organize graduation ceremony for the fellows admitted and approved in the Annual convocations in their respective states. It shall be organized only with the prior permission of the Academic council of the college and in which Dean, Hon secretary and the chairman Academic council shall participate as the invited guests of the hosting state faculty.

III) INTERNATIONAL CONFERENCE OF FAMILY MEDICINE. (ICON)

International conference of family medicine shall be organized annually by the National IMACGP Hq with international participations. The venue of the meeting shall be fixed during the previous governing council meet and the function shall be the function of the CGP Head office. The officers of the SAR WONCA and the colleges of family medicine in other countries shall be invited for this conference.

27. CALENDAR OF EVENTS

January Office Bearers Installation–State & Sub-Faculty Officers Meet
February Zonal Conference
March Admissions
April ICON/International Tour
May CWC
June Exam
July Exam /Zonal Conference
August Exam
September Asia Tour
October GPCON/Governing Council
November CWC
December IMA Natcon

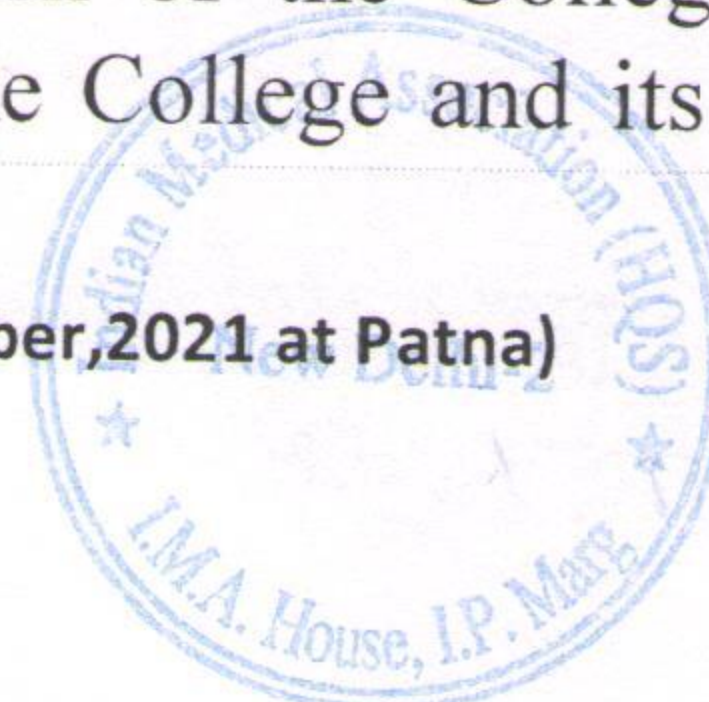
PART III

BYE LAWS

1. In these bye-laws, words defined in the Rules of the College shall bear the same meaning.

CONSTITUTION OF THE STATE/TERRITORIAL FACULTIES AIMS AND OBJECTIVES OF THE FACULTY:

2. Each State/Territorial faculty represents the College in its respective State/Territory. It is established and shall be maintained within the framework of the College. Its aims and objectives are identical with the aims and objectives of the College and its Organization is



designed to further such aims and objectives within the area of the Faculty. It shall be bound by the adherence to the Memorandum, rules and Bye-laws of the College for the time being in force.

Each State/Territorial Faculty shall submit to the Hony. Secretary of the College an annual return of the Members on their rolls by the 31st October each year, together with a list of new members and a list of members who have left the faculty, along with a report of the activities of the Faculty.

NAMES AND AREA OF THE STATE FACULTY/SUB FACULTY:

3. (a) A Faculty shall be established in the area of jurisdiction of each State/Territorial branch of the IMA. The name of each new Faculty and the area covered by such Faculty, and any change in the name or the 38 areas covered by such Faculty, shall be determined by the Indian Medical Association.

(b) A Sub-Faculty shall be established with a minimum of 25 Life Members of the College who are also Life Members of IMA. For less than 25 Sub-Faculties under State/Terr. Faculties may be established as per Bye-laws at stations where medical institution and district or any big hospital exist. The area of Jurisdiction of each Sub-Faculty may be defined by the State Faculty concerned.

RIGHTS OF FACULTY MEMBERS:

5. Members of a State/Territorial Faculty shall be entitled to receive all notices sent out by the Faculty to attend, speak and vote at any General Meeting and generally to participate in the activities of the Faculty.

MEETING OF THE FACULTY:

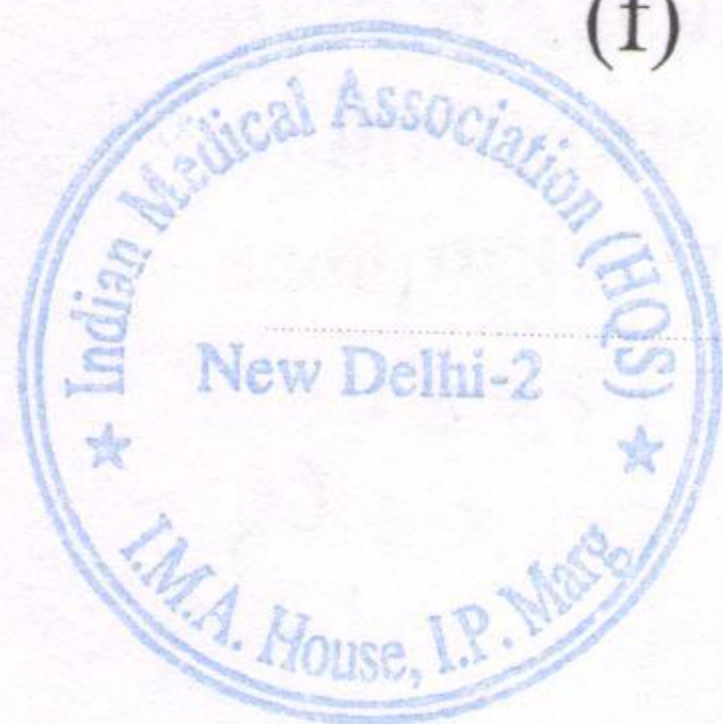
6.(a) Meeting of a State/Territorial Faculty to which all Members of the State/Territorial Faculty must be summoned, shall be (i) Annual General, (ii) General, (iii) Extra-ordinary General.

(i) Annual General Meeting:

The Meeting shall be held each year along with the Annual Meeting of the State Council. Ordinarily, not more than Fifteen months shall elapse between any Two Annual General Meetings of Faculty.

At least fourteen days' notice of the Annual General Meeting shall be given in writing to each member and associate of the Faculty. Such notice shall include the date, time and place of the meeting and the Agenda. The business at the Annual General Meeting shall be:-

- (a) To receive, amend if necessary, and confirm the minutes of the previous Annual General Meeting.
- (b) To receive the Annual Report of the retiring Board
- (c) To receive Annual Financial Statement of expenses and such additional financial statements as the College Council may have determined.
- (d) To elect the new State/Territorial Faculty Board
- (e) To propose amendments to the State/Territorial Faculty Bye-laws if necessary and
- (f) To transact any other business of the Faculty.



The usual method of recording votes at a meeting shall be by a show of hands or by ballot if so demanded. The Chairman may appoint two or more members as tellers. In the case of an equality of votes, the Chairman ruling shall be final.

ii) **General Meeting:** These shall be held when and where they are called by the Board. At least fourteen days' notice of such General Meetings shall be given to each member of the Faculty.

The business shall be set forth in the notice convening the meeting, and it may include clinical or other medical discussions.

(iii) **Extra-ordinary General Meeting:** An extra ordinary General Meeting shall be called at any time by the Hony. Secretary of the State/Territorial Board on the instructions of the Faculty Board, or by the Honorary Secretary within twenty-eight days of the receipt of a written requisition signed by not less than 50 members of the State/Territorial Faculty Membership and stating the exact terms of the resolution(s) to be proposed. At least fourteen days' notice of such a meeting shall be given to every member and associate of the State/Territorial Faculty, and such notice state the business of the meeting and exact terms of the resolutions to be proposed. A resolution at an Extra-ordinary General Meeting shall be passed, only (if voted for), by a majority of not less than three quarters of those present. No business shall be transacted by an Extra Ordinary General Meeting other than that which it may have been specifically called to consider.

(b) The accidental omission to give notice of a meeting to any member of the Faculty shall not invalidate the proceedings of the meeting.

Board of the State/Territorial Faculty and its Committee:

7.(A) (i) The Management of the affairs of the Faculty shall be vested in a Board, composed of the following persons who shall all preferably be Life Members of the College.

Ex-Officio Members:

(a) The President of the State/Territorial Branch, IMA (President of the Board of the Faculty)

(b) The Vice President of the State/Territorial Branch, IMA (or in case of more than one Vice President, the Vice President in order of securing vote).

(c) The immediate Past President of the State/Territorial Branch IMA.

(d) Hony. State/Territorial Secretary of the State/Territorial Branch, IMA (Secretary of the Board of the Faculty).

(e) Hony. Treasurer of the State/Territorial Branch, IMA (Treasurer of the Board of the Faculty).

7. (B) Elected Members:

(a) Hony. Secretary of the Faculty to be elected at the Annual Meeting of the State/Territorial Council of IMA.

(b) One Hony. Joint Secretary of the Faculty to be elected at the Annual Meeting of State/Terr. Council IMA.

(c) Three members to be elected from amongst the Membership of the State/Terr. Working Committee IMA.

- (d) Three members to be elected by the Annual Meeting of the State/Terr. Council of the IMA.
- (e) Three members to be elected from amongst Faculty Members at the Annual Meeting of the Faculty by representative of Sub Faculty to be elected one of every 15 Members.
- (f) Director of Studies of State Faculty.
- (g) Assistant Director of Studies at Sub-Faculty.
- (h) One Representative from among the Direct Members of the College if their number is 100 or more.

7 (C) The First Meeting of each Board shall be held immediately after the Annual General Meeting of the Faculty at which it is appointed. Other Meetings of the Board shall be held not less frequently than once in every three months.

7 (D) The Board shall appoint Committees for:

- i. Under graduate Education;
- ii. Post-Graduate Education;
- iii. Research and in addition it may appoint any other committee as desired.

Each Committee of the Board of the Faculty may co-opt with the approval of the Board, Members of the Faculty who are not members of the Board, or other persons who are not Members of the Faculty or of the College. No one who is not a Member of the College shall be entitled to vote on these Committees.

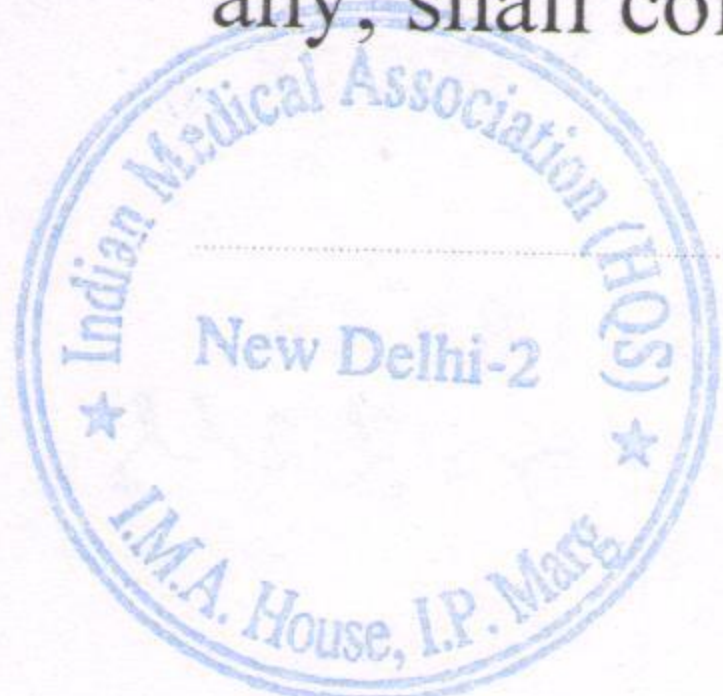
State/Territorial Branch President:

8. The President of the State/Territorial Branch of the IMA shall be the President of the State/Territorial Faculty of the College. In the event of his absence, his duties shall be performed by the Vice President of the State/Territorial Branch. The President shall hold office until the Annual Meeting of the State Territorial Council of the State Territorial Branch next following his assumption of office and shall at such meeting retire from office with effect from the close or adjournment thereof.

9. He shall act on behalf of the State/Territorial Faculty and shall keep close liaison between the State/Territorial Branch and the State/Territorial Faculty. He shall get executed polices and programmes of the Faculty through the Hony. Secretary (and Hony. Joint Secretary of the Faculty). He shall exercise financial control and shall order all payments on behalf of the State/Territorial Branch as recommended by the Board of the State/Territorial Faculty. He shall maintain separate accounts of the Faculty, Finance and shall get the same duly audited along with the State/Territorial Branch Accounts. He shall present the statement of accounts to the Working Committee of the State/Territorial Branch.

Duties of Hony. State/Territorial Treasurer, IMA:

10. He shall maintain an up-to-date list of members of the Faculty through its Sub-Faculties if any, shall collect all money from the faculty and deposit them in a separate account.



He shall make all payments as ordered by the Hony. State/Territorial Secretary IMA. Shall prepare periodical statement of accounts and present the same to the Board of the Faculty through the Hony. State/Territorial Secretary of the IMA.

Duties of the Hony. Secretary of the State/Territorial Faculty:

11. Under the guidance of the State/Territorial Branch Secretary and in collaboration with the Hony. Joint Secretary of the Faculty, the Secretary of the Faculty shall be responsible for day-to-day administration of the Faculty.

FINANCE OF THE STATE/TERRITORIAL FACULTY:

12 (A) The Board of the Faculty shall be authorized to incur such expenditure as per the prior approval of the Governing Council of the College.

(B) The Board of the Faculty shall be authorized to raise special funds, and spend them and any other moneys received for special purposes, as the Council of the College may approve. Such moneys shall be controlled and audited in such a manner as the Council of the College may determine.

SECRETARIAL ARRANGEMENTS OF THE STATE/TERRITORIAL FACULTY (LIAISON WITH THE HEADQUARTERS OF THE COLLEGE).

13. Copies of the Minutes of all meetings of the Faculty and its Board and copies of all important letters shall be sent each month to the Headquarters of the College. No State/Territorial Faculty shall authorize in general as distinct from local publication of any article, notice or memorandum concerning the Faculty or its work, unless the same has been approved by the Governing Council of the College.

State/Territorial Faculty Bye-Laws:

14. Each State Faculty shall decide the following details for its own local administration by Bye-Laws which shall require the approval of the Governing Council of the College before they come in to effect.

(A) THE BOARD OF THE STATE/TERRITORIAL FACULTY:

- (a) Number of Members
- (b) Co-opted Members for special purpose in an advisory capacity
- (c) Method of election of Members

(B) METHOD OF ELECTION OF REPRESENTATIVE OF THE STATE/TERRITORIAL FACULTY

- (a) The Council of the College
- (b) Any other body

(C) DATE, TIME, PLACE, MANNER OF CALLING AND QUORUM OF MEETING OF

- (a) The Faculty
 - (i) Annual General Meeting
 - (ii) General Meeting
 - (iii) Extra ordinary General Meeting



- (b) The State/Territorial Faculty General Meeting
- (c) The Committees of the Board of Faculty

(D) DUTIES OF THE BOARD OF THE STATE/TERRITORIAL FACULTY

- (a) Compilation of the Faculty Register
- (b) Appointment of Committees
- (c) Minutes of the Meeting

(E) DUTIES OF COMMITTEES OF THE BOARD OF THE STATE/TERRITORIAL FACULTY:

- (a) Appointment of Officer (Chairman, Convener)
- (b) Minutes of Meeting

(F) FINANCIAL ARRANGEMENTS WITHIN THE FACULTY

(G) SECRETARIAL ARRANGEMENTS WITHIN THE FACULTY

(H) ALTERATION TO BYE-LAWS OF FACULTY:

Provided that at least fourteen days' notice has been given to each Member of the State/Territorial Faculty specifying the exact words of the proposed change, alterations and additions to and deletions from the Bye-Laws may be proposed at a General Meeting of the Faculty (or by the signatories of the requisition for an Extra Ordinary General Meeting) and may be adopted by a majority of not less than three quarters of those present and voting. Always provided that no such change in the Bye-Laws shall become effective or come in to operation, until approved by the Governing Council of the College.

ENCLOSURE TO BYE-LAW NO. 4

PROCEDURE FOR FORMATION OF FACULTIES/SUBFACULTIES, IMA CGP

IMA CGP is an academic activity of the Association and its administration is governed by the Constitution laid for it.

A. FORMATION OF FACULTIES:

1. As provided in the rules, a State/Territorial Faculty of the College can be established in each State Union Territory.
2. A State Faculty will be established with a minimum of 200 Life Members of the College, who are also Life Members of the IMA (including the members of Sub-Faculty).
3. An application will be forwarded by the State Branch Secretary to the effect of opening of a new State/Territorial Faculty if one does not exist in the State. The application would contain the formal resolution of the Members under the jurisdiction of the State Branch, IMA/State Faculty IMA CGP indicating therein the name of the office bearers of the State Faculty (Application form available from College Headquarters).
4. The application shall be scrutinized and approved by the Governing Council of the College.
5. Each State Faculty would be administered as provided under the Rules and Bye-Laws of the College and shall be governed by the Board of Management, as laid down.
6. The State Faculty would be administratively a part of the State Branch of IMA which shall also exercise not only the administrative control, but also the financial control, earmarking the budget of the State Faculty.



7. The Office-bearers of the State Faculty shall work as laid down in the rules, the State Secretary of the IMA having the overall administrative responsibility on behalf of the State Branch IMA. The State Faculty Secretary is In-charge of the State Faculty and all activities under its Sub-Faculties. Similarly, the Director of Studies (State Faculties) will work in the State helping the Dean of Studies of the College and will be assisted by the Asst. Director of Studies at all Sub-Faculties.

8. The Administration of the State faculty shall be the responsibility of the State Branch IMA, which shall provide adequate finances for the same as and when necessary.

9. The State Faculty shall recommend the formatting of Sub-Faculties as per guidelines. Decentralization of academic activities within a State would be serving the purpose of extension of activities of the State Faculties.

B. FORMATION OF SUB-FACULTIES:

1. A Sub-Faculty may be established with a minimum of 25 Members in any place under the jurisdiction of a State Faculty wherever administration/Medical College and/or district hospital or such organization exists with potentials of teaching Faculty and/or arrangements for teaching/training of general practitioners.

2. The Board of Management of the State Faculty shall make an application on the prescribed form to the Governing Council of the College for the formation of such a Sub-Faculty (Form available with College Headquarters).

3. Each Sub-Faculty within the jurisdiction of a State Faculty would be under the administrative control of the State Faculty and shall function only as an extension of the academic activity of the State Faculty in the area as defined.

4. Each Sub-Faculty shall have the following office bearers for the time being.

- (a) Hon'y. Assistant Secretary/Treasurer
- (b) One Asst. Director of Studies
- (c) 2-3 Senior Specialists
- (d) 2-3 Members from the Teaching Faculty
- (e) 2-3 Senior General Practitioners

5. Such a group would form the working panel of the Sub-Faculty which shall do all academic activity as approved by the State Faculty and such activities shall form part of the activities of the State Faculty.

6. The Sub-Faculty would not be autonomous body and shall draw financial assistance from the State Faculty and/or raise money locally for the academic activities.

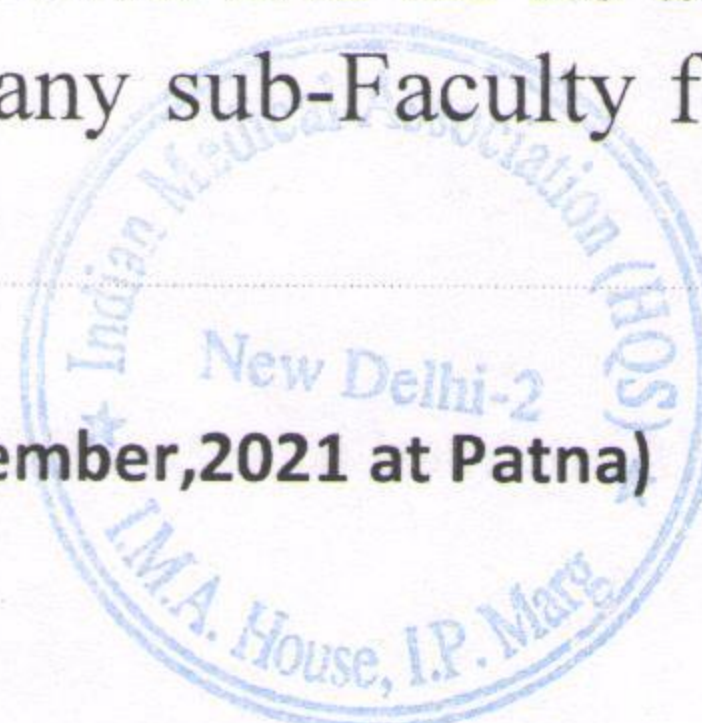
7. No Sub-Faculty can function except under the control and guidance of the State Faculty.

8. The sharing of the Membership Fees, Fellowship fee and/or such other money received by the State Faculties between the State Faculty and the Sub-Faculty would be according to the formula approved by the College Headquarters.

9. The Annual Report of the Faculty would include the Annual Report of the functioning of each of the Sub-Faculties under its jurisdiction.

10. The College Headquarters would ordinarily deal with the State Faculties in matters pertaining to the Sub-Faculties and the Sub Faculties would deal with the Headquarters only through the State Faculties.

No local branch of the IMA can run a Sub-Faculty on its own and all its activities have to be approved in principle by the respective State Faculty. If any sub-Faculty function on its own



and is not recognized by the State Faculty, the Governing Council of the College will have to note this fact and take necessary action.

IMA COLLEGE OF GENERAL PRACTITIONER'S SACRAMENTS

On admission as FELLOWS, in recognition of their academic and professional excellence, they shall continue to:

1. Follow in thought actions and creed, the code of Ethics as enunciated by the Indian Medical Association.
2. Endeavour to set standards in cordial doctor-patient relationship.
3. Fulfill obligations to assist the betterment of community health.
4. Maintain the sanctity of the trust of being the friend, philosopher, and guide of the family they serve and the community they live in.
5. Encourage development of confidence in their patients through selfless service.
6. Demonstrate excellence in skills and techniques during professional service.
7. Undertake continuing self-educational studies and interest towards furtherance of knowledge and experience.
8. Disseminate knowledge and experience amongst colleagues by imparting training to them through participation in group discussions, seminars etc.
9. Engage in study and maintenance of efficient record keeping and periodic evaluation of professional and clinical material.
10. Strive continuously to improve standards and quality of general practice.

