

VISION:

To prompt, preserve and promote scientific academic and research pursuits of the faculty members of various subject disciplines of the college.

MISSION:

Acquisition, Development, Exchange, Promotion and dissipation of Scientific Knowledge amongst the members.

Presentation, discussion and coordination of Research Projects, Academic activities and such other matters.

Spreading of Scientific Knowledge in simple and understandable local vernacular language for the benefit of patients, community and public.

Recording, strong and retrieving of the deliberations for future reference and compilation.

**Bye Laws
of
Scientific Academic and Research
Society (SARS)
of
Shri B.M.Patil Medical College Hospital and
Research Centre, Bijapur
2014**

**Scientific Academic and Research Society of Shri.B.M.Patil Medical College
Hospital and Research Centre, Bijapur.**

BYE LAWS

AIMS AND OBJECTIVES OF THE ASSOCIATION

The Scientific Academic and Research Society (SARS) is formed to prompt, preserve and promote Scientific and research pursuits of the faculty members of various subject disciplines of the college.

The broad objective of the Society is to serve as a forum for:-

- a) Acquisition, development, exchange, promotion and dissipation of knowledge, learning, skills and experience amongst the members.
- b) Spreading of scientific knowledge in simple & understandable local vernacular language for the benefit of patients, community & public.
- c) Presentation, discussion and coordination (whenever needed and possible of research project reports, research data and such other matters.
- d) Recording, storing and retrieving of the deliberations – gists for future reference and compilation (when felt desirable) In this respect the Scientific Academic and Research Society (SARS) will function as mere custodian and it will not exercise over-riding powers of permitting/not permitting the faculty in referring to the data/records. Only the faculty members who have generated the factual data have the freedom to utilize that data as they wish in presenting or publishing their work. No other member of SARS can utilize such data as of right except as citation only.
- e) As per K.S.R.Act 1960, whatever the income of the Association should (will) be utilized for the Society, not distributed among the members.

RULES AND REGULATIONS OF ASSOCIATION

I The Association shall be called The Scientific Academic and Research Society of Shri.B.M.Patil Medical College Hospital and Research Centre.

II MEMBERSHIP: The fees collected will be exclusively used for SARS activities only.

1) LIFE MEMBERS:-

All the teaching faculty of Shri. B.M.Patil Medical College shall automatically become members of the Scientific Academic and Research Society (SARS) by paying Rs.1000-00 (Rupees One thousand only) as membership fee. They continue to be members as long as they are in service of the Medical College. A life member continues to enjoy eligibility to attend participate in all academic meets/activities conducted by/under the auspices of SARS even after leaving the institution. He/She will continue to receive free copy of the journal published as an organ of SARS even after the life members relinquishes or retires from service. He/She cannot become office bearer; but he/she will continue to have voting rights. They are also eligible to contest for office bearers post as and when elections for the same are being held.

2) ASSOCIATE MEMBERS:-

All MBBS students, interns and PG students working in the Shri.B.M.Patil Medical College Hospital and Research Centre, under the guidance, instructions and supervision of Dean/Principal of Shri. B. M. Patil Medical College Hospital and Research Centre shall automatically become associate members by paying Rs.500-00 (Rupees Five hundred only for MBBS students) and Rs.1000-00 (Rupees One Thousand only for PG students) as Associate Membership fee. They are free to renew their Associate Membership even after leaving the institution.

III. EXECUTIVE COMMITTEE

A committee called Executive Committee (E.C) consisting office bearers shall be constituted by the General Body each year, to plan, organize, co-ordinate, supervise and implement various functions of SARS. The E.C. will ordinary meet once a month. Committee consists of some ex-officio members and some elected/nominated members. Total number of members on E.C. shall be nine and posts are honorary in nature.

A) Duties of E.C:-

- i) To look after smooth, efficient and regular implementation of various functions of SARS
- ii) To maintain records, minutes of meetings, correspondence, accounts and all such relevant data (documents) in a neat and systematic fashion.
- iii) Maintain an updated and suitably modified list of members of SARS from time to time.
- iv) Plan, call for and organize regular and special (when necessary) meetings of General Body (G.B).
- v) Implement decisions/resolutions/instructions of G.B.

B) Constitution of E.C:-

1) Ex-Officio members:-

- i) Ex-officio President: Dean/Principal of the college shall be ex-officio president. If there are two separate posts and two different individuals are holding these posts separately then the one who is senior by age will be the President. The other one will be Vice-President.
- ii) Ex-officio Vice-President:- There will be one Vice-Presidents, one as indicated above under President- para and the other one will be the Medical Superintendent Hospital/equivalent post.

All the ex-officio office bearers continue to hold their posts as indicated above as long as they are holding official status in the college.

Any ex-officio office bearer automatically and forthwith loses the position the moment he/she ceases to hold appointed post in the college.

Whenever Dean/Principal etc., cease to hold the post and a new person is appointed the latter will automatically & forthwith hold the same office-bearer's post on E.C. as was held by the person whom the new incumbent has replaced.

by 2) Elected/nominated members: - Ordinarily, the following members will be filled election following conventional procedure of proposing and secondly in the G.B.meeting called for the purpose. Only in case of a time there shall be voting by ballot.

- a) Chairman -SARS.
- b) Chief Editor.
- c) Chairperson-Research Cell.
- d) Treasurer.
- e) Secretaries
 - i) One from Clinical faculty
 - ii) One from Pre/Para Clinical faculty.

C) Tenure of E.C:
One year; 1st.April to 31st.March of each year.
Constitution of E.C. for immediate next year shall be during October month of immediate proceeding year.

D) Tenure of Elected/Nominate of E.C:

i)	Chair person SARS	1 year.
ii)	Chief Editor.	3 years.
iii)	Chair person Research Cell.	3 years.
iv)	Treasurer.	1 year.
v)	Secretaries.	2 years.

Every year, one of the two secretaries who have completed two years shall be retire and vacancy so caused will be filled by a new incumbent elected/nominated by G.B.

IV. FUNCTIONS OF SARS

1) PERIODIC SCIENTIFIC SESSIONS:

During each academic term of the college there shall be a fortnightly meeting of the members of the SARS. These will be held on pre-fixed days and at the pre-fixed time. The actual days and timing of such meetings for the succeeding academic term shall be fixed at the G.B. meeting of the members at the close of preceding academic term. The days and timings are to be so fixed as not to interfere with regular teaching programmes as per the time table in force. Marginal adjustment by each department may be requested. Such fortnightly meetings are meant for presentation of interesting clinical cases, research projects/report/s, pre-view of presentations

of papers scheduled to be presented elsewhere in conferences/meets, summaries of the research activities and observations.

2) CONTINUING MEDICAL EDUCATION (C.M.E)

i) ORGANISING SYMPOSIA/PANEL DISCUSSION:-

From time to time the SARS will organize from amongst the staff update programme involving various disciplines; such activities to be held once in six months or so.

ii) WORKSHOP AND CONFERENCES:-

Academic activities such as workshop/s, conference/s (Regional/Zonal/State level/National) that are organized by any of the Department shall be done under the auspices of SARS. SARS by itself will not play the role of sole/principal organizer. But it will work as co-coordinating associate in the conduct and help the organizer in respect of mobilizing audio visual aids, floor co-ordination and such organizational aspects.

iii) GUEST LECTURES:-

These also to be held periodically and regularly.

3) PERIODICAL PUBLICATIONS:-

Under the banner of SARS a Medical Periodical “Analytica Medica” shall be published. The objective of periodical is to serve as forum for publishing original research articles by the staff, update reviews (brief edited proceedings of symposia, panel discussion conducted by SARS, in formative abstracts from other journals, and such matters of academic interest. SARS will constitute an editorial board of One Chief Editor, (elected/nominated by GB) and two associate editors (nominated by chief editor) to present by rotation clinical, preclinical and Para clinical disciplines. Ordinarily the tenure of editorial board shall be 3 years and vacancy of Chief Editor shall be filled by election except when vacancy occurs before closure of the tenure; in case of the latter the President of SARS shall nominate a person for the balance period.

Editorial Board shall in turn constitute an advisory and review board selecting various staff to help the E.B. in reviewing articles as referee/s.

a) DUTIES, RESPONSIBILITIES AND POWERS OF CHIEF EDITOR:

In collaboration and assistance of associate editors he/she shall

- i) Formulate instructions to authors.
- ii) Invite, arrange for procuring from the staff articles (original, review etc.,) and other matter for publication.
- iii) Arrange for review of the articles by sending them to appropriate referee/s within outside college staff for opinion.
- iv) Process the article for printing of further disposal in the light of referee's comment. Even if a referee has recommended acceptance of an articles, there is no binding on Chief Editor that he/she should publish it. However ordinarily acceptance/rejection of an article is in the light of referee's

opinion. Editor however can refer the article to another referee for second opinion. Chief Editor's decision is final in case of controversial opinion by referee/s.

- v) Arrange for printing publishing and proper distribution of each issue to all eligible members of SARS and other subscribers and other addressees.
- vi) Maintain all accounts, stock register, and dispatch register postal expenses, number of copies of each issue printed dispatched and balance remaining.
- vii) Finalise advertisement tariff in consultation with E.B. for formal approval by President of SARS
- viii) Contact various advertisers. Decision as to accept/not an advertisement is left to the discretion of C.E.
- ix) Chief Editor shall be ex-officio member of Executive Committee of SARS as long as he/she holds C.E. post and participate in all the deliberations of the E.C.
- x) Chief Editor is free to take decision and act in all routine matters of Journal production, publication and distribution, provided these decisions and actions are within the policy, financial and other guidelines and limitations laid down by SARS from time to time.

b) SARS through College/Hospital administrative set up provide place, furniture and ministerial hands to C.E. to carry on the Journal work.

c) Organizers of CME, Workshop, and Conferences etc. are encouraged to publish the proceedings, manuals, write-ups under the banner of the journal, provided C.E. EB and EC approve the same. However, the onus of getting the matter, processing it, proof reading and distribution of the issues to delegates etc., shall be of the organizers and not of C.E/EB. All such publications shall be treated as special issues/members, the production cost of which will be met by organizers of that particular CME/Workshop/Conference. The income through advertisements included in special issue shall belong to the organizers of the Conference/CME etc., However the organizers shall pay 5% of advance income to the journal. Such issues will not be sent to routine members of subscribers.

d) Neither C.E/EB shall be solely responsible in raising the money needed for publishing the Journal. It is for the SARS to raise the amount, through its members, college authorities, donors etc.

e) Selection of press for printing the Journal is to be conjointly done by Chief Editor, and President of SARS and term and conditions shall be arrived at by the above members conjointly. The contract deal shall be conjointly signed by C.E. and President of SARS for and on behalf of SARS

4) RESEARCH ACTIVITY:-

Another functional aspect of SARS is to encourage, co-ordinate and document various research projects that are going on or proposed to be started by any department. Similarly, it will

also bring to the notice of the staff any information it may have regarding funding sources. One of its important jobs is to contact funding bodies like ICMR, State Board for Medical Research, UGC, and University and get information about terms and conditions for grant of funds. Further, from time to time it will enquire with department about new projects being started and progress of the earlier projects.

There shall be a Research Cell created under SARS to look after the work of research, Chairman of Research Cell is primarily involved and responsible in implementing the resolutions of SARS in respect of research activities. The post of Chairman is filled by election like any other member of E.C. and will be Ex-Officio member of E.C. Research Cell shall also constitute Institutional Ethical Committee (Review Board) to review and okay any research involving human beings (Students/Staff/Patient/Volunteers etc.,) Any such clinical research involving human beings as subject of study must first be approved by the ethical committee.

5) PERIODIC C.M.E. FOR PRACTITIONERS:-

SARS can conjunctly with IMA/Professional bodies be organizer of annual programme of C.M.E. for practitioners and college staff. Details of such C.M.E. has to be worked out each time conjointly with an adhoc committee is solely responsible for finance-raising, selection of items, arrangements and carrying out the work. SARS and college shall however provide infrastructures such as audio visual aids etc., when such C.M.E. or its part is held within College/Hospital premises.

V. GENERAL BODY (G.B)

General Body of SARS consists of ordinary and life members having voting rights. General Body is supreme and its decision, directions are final. It lays rules, regulation and such other norms for smooth working of SARS.

1) FUNCTIONS AND POWERS OF G.B:

- i) Constitute Executive Committee from time to time. For this purpose G.B., will have business meeting (with 10 days advance notice) in the month of October of each year to constitute Executive Committee for immediately following year.
- ii) Take police decision, amend, after, modify, delete or add rules and regulations provide the contemplated change is accepted by majority of members present in the G.B., meeting called for the purpose or in Annual meeting of G.B. either of which will be called with at least 10 days notice Contemplated change/addition should be circulated along with meeting notice.
- iii) Review and pass with or without modification, annual reports of the Chairpersons, secretaries, Chief Editor and treasurer who will also present accounts and audited balance sheet. All these will be carried out in the regular annual meeting of G.B. to be called in the month of April each year.

2) MEETING OF G.B:

- i) As indicated above there shall ordinarily two businesses meeting of G.B. one in October of each year to constitute E.C. for immediately following year. The other one called Annual meeting of G.B. will be in January of each year.
- ii) Extra-ordinary meeting can be called by the President extra-ordinary circumstances. Such extra-ordinary meetings do not require otherwise stipulated 10 days advance notice.
- iii) Quorum for business meeting shall be 1/6 to G.B. members having voting rights.
- iv) No quorum is required for adjourned meeting. Neither E.C. nor any office bearer can abrogate to himself/herself any power/authority that has not been approved by G.B.

VI. G E N E R A L

1) FINANCIAL SOURCES OF SARS:

- a) Membership fee.
 - b) College Management.
 - c) Donation from members of SARS, Members of profession, students, parents, public etc.
 - d) Funds granted by ICMR, CSIR, UGC and other such agencies shall be used for the discrete purpose for which grant is sanctioned.
- 2) Services of a clerk-cum-typist and a peon will be provided by college authorities who also will defray the payment to these personnel rendering service.
- 3) College authorities will also provide infrastructure for conduct of various activities and office of SARS
- 4) To encourage greater and sincere participation SARS shall give some incentives to member/s who have done out-standing contribution to scientific/academic activities of the SARS Ordinarily out going E.C., can suggest name/s of such members after reviewing concerned year's activity. Distribution of incentives will be in the Annual G.B., Meeting.
- 5) It is mandatory for all the SARS members particularly the faculties to actively attend and participate in all scientific and research related activities and programmes of the SARS.

The President of SARS may request college authorities for suitable weightage to be given to staff member/s for participation in SARS activities while deciding promotion.

- 6) Chairperson of SARS and the two Secretaries will organize the regular fortnightly scientific sessions C.M.E., symposia guest lecture etc. For the fortnightly scientific session one of the persons from each department of cards of Professor or Associate Professor service as Chairperson by rotation to smoothly conduct the proceedings as per time schedule. Duration of such fortnightly session will be one hour.
- 7) Treasurer of SARS will be the custodian of accounts and will maintain account and related documents.
- 8) Approximate budget allotment is adopted in Annual meeting of G.B.
- 9) A separate account be opened in the name of SARS in a bank and operated by President and Chairperson of SARS conjointly.
- 10) Similarly, a separate account be opened in the name of “ANALYTICA MEDICA” in a bank and operated by President of SARS and Chief Editor conjointly.

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