INDIAN ACADEMY OF CYTOLOGISTS

STANDARD

OPERATING

PROCEDURE

(SOP)

This Standard Operating Procedure (SOP) of Indian Academy of Cytologists has been ratified by its General Body in its annual meeting held on 14.11.2014 at Kota, Rajasthan, India and shall come into force from 14.11.2014.

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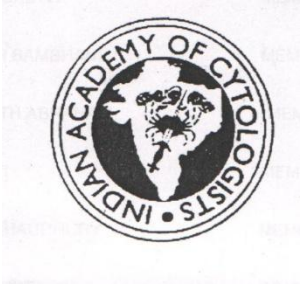
INDIAN ACADEMY OF CYTOLOGISTS
STANDARD OPERATING PROCEDURE (SOP)

DEFINITIONS

1. IAC = Indian Academy of Cytologists
2. GBM = General Body meeting
3. Term = one term refers to the period extending between two consecutive valedictory functions, the duration of which shall not be less than eleven months or more than thirteen months.
4. Financial year = a financial year shall extend from first April of that year to thirty first March of the immediate succeeding year.
5. A&E = Accreditation and Examination
6. EQA = External Quality Assurance
7. CME = Continued medical education



Part– A

Office Bearers

Part –A

Part –A

INDIAN ACADEMY OF CYTOLOGISTS - SOP

Title : IAC President and President Elect			
Review No 0	Constitution Ref no.1&2	Page 1 of 3	Date of issue 14.11.14

1.0 POST:

1.1 There shall be one honorary post of IAC President

1.2 There shall be one honorary post of IAC President Elect.

1.0 TENURE :

2.1 The tenure of IAC President shall be for one term ('term' as detailed under definitions).

2.2 The tenure of IAC President Elect shall be for one term ('term' as detailed under definitions).

2.0 DUTIES AND RESPONSIBILITIES :

2.1 PRESIDENT:-

(a) Shall preside at all the meetings of IAC, wherein he/she shall wear the presidential medal. (The presidential medal was instituted in 1993.)

(b) Shall regulate the proceedings at all meetings of IAC.

(c) Shall be responsible for day to day administration of IAC with the assistance of the Executive Committee.

(d) Shall be ex-officio member of all committees appointed by IAC.

(e) Shall ensure due effect is being given to the rules and regulations made by IAC.

(f) In case of doubt regarding interpretation of any of the rules and regulations, to decide on the interpretation, wherein the President's interpretation shall be final.

(g) In the situation of equal division of votes, the President IAC shall have an extra casting vote, besides his/her own vote, to break the impasse.

2.2 PRESIDENT ELECT :-

(a) Shall be a member of the Executive Committee of IAC.

(b) In the event that the IAC President is unable to discharge his/her duty due to unavoidable circumstances, or in the event of incidental vacancy, the President Elect IAC shall discharge the duties of IAC President till the commencement of his/her term.

4.0ELIGIBILITY :

4.1 The candidate should be a life member of IAC for at least 15 years duration. Life associate members and honorary members are not eligible for election/nomination for any post.

4.2 He/she should be an active member of IAC and also should have attended at least three General Body meetings in the immediate past five years at the time of filing nomination.

4.3 The candidate should have served at least one full term of three years as a member of the Executive Committee prior to his/her nomination.

4.4 On completion of his/her tenure, a member shall be eligible to apply for another term but not in the immediate succeeding year.

4.5 One member shall be eligible to hold only one elected post at one time.

5.0 PROCEDURE FOR ELECTION :

5.1 The announcement for filing nomination for election to this post shall be made in the March issue of IAC newsletter every year. It shall also be displayed on the IAC website by end of March.

5.2 One member can file nomination for only one post at one time (GBM 2009). In case nomination for more than one post is received from a member, then all the nominations of that member shall be rejected.

5.3 If a member is already holding one official post, he/she may file nomination for another post provided the term of the two posts do not overlap.

5.4 If a member is already holding one official post, he/she has to complete full term of that post before holding another post.

5.5 The nomination shall be made in the standard format, as detailed in Part D of this SOP, and shall be sent to the Secretary IAC in hard copy so as to reach before the last date for receipt of applications, as mentioned in the announcement.

5.6 On receipt of the nominations by the last date, the Secretary IAC shall scrutinize the nominations and list those candidates who fulfill the eligibility criteria.

5.7 Nominations received after the due date shall be rejected.

5.8 In case there is only one eligible candidate for this post, then he/she shall be declared elected.

5.9 If more than one nomination fulfilling the eligibility criteria is received, then election for this post shall be conducted by Secretary IAC by postal ballot, as detailed in Part D of this SOP.

5.10 The candidate receiving the highest number of votes shall be declared elected.

5.11 In the situation of equal division of votes by the candidates, the President IAC shall have an extra casting vote, besides his/her own vote, to break the impasse and elect the next IAC President-Elect.

5.12 In case no nominations are received for this post, the Executive Committee may recommend suitable eligible candidate which will have to be ratified by the General Body before it is implemented. In case no suitable eligible candidate is recommended by the Executive Committee, nomination of eligible candidate shall be called for from the General Body duly proposed by a member of more than fifteen years of life membership, seconded by another life member and approved by majority of the members attending the GBM.

5.13 The elected candidate shall function as President-Elect IAC for a period of one term ('term' as detailed under definitions), beginning from the day the valedictory function is held in the conference in which he/she is declared elected. He/she shall be officially installed as the President of IAC during the valedictory function of the succeeding conference by the outgoing President IAC.

5.14 In the event that the IAC President-elect is unable to take over as the President of IAC on the commencement of his/her term due to unavoidable circumstances, or in the event of incidental vacancy, the Executive Committee at its meeting may recommend an eligible candidate to fill the vacancy which has to be ratified by the General Body in its meeting before it is implemented. In the event that the Executive Committee and/or General Body has already met and is not in a position to meet again, then the immediate past IAC President shall continue to discharge the duties of IAC President, even after expiry of his/her term, till the next President IAC is duly elected and installed.

5.15 The IAC President or the IAC President-Elect can be relieved of his/her duties, even before the expiry of their term,only by the unanimous decision of the Executive Committee in the following situations :-

(a) Inability to discharge the duties as detailed for the post
(b) Working against the interest of IAC
(c) Conviction in a criminal case in a court of law.

INDIAN ACADEMY OF CYTOLOGISTS - SOP

Title : IAC Secretary			
Review No 3	Constitution Ref no.3	Page 1 of 3	Date of issue 02.11.18

1.0 POST:

1.1 There shall be one honorary post of IAC Secretary.

2.0 TENURE :

2.1 The tenure of IAC Secretary shall be for three consecutive terms ('term' as detailed under definitions).

3.0 DUTIES AND RESPONSIBILITIES :

3.1 Shall be responsible for smooth running of the affairs of IAC.
3.2 Shall be responsible for day to day administration of IAC.
3.3 Shall function as the Secretary at all meetings of IAC.
3.4 Shall record minutes of all meetings of the Executive Committee and the General Body.
3.5 Shall be responsible for maintaining all the records of IAC.
3.6 Shall co-ordinate with the Treasurer of IAC in maintaining the IAC accounts.
3.7 Shall present bills, for approval for payment, to Executive Committee and General Body.
3.8 Shall be responsible for timely and ethical conduct of elections for various posts.
3.9 Shall co-ordinate with the Editor Journal of Cytology and Editor IAC newsletter to ensure timely publication and distribution of the official IAC publications as detailed in Part D of this SOP.
3.10 Shall intimate and co-ordinate with the Webmaster for upload of the IAC details as per the time schedule detailed under the heading 'IAC Website' in Part D of this SOP.
3.11 Shall co-ordinate with the Chairperson A&E committee to ensure that the accreditation programme and the examination for cytotechnicians and cytotechnologists are conducted timely as per the procedure detailed in Part D of this SOP.
3.12 Shall co-ordinate with the Chairperson EQA programme to ensure it runs smoothly as per the procedure detailed in Part D of this SOP.
3.13 Shall co-ordinate with the Chairperson Standing Committee for International Affairs in the discharge of his/her duties and responsibilities.
3.14 Shall co-ordinate with the Organizing Secretary of annual national conference for smooth running of conference, CME, workshops, symposium.
3.15 Shall co-ordinate with the Organizing Secretary of annual national conference for conducting the meetings of Executive Committee and General Body.
3.16 Shall prepare the certificates to be distributed during the annual national conference (GBM 2015).
3.17 Shall maintain liaison with chairpersons of Regional/State chapters.
3.18 Shall be the nominated member of IAC to represent IAC at the meetings of other organisations and at the meetings of the International Academy of Cytology.
3.19 Shall be in charge of the Headquarter, as and when established, under the guidance of the President IAC.
3.20 Shall update IAC archive annually (GBM 2016).
3.21 Shall update and maintain the Secretary's virtual office stored in a pen drive (GBM 2018).
3.22 Shall submit proposal on behalf of IAC for conduct of companion meeting in International Congress of Cytology, European Congress of Cytology or any such international conference and shall be one moderator for any such meeting. (GBM 2021)

4.0 ELIGIBILITY :

4.1 The candidate should be a life member of IAC for at least 12 years duration. Life associate members and honorary members are not eligible for election/nomination for any post.

4.2 He/she should be an active member of IAC and also should have attended at least three General Body meetings in the immediate past five years at the time of filing nomination.

4.3 The candidate should have served at least one term of three years or be completing the term of three years that year as a member of the Executive Committee prior to his/her nomination.

4.4 On completion of his/her tenure, a member shall be eligible to apply for another term but not in the immediate succeeding year.

4.5 One member shall be eligible to hold only one elected post at one time.

5.0 PROCEDURE FOR ELECTION:

5.1 The announcement for filing nomination for election to this post shall be made in the March issue of IAC newsletter in the year in which the vacancy arises. It shall also be displayed on the IAC website by end of March of that year.

5.2 One member can file nomination for only one post at one time (GBM 2009). In case nomination for more than one post is received from a member, then all the nominations from that member shall be rejected.

5.3 If a member is already holding one official post, he/she may file nomination for another post provided the term of the two posts do not overlap.

5.4 If a member is already holding one official post, he/she has to complete the full term of that post before holding another post.

5.5 The nomination shall be made in the standard format, as detailed in Part D of this SOP, and shall be sent to the Secretary IAC in hard copyso as to reach before the last date for receipt of nominationsas mentioned in the announcement.

5.6 On receipt of the nominations by the deadline, the Secretary IAC shall scrutinize the nominations and list those candidates who fulfill the eligibility criteria.

5.7 Nominations received after the last date shall be rejected.

5.8 In case there is only one eligible candidate for this post, then he/she shall be declared elected.

5.9 If more than one nomination fulfilling the eligibility criteria is received, then election shall be conducted for this post by the Secretary IAC by postal ballot, as detailed in Part D of this SOP.

5.10 The candidate receiving the highest number of votes shall be declared elected.

5.11 In the situation of equal division of votes by the candidates, the President IAC shall have an extra casting vote, besides his/her own vote, to break the impasse and elect the next IAC Secretary.

5.12 In case no nominations are received for this post, the Executive Committee may recommend suitable eligible candidate which will have to be ratified by the General Body before it is implemented. In case no suitable eligible candidate is recommended by the Executive Committee, nomination of suitable candidate shall be called for from the General Body. It should be duly proposed by a member of more than twelve years of life membership, seconded by another life member and approved by majority of the members attending the GBM.

5.13 The elected candidate shall function as Secretary IAC for a period of three consecutive terms ('term' as detailed under definitions), beginning from the day he/she is officially installed as the Secretary IAC in the valedictory function held in the conference in which he/she is declared elected.

5.14 In the event that the IAC Secretary is unable to discharge his/her duty due to unavoidable circumstances, or in the event of incidental vacancy, the immediate past IAC Secretary or a member from the Executive Committee as nominated by the IAC President in consultation with the Executive Committee, in that order, shall be appointed to discharge the duties of IAC Secretary till the time another IAC Secretary is elected.

5.15 The IAC Secretary can be relieved of his/her duties, even before the expiry of his/her term, only by the unanimous decision of the Executive Committee in the following situations :-

(a) Inability to discharge the duties as detailed for the post
(b) Working against the interest of IAC
(c) Conviction in a criminal case in a court of law.

6.0 ROLE IN COMPANION MEETING IN INTERNATIONAL CONGRESS OF CYTOLOGY (ICC), EUROPEAN CONGRESS OF CYTOLOGY (ECC) OR ANY SUCH INTERNATIONAL CONFERENCE

6.1 Shall invite proposal(s) from EC members on relevant/suitable topics.

6.2 In case there is more than one proposal or when there is no proposal, a committee comprising the President IAC, President-Elect IAC and Secretary IAC shall decide on the topic which shall be submitted as the proposal of IAC and their decision shall be final.

6.3 On behalf of IAC, the Secretary IAC shall submit the proposal to ICC/ECC/Organizer of any such international conference and shall maintain liaison with them.

6.4 The Secretary IAC shall be one moderator in the companion meeting. The member whose topic is accepted as the proposal for IAC may be the other moderator. (GBM 2021)

INDIAN ACADEMY OF CYTOLOGISTS - SOP

Title : IAC Treasurer& Joint Treasurer			
Review No 1	Constitution Ref no.4	Page 1 of 3	Date of issue 20.11.15

1.0 POST:

1.1 There shall be one honorary post each of IAC Treasurer and Joint Treasurer.

1.2 The Treasurer shall be an elected post, while the Joint Treasurer shall be a nominated post.

2.0 TENURE :

2.1 The tenure of both, IAC Treasurer and Joint Treasurer, shall be for three consecutive financial years ('financial year' as detailed under definitions).

3.0 DUTIES AND RESPONSIBILITIES :

3.1 Shall be responsible for maintaining and operating the accounts of IAC.

3.2 Shall operate the IAC accounts only through nationalized banks.

3.3 Shall carry out all financial transactions only through cheques which shall be signed by both the Treasurer and Joint Treasurer IAC.

3.4 Shall advise and invest the surplus funds of IAC, in schemes/policies/deposits which carry least risk and are not affected by market fluctuations, on approval by the General Body.

3.5 Shall take necessary steps to get maximum tax benefit for IAC.

3.6 Shall get the IAC accounts audited by approved auditors every year before presenting it to the Executive Committee and General Body.

3.7 Shall timely file the annual income tax return of IAC, once the PAN number is procured.

3.8 Shall present the annual treasurer's report every year to the Executive Committee and the General Body in their respective meetings and shall maintain record of the same (GBM2015).

3.9 Shall arrange for all medals conferred during annual national conference. (GBM 2015).

3.10 Shall release honorarium/office expenses to the undermentioned IAC office bearers in the month of April every year :-

(a) President : 2,500.00
(b) Secretary : 18,750.00
(c) Treasurer : 7,500.00
(d) Editor Journal of Cytology : 1,50,000.00
(e) Chairperson A&E Committee : 5,000.00
(f) EQA Chairperson : 25,000.00

This amount shall be reviewed every five years. Release of any extra amount to any office bearer shall be done only after presentation of the relevant bill(s) and after due approval by General Body in that year (GBM 2015).

3.11 Shall maintain separate file for important financial papers, especially copy of filed income tax return, acknowledgement of the same, user name, password, PAN card etc (GBM 2015).

3.12 Shall timely communicate all new enrolments of life members and associate life members to the Secretary IAC, Editor Journal of Cytology and Editor of IAC Newsletter (GBM 2015).

3.13 Shall update the IAC membership list before the annual national conference every year and include the final membership figure in their annual report. He/She shall also maintain a hard copy and a soft copy of the updated membership list (GBM 2015).

3.14 Shall make all new fixed deposits with approval of the General Body and shall link them to the main account with detailing of the PAN number of IAC therein (GBM 2015).

3.15 Shall not make premature encashment of any fixed deposit without prior approval of the General Body (GBM 2015).

Title : IAC Treasurer & Joint Treasurer			
Review No 1	Constitution Ref no.4	Page 2 of 3	Date of issue 20.11.15

4.0 ELIGIBILITY :

4.1 The candidate should be a life member of IAC for at least 12 years duration. Life associate members and honorary members are not eligiblefor election/nomination for any post.

4.2 He/she should be an active member of IAC and also should have attended at least three General Body meetings in the immediate past five years at the time of filing nomination.

4.3 The candidate should have served at least one full term as a member of the Executive Committee prior to his/her nomination.

4.4 On completion of his/her tenure, a member shall be eligible to apply for another term but not in the immediate succeeding year.

4.5 One member shall be eligible to hold only one elected post at one time.

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5.0 PROCEDURE FOR ELECTION :

5.1 The announcement for filing nomination for election to the Treasurer's post shall be made in the Marchissue of IAC newsletter in the year in which the vacancy arises.It shall also be displayed on the IAC website by end of March of that year.

5.2 One member can file nomination for only one post at one time (GBM 2009). In case nomination for more than one post is received from a member, then all the nominations received from that member shall be rejected.

5.3 If a member is already holding one official post, he/she may file nomination for another post provided the term of the two posts do not overlap.

5.4 If a member is already holding one official post, he/she has to complete the full term of that post before holding another post.

5.5 The nomination shall be made in the standard format, as detailed in Part D of this SOP, and shall be sent to the Secretary IAC in hard copy so as to reach before the last date for receipt of applications as mentioned in the announcement.

5.6 On receipt of nominations by the last date, the Secretary IAC shall scrutinize the nominations and list those candidates who fulfill the eligibility criteria.

5.7 Nominations received after the last date shall be rejected.

5.8 In case there is only one eligible candidate for this post, then he/she shall be declared elected.

5.9 If more than one nomination fulfilling the eligibility criteria is received, then election shall be conducted for this post by the Secretary IAC by postal ballot, as detailed in Part D of this SOP.

5.10 The candidate receiving the highest number of votes shall be declared elected.

5.11 In the situation of equal division of votes by the candidates, the President IAC shall have an extra casting vote, besides his/her own vote, to break the impasse and elect the next IAC Treasurer.

5.12 In case no nominations are received for this post, the Executive Committee may recommend suitable eligible candidate which will have to be ratified by the General Body before it is implemented. In case no eligible candidate is recommended by the Executive Committee, nominations of eligible candidate shall be invited from the General Body, duly proposed by a member of more than twelve years of life membership, seconded by another life member and approved by majority of the members attending the GBM.

5.13 The elected candidate shall function as Treasurer IAC for a period of three consecutive financial years ('financial year' as detailed under definitions), beginning from first of April of the year succeeding the year in which he/she is declared elected, e.g., if declared elected in 2014, he/she shall assume charge as Treasurer from first of April 2015 and shall discharge duties till thirty first March 2018.

5.14 The Executive Committee, in consultation with the Treasurer, shall recommend the name of a suitable candidate for nomination as the Joint Treasurer, from the same institution or city as the Treasurer. This shall have to be ratified by the General Body before it is implemented.

5.15 All cheques issued on behalf of IAC by the Treasurer IAC shall carry the signatures of both the Treasurer and the Joint Treasurer.

5.16 In the event that the IAC Treasurer is unable to discharge his/her duty due to unavoidable circumstances, or in the event of incidental vacancy, the Joint Treasurer IAC or a member from the Executive Committee as nominated by the IAC President in consultation with the Executive Committee, in that order, shall discharge the duties of IAC Treasurer till the next IAC Treasurer is duly elected. In such an event, the President IAC in consultation with the Executive Committee shall also nominate an officiating Joint Treasurer for the interim period.

5.17 In the event that the IAC Joint Treasurer is unable to discharge his/her duty due to unavoidable circumstances, or in the event of incidental vacancy, the IAC President in consultation with the Executive Committee shall nominate an officiating Joint Treasurer for the interim period.

5.18 The IAC Treasurer and/or Joint Treasurer can be relieved of his/her duties, even before expiry of their term, only by the unanimous decision of the Executive Committee in the following situations :-

(a) Inability to discharge the duties as detailed for the post
(b) Working against the interest of IAC
(c) Conviction in a criminal case in a court of law.

INDIAN ACADEMY OF CYTOLOGISTS - SOP

Title : Editor Journal of Cytology			
Review No 2	Constitution Ref no.5	Page 1 of 2	Date of issue 19.11.16

1.0 POST:

1.1 There shall be one honorary post of Editor Journal of Cytology.

2.0 TENURE :

2.1 The tenure of Editor Journal of Cytology shall be for five consecutive terms ('term' as detailed under definitions).

3.0 DUTIES AND RESPONSIBILITIES :

3.1 Shall nominate the Editorial Board along with Associate and Assistant editor to assist him/her in the discharge of duties and for smooth functioning during his/her tenure.

3.2 Shall make concerted effort to maintain high standard of the publication.

3.3 Shall be responsible for regular and timely publication of all issues of Journal of Cytology.

3.4 Shall make necessary arrangement for timely distribution of each issue of Journal of Cytology to corresponding author of each published article and to the institutional subscribers (GBM 2016).

3.5 Shall select reviewers for evaluating the articles submitted for consideration for publication in the Journal of Cytology.

3.6 Shall develop and maintain a database of suitable reviewers, and update this on the basis of reviewer performance.

3.7 Shall maintain and regularly update the database of IAC members as per information received from IAC Secretary and IAC Treasurer.

3.8 Shall update the database on receiving information of change of address from the members and subscribers.

3.9 Shall make concerted effort to raise funds by ethical means to maintain the publication on a no profit no loss basis.

3.10 Shall maintain the accounts of the office of Editor Journal of Cytology.

3.11 Shall conduct Editorial Board meeting during the annual national conference every year.

3.12 Shall present the annual report of their activities, including their accounts, to the Executive Committee and General Body during their respective meetings every year.

4.0 ELIGIBILITY :

4.1 The candidate should be a life member of IAC for at least 10 years duration. Life associate members and honorary members are not eligiblefor election/nomination for any post.

4.2 He/she should be an active member of IAC and also should have attended at least three General Body meetings in the immediate past five years at the time of filing nomination.

4.3 The candidate should have served at least one full term of three years or be completing the term of three years that year as a member of the Executive Committee prior to his/her nomination (GBM 2015).

4.4 On completion of his/her tenure, a member shall be eligible to apply for another term even in the immediate succeeding year.

4.5 One member shall be eligible to hold only one elected post at one time.

5.0 PROCEDURE FOR ELECTION:

5.1 The announcement for filing nomination for election to this post shall be made in the March

issue of IAC newsletter in the year in which the vacancy arises. It shall also be displayed on the IAC website by end of March of that year.

5.2 One member can file nomination for only one post at one time (GBM 2009). In case nomination for more than one post is received from a member, then all the nominations received from that member shall be rejected.

5.3 If a member is already holding one official post, he/she may file nomination for another post provided the term of the two posts do not overlap.

5.4 If a member is already holding one official post, he/she has to complete the full term of that post before holding another post.

5.5 The nomination shall be made in the standard format, as detailed in Part D of this SOP, and shall be sent to the Secretary IAC in hard copyso as to reach before the last date for receipt of nominations as mentioned in the announcement.

5.6 On receipt of the nominations by the deadline, the Secretary IAC shall scrutinize the nominations and list those candidates who fulfill the eligibility criteria.

5.7 Nominations received after the last date shall be rejected.

5.8 In case there is only one eligible candidate for this post, then he/she shall be declared elected.

5.9 If more than one nomination fulfilling the eligibility criteria is received, then election shall be conducted for this post by Secretary IAC by postal ballot, as detailed in Part D of this SOP.

5.10 The candidate receiving the highest number of votes shall be declared elected.

5.11 In the situation of equal division of votes by the candidates, the President IAC shall have an extra casting vote,besides his/her own vote, to break the impasse and elect the next Editor Journal of Cytology.

5.12 In case no nominations are received for this post, the Executive Committee may recommend suitable eligible candidate which will have to be ratified by the General Body before it is implemented. In case no eligible candidate is recommended by the Executive Committee, nominations shall be invited from the General Body, duly proposed by a member of more than ten years of life membership, seconded by another life member and approved by majority of the membersattending the GBM.

5.13 The elected candidate shall function as Editor Journal of Cytology for a period of five consecutive terms ('term' as detailed under definitions), beginning from the day the valedictory function is held in the conference in which he/she is declared elected.

5.14 In the event that the Editor Journal of Cytology is unable to discharge his/her duty due to unavoidable circumstances, or in the event of incidental vacancy, the immediate past Editor Journal of Cytologyor a member from the Executive Committee or any other member as nominated by the IAC President in consultation with the Executive Committee, in that order, shall be appointed to discharge the duties of Editor Journal of Cytologytill the next Editor Journal of Cytology is elected.

5.15 The Editor Journal of Cytology can be relieved of his/her duties, even before the expiry of his/her term,only by the unanimous decision of the Executive Committee in the following situations :-

(a) Inability to discharge the duties as detailed for the post
(b) Working against the interest of IAC
(c) Conviction in a criminal case in a court of law.

INDIAN ACADEMY OF CYTOLOGISTS - SOP

Title : Editor IAC Newsletter			
Review No 1	Constitution Ref no.8	Page 1 of 2	Date of issue 20.11.15

1.0 POST:

1.1 There shall be one honorary post of Editor IAC Newsletter.

2.0 TENURE :

2.1 The tenure of editor IAC newsletter shall be for three consecutive terms ('term' as detailed under definitions).

3.0 DUTIES AND RESPONSIBILITIES :

3.1 Shall be responsible for publishing two semi annual issues of IAC newsletter every year – one in the month of March and another in the month of August.

3.2 Shall arrange for timely distribution of each issue of the newsletter to all IAC members.

3.3 Shall maintain all accounts pertaining to IAC newsletter.

3.4 Shall present the annual report of their activities, including their accounts, to the Executive Committee and General Body during their respective meetings every year.

4.0 ELIGIBILITY :

4.1 The candidate should be a life member of IAC for at least 10 years duration. Life associate members and honorary members are not eligible for election/nomination for any post.

4.2 He/she should be an active member of IAC and also should have attended at least three General Body meetings in the immediate past five years at the time of filing nomination.

4.3 The candidate should have served at least one full term of three years or be completing the term of three years that year as a member of the Executive Committee prior to his/her nomination (GBM 2015).

4.4 On completion of his/her tenure, a member can apply for another term, but not in the immediate succeeding year.

4.5 One member shall be eligible to hold only one elected post at one time.

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5.0 PROCEDURE FOR ELECTION:

5.1 The announcement for filing nomination for election to this post shall be made in the March issue of IAC newsletter in the year in which the vacancy arises. It shall also be displayed on the IAC website by end of March of that year.

5.2 One member can file nomination for only one post at one time (GBM 2009). In case nomination for more than one post is received from a member, then all the nominations received from that member shall be rejected.

5.3 If a member is already holding one official post, he/she may file nomination for another post provided the term of the two posts do not overlap.

5.4 If a member is already holding one official post, he/she has to complete the full term of that post before holding another post.

5.5 The nomination shall be made in the standard format, as detailed in Part D of this SOP, and shall be sent to the Secretary IAC in hard copy so as to reach before the last date for receipt of nominations as mentioned in the announcement.

5.6 On receipt of the nominations by the last date, the Secretary IAC shall scrutinize the nominations and list those candidates who fulfill the eligibility criteria.

5.7 Nominations received after the last date shall be rejected.

5.8 In case there is only one eligible candidate for this post, then he/she shall be declared elected.

5.9 If more than one nomination fulfilling the eligibility criteria is received, then election shall be conducted for this post by the Secretary IAC by postal ballot, as detailed in Part D of this SOP.

5.10 The candidate receiving the highest number of votes shall be declared elected.

5.11 In the situation of equal division of votes by the candidates, the President IAC shall have an extra casting vote, besides his/her own vote, to break the impasse and elect the editor IAC newsletter.

5.12 In case no nominations are received for this post, the Executive Committee may recommend suitable eligible candidate which will have to be ratified by the General Body before it is implemented. In case no recommendation is received from the Executive Committee, nominations shall be invited from the General Body, duly proposed by a life member of more than ten years of membership,seconded by another life member and approved by majority of the members attending the GBM.

5.13 The elected candidate shall function as Editor IAC Newsletter for a period of three consecutive terms ('term' as detailed under definitions), beginning from the day the valedictory function is held in the conference in which he/she is declared elected.

5.14 In the event that the Editor IAC Newsletter is unable to discharge his/her duty due to unavoidable circumstances, or in the event of incidental vacancy, the immediate past Editor IAC Newsletter or a member from the Executive Committee or any member as nominated by the IAC President in consultation with the Executive Committee, in that order, shall be appointed to discharge the duties of Editor IAC Newsletter till the next Editor IAC Newsletter is elected.

5.15 The Editor IAC Newsletter can be relieved of his/her duties, even before the expiry of his/her term,only by the unanimous decision of the Executive Committee in the following situations :-

(a) Inability to discharge the duties as detailed for the post.

(b) Working against the interest of IAC.

(c) Conviction in a criminal case in a court of law.

INDIAN ACADEMY OF CYTOLOGISTS - SOP

Title : Executive Council Members			
Review No 0	Constitution Ref no.6	Page 1 of 2	Date of issue 14.11.14

1.0 POST:

1.1 There shall be six honorary Executive Council members.

2.0 TENURE :

2.1 The tenure of each Executive Council member shall be for three consecutive terms ('term' as detailed under definitions).

3.0 DUTIES AND RESPONSIBILITIES :

3.1 Shall assist the President and Secretary of IAC in the day to day functioning of IAC.

3.2 Shall be part of the Executive Committee.

3.3 Shall discharge all duties as envisaged for the Executive Committee.

3.4 Shall attend and take active part in the discussion during all the meetings of Executive Committee during his/her tenure.

4.0 ELIGIBILITY :

4.1 The candidate should be a life member of IAC for at least 10 years duration. Life associate members and honorary members are not eligiblefor election/nomination for any post.

4.2 He/she should be an active member of IAC and also should have attended at least three General Body meetings in the immediate past five years at the time of filing nomination.

4.3 On completion of his/her tenure, a member shall be eligible to apply for another term even in the immediate succeeding year.

4.4 One member shall be eligible to hold only one elected post at one time.

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5.0 PROCEDURE FOR ELECTION:

5.1 The announcement for filing nomination for election to this post shall be made in the March issue of IAC newsletter in the year in which the vacancy arises. It shall also be displayed on the IAC website by end of March that year.

5.2 One member can file nomination for only one post at one time (GBM 2009). In case nomination for more than one post is received from a member, then all the nominations received from that member shall be rejected.

5.3 If a member is already holding one official post, he/she may file nomination for another post provided the term of the two posts do not overlap.

5.4 If a member is already holding one official post, he/she has to complete the full term of that post before holding another post.

5.5 The nomination shall be made in the standard format, as detailed in Part D of this SOP, and shall be sent to the Secretary IAC in hard copy so as to reach before the last date for receipt of nominations as mentioned in the announcement.

5.6 On receipt of the nominations by the last date, the Secretary IAC shall scrutinize the nominations and list those candidates who fulfill the eligibility criteria.

5.7 Nominations received after the last date shall be rejected.

5.8 In case the number of eligible candidates is equal to the number of vacancies for this post, then all such candidates shall be declared elected.

5.9 If the number of nominations fulfilling the eligibility criteria received for this post are more than the number of vacancies for this post, then election shall be conducted for all the vacant posts by the Secretary IAC by postal ballot, as detailed in Part D of this SOP.

5.10 On counting of votes, a list shall be prepared indicating at the top the candidate who has received highest number of votes, followed by candidate receiving the second highest number of votes and so on, with the candidate receiving the least number of votes at the bottom. The number of elected candidates shall be equal to the number of vacancies and shall be selected from the top from the prepared list. If two members are to be elected, then the first two candidates in the prepared list shall be declared elected. If three members are to be elected, then the first three candidates in the prepared list shall be declared elected and so on.

5.11 In the situation of equal division of votes by the candidates, the President IAC shall have an extra casting vote, besides his/her own vote, to break the impasse.

5.12 In case no nominations are received for this post or in case the number of nominations received are less than the number of vacancies for this post, the Executive Committee may recommend suitable eligible candidate which will have to be ratified by the General Body before it is implemented. In case no recommendation is received from the Executive Committee, nominations shall be invited from the General Body, duly proposed by a life memberof more than ten years of membership,seconded by another life member andapprovedby majority of the members attending the GBM.

5.13 The elected candidate shall function as Executive Council member for a period of three consecutive terms ('term' as detailed under definitions), beginning from the day the valedictory function is held in the conference in which he/she is declared elected.

5.14 In the event that the Executive Council member is unable to discharge his/her duty due to unavoidable circumstances, or in the event of incidental vacancy, the IAC President, in consultation with the Executive Committee, shall nominate a member who has held this post previously, but has not held an official position in IAC of higher hierarchy, to discharge the duties till the next Executive Council member is elected.

5.15 The Executive Council member(s) can be relieved of his/her duties, even before the expiry of his/her term,only by the unanimous decision of the Executive Committee in the following situations :-

(a) Inability to discharge the duties as detailed for the post
(b) Working against the interest of IAC
(c) Conviction in a criminal case in a court of law.

INDIAN ACADEMY OF CYTOLOGISTS - SOP

Title : Chairperson A & E Committee			
Review No 1	Constitution Ref no.9	Page 1 of 2	Date of issue 20.11.15

1.0 INTRODUCTION :

1.1 The Accreditation and Examination Committee was formed in the year 1975.

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2.0 POST:

2.1 There shall be one honorary post of Chairperson Accreditation and Examination (A & E) Committee.

3.0TENURE :

3.1 The tenure of the Chairperson Accreditation and Examination (A & E) Committee shall be for five consecutive terms ('term' as detailed under definitions).

4.0DUTIES AND RESPONSIBILITIES :

4.1 Shall constitute an A&E committee for his/her tenure of five terms to help discharge his/her duties and responsibilities.

4.2 Shall conduct an accreditation programme for laboratories offering cytology services in India and desirous of participating in this programme.

4.3 Shall organise national examinations for cytotechnicians and cytotechnologists once every year.

4.4 Shall communicate to the Editor IAC Newsletter and the Webmaster the dates of the national examination for cytotechnicians and cytotechnologists for the current year, for being published in March issue of IAC newsletter and being uploaded on the IAC website by end of March respectively.

4.5 Shall communicate to the Webmaster any modifications or changes in the existing accreditation and examination programme for being timely uploaded on the IAC website.

4.6 Shall communicate the results of examination for cytotechnicians and cytotechnologists to the IAC Secretary so that the recipients of Sushil Malhotra and Dr. Bhaskar Reddy prizes can be promptly informed for receiving their prize in the annual conference in the same year in which the examination is conducted.

4.7 Shall assist in human resource development in cytology through training, seminars, workshops.

4.8 Shall maintain all accounts related to the IAC Accreditation and Examination programme.

4.9 Shall present the annual report of their activities, including their accounts, to the Executive Committee and General Body during their respective meetings every year.

5 **ELIGIBILITY :**

5.1 The candidate should be a life member of IAC for at least 15 years duration. Life associate members and honorary members are not eligible for election/nomination for any post.

5.2 The candidate should have served at least one full term of three years or be completing the term of three years that year as a member of the Executive Committee prior to his/her nomination (GBM 2015).

5.3 The candidate should be an academician with contribution to the field of cytology, preferably an ex-IAC President.

5.4 On completion of his/her tenure, a member can be nominated for another term even in the immediate succeeding year.

5.5 One member shall be eligible to hold only one elected post at one time.

6.0 PROCEDURE FOR NOMINATION :

6.1 The Chairperson Accreditation and Examination (A & E) Committee shall be nominated by the Executive Committee and shall assume charge only after approval by the General Body.

6.2 The nominated candidate shall function as Chairperson Accreditation and Examination Committee for a period of five consecutive terms ('term' as detailed under definitions), beginning from the day the valedictory function is held in the conference in which he/she is declared nominated.

6.3 In the event that the Chairperson Accreditation and Examination (A & E) Committee is unable to discharge his/her duty due to unavoidable circumstances, or in the event of incidental vacancy, the duties of the Chairperson Accreditation and Examination (A & E) Committee shall be discharged by the immediate past Chairperson Accreditation and Examination (A & E) Committee or a member nominated by the IAC President in consultation with the Executive Committee, in that order, until the next Chairperson Accreditation and Examination (A & E) Committee is nominated by the General Body.

6.4 The Chairperson A&E Committee can be relieved of his/her duties, even before the expiry of his/her term, only by the unanimous decision of the Executive Committee in the following situations :-

(a) Inability to discharge the duties as detailed for the post
(b) Working against the interest of IAC
(c) Conviction in a criminal case in a court of law.

7.0A&E COMMITTEE :

7.1 The Chairperson A&E committeeshall nominate this committee comprising of the following :-

(a) Chairperson A&E committee
(b) Convenor – preferably from the same institute or city as the Chairperson
(c) 6 members – selected from all over the country with at least one each from the north, south, east, west and central zones.

7.2 The criteria used for selection of members of this committee shall be :-

(a) All the members of this committee shall be IAC members of more than 10 years duration.
(b) Should be academicians who have contributed to the field of cytology.

7.3 The tenure of the A&E committee shall be for five consecutive terms ('term' as detailed under definitions) beginning and ending with the tenure of the Chairperson A&E committee.

7.4 The committee shall cease to exist in the following situations:-

(a) once the term of the A&E Chairperson is over.
(b) when the A&E Chairperson is unable to perform his/her duty.
(c) in case of incidental vacancy by the A&E Chairperson.

7.5 Every time a new Chairperson A&E committee takes over charge, a new A&E committee shall be constituted by him/her, irrespective of the fact that the previous committee has/has not completed its full term.

INDIAN ACADEMY OF CYTOLOGISTS - SOP

Title : Chairperson External Quality Assurance Programme			
Review No 1	Constitution Ref no.10	Page 1 of 2	Date of issue 20.11.15

1.0 INTRODUCTION :

1.1 The External Quality Assurance (EQA) programme of IAC was started in the year 2000.

2.0 POST:

2.1 There shall be one honorary post of Chairperson External Quality Assurance Programme.

3.0 TENURE :

3.1 The tenure of the Chairperson External Quality Assurance (EQA) Programme shall be for five consecutive terms ('term' as detailed under definitions).

4.0 DUTIES AND RESPONSIBILITIES :

4.1 Shall constitute an EQA committee for his/her tenure of five terms.

4.2 Shall conduct a national external quality assurance programme for laboratories offering cytology services in India and desirous of participating in this EQA programme.

4.3 Shall communicate to the Webmaster any modifications or changes in the existing external quality assurance programme for being timely uploaded on the IAC website.

4.4 Shall maintain all accounts related to the IAC external quality assurance programme.

4.5 Shall present the annual report of their activities, including their accounts, to the Executive Committee and General Body during their respective meetings every year.

5 ELIGIBILITY :

5.1 The candidate should be a life member of IAC for at least 15 years duration.Life associate members and honorary members are not eligiblefor election/nomination for any post.

5.2 The candidate should have served at least one full term of three years or be completing the term of three years that year as a member of the Executive Committee prior to his/her nomination (GBM 2015).

5.3 The candidate should have high academic achievements commensurate with this post.

5.4 The candidate should be working in an institution having high workload in cytology and adequate facilities for smoothly conducting the External Quality Assurance programme.

5.5 On completion of his/her tenure, a member can be nominated for another term even in the immediate succeeding year.

5.6 One member shall be eligible to hold only one elected post at one time.

6 PROCEDUREFOR NOMINATION:

6.1 The Chairperson EQA programme shall be nominated by the Executive Committee and shall assume charge only after approval by the General Body.

6.2 The nominated candidate shall function as EQA Chairperson for a period of five consecutive terms ('term as detailed under definitions), beginning from the day the valedictory function is held in the conference in whichhe/she is declared nominated.

6.3 In the event that the Chairperson External Quality Assurance programme is unable to discharge his/her duty due to unavoidable circumstances, or in the event of incidental vacancy, the duties of the Chairperson External Quality Assurance programme shall be discharged by the immediate past Chairperson External Quality Assurance programme or a

member nominated by the IAC President in consultation with the Executive Committee, in that order, until the next Chairperson External Quality Assurance programme is nominated by the General Body.

6.4 The Chairperson EQA programme can be relieved of his/her duties, even before the expiry of his/her term, only by the unanimous decision of the Executive Committee in the following situations :-

(a) Inability to discharge the duties as detailed for the post
(b) Working against the interest of IAC
(c) Conviction in a criminal case in a court of law.

7.0 EQA COMMITTEE :

7.1 The EQA Chairperson shall constitute this committee comprising of the following :-

(a) Chairperson EQA programme
(b)President IAC
(c) Secretary IAC
(d) Chairperson A&E Committee
(e) One life member of IAC, having at least seven years of experience in cytology, preferably from the same institution or city.

7.2 The tenure of the EQA committee shall be for five consecutive terms('term' as detailed under definitions) beginning and ending with the tenureof the EQA Chairperson.

7.3 The committee shall cease to exist in the following situations:-

(a) once the term of the EQA Chairperson is over.
(b) when the EQA Chairperson is unable to perform his/her duty
(c) in case of incidental vacancy by the EQA Chairperson

7.4 Every time a new EQA Chairperson takes over charge, a new EQA committee shall be constituted by him/her, irrespective of the fact that the previous committee has/has not completed its full term.

INDIAN ACADEMY OF CYTOLOGISTS - SOP

Title : Webmaster			
Review No 1	Constitution Ref no.11	Page 1 of 2	Date of issue 20.11.15

1.0 INTRODUCTION :

1.1 The post of Webmaster was created in the year 2006.

2.0 POST:

2.1 There shall be one honorary post of Webmaster.

3.0TENURE :

3.1 The tenure of the Webmaster shall be for five consecutive terms ('term' as detailed under definitions).

4.0 DUTIES AND RESPONSIBILITIES :

4.1 Shall maintain and regularly update the IAC website, as per the schedule detailed in Part D of this SOP.

4.2 Shall ensure full and proper visibility of IAC on the website with updated details on relevant topics.

4.3 Shall ensure easy accessibility and usage of the IAC website.

4.4 Shall invite suggestions for improvement of the IAC website from members of IAC.

4.5 Shall ensure timely payment of all liabilities related to maintaining the IAC website.

4.6 Shall maintain all accounts related to the IAC website.

4.7 Shall present the annual report of their activities, including their accounts, to the Executive Committee and General Body during their respective meetings every year.

5.0ELIGIBILITY :

5.1 The candidate should be a life member of IAC for at least 10 years duration. Life associate members and honorary members are not eligiblefor election/nomination for any post.

5.2 The candidate should have served at least one full term of three years or be completing the term of three years that year as a member of the Executive Committee prior to his/her nomination (GBM 2015).

5.3 The candidate should be computer and net savvy.

5.4 On completion of his/her tenure, a member can be nominated for another term even in the immediate succeeding year.

5.5 One member shall be eligible to hold only one elected post at one time.

6.0PROCEDURE FOR NOMINATION:

6.1 The Webmaster shall be nominated by the Executive Committee and shall assume charge only after approval by the General Body.

6.2 The nominated candidate shall function as Webmaster for a period of five consecutive terms ('term' as detailed under definitions), beginning from the day the valedictory function is held in the conference in which he/she is declared nominated.

6.3 In the event that the Webmaster is unable to discharge his/her duty due to unavoidable circumstances, or in the event of incidental vacancy, the duties of the Webmaster shall be discharged by the immediate past Webmaster or amember nominated by the IAC President in consultation with the ExecutiveCommittee, in that order, until the next Webmaster is nominated by the General Body.

6.4 The Webmaster can be relieved of his/her duties, even before the expiry of his/her term, only by the unanimous decision of the Executive Committee in the following situations :-

(a) Inability to discharge the duties as detailed for the post

(b) Working against the interest of IAC

(c) Conviction in a criminal case in a court of law.

INDIAN ACADEMY OF CYTOLOGISTS - SOP

Title : Indian Editor of Acta Cytologica			
Review No 1	Bye laws Ref no.9	Page 1 of 3	Date of issue 20.11.15

1.0 INTRODUCTION

1.1 The Indian Academy of Cytologists was affiliated toInternational Academy of Cytology and Acta Cytologica in the year 1971.

2.0 POST:

2.1 There shall be one honorary post of Indian editor of Acta Cytologica.

3.0 TENURE :

3.1 The tenure of Indian Editor of Acta Cytologica shall be for three consecutive terms ('term' as detailed under definitions).

4.0 DUTIES AND RESPONSIBILITIES :

4.1 To serve as a liaison officer between the Indian Academy of Cytologists and the Editor of Acta Cytologica (GBM 2015).

4.2 To forward information to be published in Acta Cytologica to the editorial office (GBM 2015).

4.3 To review articles sent by Acta Cytologica.

4.4 To participate in the editorial board meeting of Acta Cytologica held every year during the International Congress of Cytology and/or European Congress of Cytology.

5.0 ELIGIBILITY :

5.1 The candidate should be a life member of IAC for at least 15 years duration (GBM 2011). Life associate members and honorary members are not eligiblefor election/nomination for any post.

5.2 He/she should be an active member of IAC and should have attended at least three General Body meetings in the immediate past five years at the time of filing nomination (GBM 2015).

5.3 The candidate should have served at least one full term of three years or be completing the term of three years that year as a member of the Executive Committee prior to his/her nomination (GBM 2015).

5.4 He/she should have experience in cytopathology in a senior position for at least 15 years (GBM 2011).

5.5 The candidate should have high academic achievements in the field of cytopathology (GBM 2011).

5.6 The candidate should have a good number of publications in indexed journals of which at least three should be original articles as the first author (GBM 2011).

5.7 The following candidates shall also be given preference (GBM 2011) :-

(a) Editor of Journal of Cytology or equivalent
(b) Member of editorial board of Journal of Cytology or equivalent
(c) Reviewer of an indexed journal of cytopathology
(d) Candidate who has authored or edited a book or contributed chapter(s) in a book of cytology or pathology published by a reputed publisher.

5.8 On completion of his/her tenure, a member shall be eligible to apply for another term even in the immediate succeeding year.

5.9 One member shall be eligible to hold only one elected post at one time.

6.0 PROCEDURE FOR ELECTION:

6.1 The announcement for filing nomination for election to this post shall be made in the March issue of IAC newsletter in the year in which the vacancy arises. It shall also be displayed on the IAC website by end of March of that year.

6.2 One member can file nomination for only one post at one time (GBM 2009). In case nomination for more than one post is received from a member, then all the nominations received from that member shall be rejected.

6.3 If a member is already holding one official post, he/she may file nomination for another post provided the term of the two posts do not overlap.

6.4 If a member is already holding one official post, he/she has to complete the full term of that post before holding another post.

6.5 The nomination shall be made in the standard format, as detailed in Part D of this SOP, and shall be sent to the Secretary IAC in hard copy so as to reach before the last date for receipt of nominations as mentioned in the announcement.

6.6 The nomination form shall be accompanied by an annexure detailing the criteria which make the candidate eligible for this post.

6.7 On receipt of the nominations by the last date, the Secretary IAC shall scrutinize the nominations and list those candidates who fulfill the eligibility criteria.

6.8 Nominations received after the due date shall be rejected.

6.9 In case there is only one eligible candidate for this post, then he/she shall be declared elected.

6.10 If more than one nomination fulfilling the eligibility criteria is received, then election shall be conducted for this post by the Secretary IAC by postal ballot, as detailed in Part D of this SOP.

6.11 The candidate receiving the highest number of votes shall be declared elected.

6.12 In the situation of equal division of votes by the candidates, the President IAC shall have an extra casting vote, besides his/her own vote, to break the impasse and elect the Indian Editor of Acta Cytologica.

6.13 In case no nominations are received for this post, the Executive Committee may recommend suitable eligible candidate which will have to be ratified by the General Body before it is implemented. In case no eligible candidate is recommended by the Executive Committee,nominations of eligible candidate shall be invited from the General Body, duly proposed by a member of more than twelve years of life membership, seconded by another life member and approved by majority of the members attending the GBM.

6.14 The elected candidate shall function as Indian Editor of Acta Cytologica for a period of three consecutive terms ('term' as detailed under definitions), beginning from the day the valedictory function is held in the conference in which he/she is declared elected.

6.15 In the event that the Indian Editor of Acta Cytologica is unable to discharge his/her duty due to unavoidable circumstances, or in the event of incidental vacancy, the immediate past Indian Editor of Acta Cytologicaor amember nominated by the IAC President in consultation with the Executive Committee, in that order, shall discharge the duties till the next Indian Editor of Acta Cytologica is elected.

6.16 The Indian Editor of Acta Cytologica can be relieved of his/her duties, even before the expiry of his/her term,only by the unanimous decision of the Executive Committee in the following situations :-

(a) Inability to discharge the duties as detailed for the post
(b) Working against the interest of IAC
(c) Conviction in a criminal case in a court of law.

INDIAN ACADEMY OF CYTOLOGISTS - SOP

Title : Chairperson Standing Committee for International affairs			
Review No 1	Bye laws Ref no.	Page 1 of 3	Date of issue 20.11.15

1.0 INTRODUCTION :

1.1 The Standing Committee for International Affairs was formed in the year 2010 (GBM 2010).

2.0 POST:

2.1 There shall be one honorary post of Chairperson Standing Committee for International Affairs.

3.0 TENURE :

3.1 The tenure of Chairperson Standing Committee for International Affairs shall be for three consecutive terms ('term' as detailed under definitions).

4.0DUTIES AND RESPONSIBILITIES :

4.1 To maintain liaison with cytopathologists around the world.
4.2 To project India and Indian Academy of Cytologists in a positive manner internationally.
4.3 To promote the contribution of Indian cytopathologists in this field internationally.
4.4 To bid and pursue for IAC for conducting CMEs, workshops and symposia to be held during International Congress of Cytology and other international conferences in cytology and related disciplines around the globe (GBM 2010).
4.5 To bid and pursue for IAC for accommodation of our speakers in International Congress of Cytology and other international conferences in cytology and related disciplines held around the globe (GBM 2010).
4.6 To help IAC in bidding and successfully hosting the International Congress of Cytology.
4.7 The activities and functioning of Chairperson Standing Committee for International Affairs shall be in sync with that of IAC and with prior approval of the Executive Committee.
4.8 The Chairperson standing committee for international affairs shall keep the IAC Secretary informed and updated on its activities.
4.9 Shall present the annual report of their activities to the Executive Committee and General Body during their respective meetings every year.

5.0 ELIGIBILITY :

5.1 The candidate should be a life member of IAC for at least 15 years duration. Life associate members and honorary members are not eligiblefor election/nomination for any post.
5.2 He/she should be an active member of IAC and should have attended at least three General Body meetings in the immediate past five years at the time of filing nomination (GBM 2015).
5.3 The candidate should have served at least one full term of three years or be completing the term of three years that year as a member of the Executive Committee prior to his/her nomination (GBM 2015).
5.4 Preference shall be given to the following :-
(a) Past President of IAC
(b) Past Secretary of IAC
5.5 The candidate should have high academic achievements in the field of cytopathology.
5.6 He/she should have experience in cytopathology in a senior position for at least 15 years.
5.7 The candidate should be a member of International Academy of Cytology at the time of filing nomination and continue to remain so till serving IAC in this post.

5.8 The candidate should have attended at least two International Congress of Cytology prior to his/her filing nomination.

5.9 On completion of his/her tenure, a member shall be eligible to apply for another term even in the immediate succeeding year.

5.10 One member shall be eligible to hold only one elected post at one time.

6.0 PROCEDURE FOR ELECTION:

6.1 The announcement for filing nomination for election to this post shall be made in the March issue of IAC newsletter in the year in which the vacancy arises. It shall also be displayed on the IAC website by end of March of that year.

6.2 One member can file nomination for only one post at one time (GBM 2009). In case nomination for more than one post is received from a member, then all the nominations received from that member shall be rejected.

6.3 If a member is already holding one official post, he/she may file nomination for another post provided the term of the two posts do not overlap.

6.4 If a member is already holding one official post, he/she has to complete the full term of that post before holding another post.

6.5 The nomination shall be made in the standard format, as detailed in Part D of this SOP, and shall be sent to the Secretary IAC in hard copy so as to reach before the last date for receipt of nominations as mentioned in the announcement.

6.6 The nomination form shall be accompanied by an annexure detailing the criteria which make the candidate eligible for this post, including proof of current membership of International Academy of Cytology.

6.7 On receipt of the nominations by the deadline, the Secretary IAC shall scrutinize the nominations and list those candidates who fulfill the eligibility criteria.

6.8 Nominations received after the due date shall be rejected.

6.9 In case there is only one eligible candidate for this post, then he/she shall be declared elected.

6.10 If more than one nomination fulfilling the eligibility criteria is received, then election shall be conducted for this post by the Secretary IAC by postal ballot, as detailed in Part D of this SOP.

6.11 The candidate receiving the highest number of votes shall be declared elected.

6.12 In the situation of equal division of votes by the candidates, the President IAC shall have an extra casting vote, besides his/her own vote, to break the impasse and elect the Chairperson Standing Committee for International Affairs.

6.13 In case no nominations are received for this post, the Executive Committee may recommend suitable eligible candidate which will have to be ratified by the General Body before it is implemented. In case no eligible candidate is recommended by the Executive Committee, nominationof eligible candidate shall be invited from the General Body, duly proposed by a member of more than fifteen years of life membership, seconded by another life member and approved by majority of the members attending the GBM.

6.14 The elected candidate shall function as Chairperson Standing Committee for International Affairs for a period of three consecutive terms (‘term’ as detailed under definitions),

beginning from the day the valedictory function is held in the conference in which he/she is declared elected.

6.15 In the event that the Chairperson Standing Committee for International Affairs is unable to discharge his/her duty due to unavoidable circumstances, or in the event of incidental vacancy, the immediate past Chairperson Standing Committee for International Affairs or amember nominated by the IAC President in consultation with the Executive Committee, in that order, shall discharge theduties till the next Chairperson Standing Committee for International Affairs is elected.

6.16 The Chairperson Standing Committee for International Affairs can be relieved of his/her duties, even before the expiry of his/her term, only by the unanimous decision of the Executive Committee in the following situations :-

(a) Inability to discharge the duties as detailed for the post
(b) Working against the interest of IAC
(c) Conviction in a criminal case in a court of law.

7 STANDING COMMITTEE FOR INTERNATIONAL AFFAIRS :

7.1 The standing committee for international affairs shall comprise of the following :-

(a) Chairperson standing committee for international affairs
(b) President IAC
(c) Secretary IAC

7.2 The tenure of the standing committee shall also be for a period of three consecutive terms ('term' as detailed under definitions).

7.3 The committee shall cease to exist in the following situations:-

(a) once the term of the Chairperson Standing Committee for International Affairs is over.
(b) when the Chairperson Standing Committee for International Affairs is unable to perform his/her duty.
(c) in case of incidental vacancy by the Chairperson Standing Committee for International Affairs.

7.4 Every time a new Chairperson Standing Committee for International Affairs takes over charge, a new standing committee for international affairs shall be constituted by him/her, irrespective of the fact that the previous committee has/has not completed its tenure of three terms.

INDIAN ACADEMY OF CYTOLOGISTS - SOP

Title : Rule Master			
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1.0INTRODUCTION :

1.1 The post of Rule Master was created in the year 2016 by a resolution passed in GBM.

2.0 POST:

2.1 There shall be one honorary post of Rule Master.

3.0 TENURE :

3.1 The tenure of the Rule Master shall be for five consecutive terms ('term' as detailed under definitions).

3.0 DUTIES AND RESPONSIBILITIES :

3.1 Shall maintain and regularly update the SOP with changes passed by General Body of IAC.

4.2 Shall draft SOP on a new subject as decided by General Body from time to time.

5.0 ELIGIBILITY :

5.1 The candidate should be a life member of IAC for at least 10 years duration.

5.2 The candidate should have served at least one full term of three years or be completing the term of three years that year as a member of the Executive Committee prior to his/her nomination.

5.3 On completion of his/her tenure, a member can be nominated for another term even in the immediate succeeding year.

5.4 One member shall be eligible to hold only one elected post at one time.

5.5 Life associate members and honorary members are not eligible for election/nomination for any post.

6.0 PROCEDURE FOR NOMINATION:

6.1 The Rule Master shall be nominated by the Executive Committee and shall assume charge only after approval by the General Body.

6.2 The nominated candidate shall function as Rule Master for a period of five consecutive terms ('term' as detailed under definitions), beginning from the day the valedictory function is held in the conference in which he/she is declared nominated.

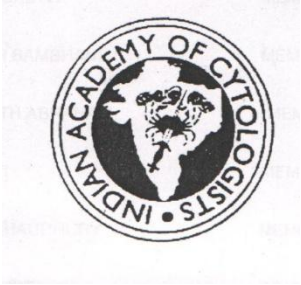
6.3 In the event that the Rule Master is unable to discharge his/her duty due to unavoidable circumstances, or in the event of incidental vacancy, the duties of the Rule Master shall be discharged by the immediate past Rule Master or a member nominated by the IAC President in consultation with the Executive Committee, in that order, until the next Rule Master is nominated by the General Body.

6.4 The Rule Master can be relieved of his/her duties, even before the expiry of his/her term, only by the unanimous decision of the Executive Committee in the following situations :-

(a) Inability to discharge the duties as detailed for the post

(b) Working against the interest of IAC

(c) Conviction in a criminal case in a court of law.



Par

Part –B

Annual National Conference

Part –

INDIAN ACADEMY OF CYTOLOGISTS - SOP

Title : Annual National Conference			
Review No 5	Bye laws Ref no. 11	Page 1 of 10	Date of issue 16.11.24

1.0 INTRODUCTION:

1.1 The first national conference was held in the year 1971 and was hosted by ICMR, New Delhi.

2.0 AIM :

2.1 To propagate and promote the knowledge of cytology.
2.2 To encourage research in both fundamental and clinical cytology.
2.3 To consolidate cytology as a discipline in our country.
2.4 To interact with fellow cytopathologists.
2.5 To generate fellowship amongst the members of IAC.

3.0 SELECTION OF CONFERENCE VENUE :

3.1 The process of organising the annual national conference starts with bidding for the same.
3.2 Announcement for bidding for the conference shall be made in the August issue of the IAC newsletter and shall also be displayed on the IAC website by end of August.
3.3 The interested institution/chapter is to submit a formal proposal for hosting the annual national conference for a specific year in a written communication to the Secretary IAC, which shall be in hard copy on the official letter head of the Institute/Chapter. There is no fixed format for doing the same.
3.4 The bid should reach the IAC Secretary at least two months before the date fixed for GBM for that year.
3.5 On receipt of the proposal(s), the Secretary IAC shall circulate the same to the members of Executive Committee.
3.6 The matter shall be discussed in the Executive Committee meeting before it is presented to the General Body.
3.7 The venue for the next annual national conference shall be finally selected only after approval by the General Body. Only one venue is selected for the annual national conference for a specific year.
3.8 The Secretary IAC shall accordingly inform the bidder of the selected venue.
3.9 If there is more than one proposal for hosting the annual national conference, then all the bidders shall be asked to make a presentation for their bid to the Executive Committee during its meeting. The Executive Committee shall then recommend a suitable venue to the General Body whose decision shall be final. The left out bidder(s) shall be given the option of hosting the conference in the succeeding year.
3.10 A list of the selected venues for the annual national conference may be drawn up for the next five consecutive years. This list shall be maintained by the Secretary IAC and shall also be displayed on the official website of IAC by the Webmaster who shall also update the details every year.
3.11 In case there are more applicants than that can be provided in the list, then these candidates shall be informed by the Secretary IAC that they should apply again in the next year for consideration.
3.12 Once selected it is binding on the organisers to conduct the annual national conference in the relevant year. If for any unavoidable reason the organisers are unable to do the same, then prior intimation is to be sent to Secretary IAC. In such an event, an already

approved venue for any of the succeeding years may be requested to take their place on a mutual exchange basis but only after approval by the General Body.

3.13 In the event that no bid is received for a given year, the Executive Committee shall request a prospective host, preferably from one of the bigger institutes with adequate infrastructure, to take the responsibility of conducting the annual conference for that year. On acceptance by the prospective host, the Executive Committee shall recommend the same to the General Body. The venue shall be finalized only after approval by the General Body. In case the Executive Committee is unable to recommend a prospective host, then the General Body shall be asked to request a prospective host for hosting the annual national conference for that year.

4.0 STRUCTURE OF CONFERENCE :

4.1 The conference shall be of two days, preferably ending on a Saturday.

4.2 There shall be a pre conference CME on the day preceding the first day of the conference.

4.3 There shall be a post conference workshop on the day succeeding the second day of the conference.

4.4 Scientific programme on each day shall be divided into a morning session and a post lunch session, separated by a lunch session of one hour duration.

4.5 Scientific programmes in each of the morning and post lunch sessions shall have a thirty minutes tea and/or coffee break approximately mid way in the programme.

4.6 The inauguration of the conference shall be done on the day preceding the first day of the conference in the evening after the scientific sessions of the CME are over.

4.7 The valedictory function shall be held on the second day of the conference after the scientific sessions are over.

4.8 The Executive Committee meeting/Editorial Board meeting shall be held on the day preceding the first day of the conference in the evening after the scientific sessions are over and before the inaugural function is held.

4.9 The General Body meeting shall be held on the first day of the conference in the evening after the scientific sessions are over.

5.0 CONFERENCE BROCHURE :

5.1 A conference brochure shall be prepared and e-mailed to every IAC member at least five months before the conference by Organising Secretary of the conference.For those members who do not have an e-mail id or who have not communicated their e-mail id to the IAC Secretary, the conference brochure shall be sent by post by the Organising Secretary of the Conference. A first information flier may also be brought out and distributed to the delegates in the previous conference so as to intimate them and create awareness amongst them of the conference to be organised in the following year.

5.2 The details of the conference brochure shall also be sent to the Webmaster for uploading to the IAC website at least five months before the conference.

5.3 There is no specific format for making the conference brochure, but it should contain the following details :-

(a) Name of the host organizing the conference with detailed address of the conference secretariat for communication by post, e-mail, phone and fax.
(b) Logo of IAC.
(c) Detailed list of office bearers of IAC during that conference
(d) Detailed list of office bearers of Organising Committee of that conference
(e) Venue and date of the conference, CME and workshops
(f) Proposed scientific programme for the conference, CME and workshops
(g) Details relating to submission of abstract for proffered papers and posters along with the last date for receipt of the abstract and the e-mail id of the IAC Secretary and the Organising Secretary to whom the abstracts have to be e-mailed. For entries for Nalini Bai Thakkar award, Col. D. B. Nayar Memorial Award and Jwala Devi award full manuscript of the paper shall have to be submitted. The last date for receipt of abstracts/manuscripts should be at least three months before the conference which may be extended further by not more than fifteen days.
(h) Detailed structure of registration fee for the conference with and without enrolment for CME and/or workshop. Once printed in the brochure the structure of registration fee shall not be changed.
(i) The registration fee fixed for IAC members shall be less than that fixed for non IAC members.
(j) Relevant details pertaining to accommodation of delegates during the conference.
(k) Method, mode and time schedule for payment to be remitted by the delegates.

6.0 INAUGURAL FUNCTION :

6.1 The inaugural function of conference shall be held in the evening, after the scientific sessions are over, on the day preceding the first day of the conference, at the designated time and place as determined by the organizing committee.

6.2 Attendance to this function shall be by invitation only.

6.3 The dais set up shall provide seating arrangement from left to right for the following dignitaries:

(a) Secretary IAC
(b) President IAC
(c) Chief Guest
(d) Head of organizing institution (optional)
(e) President Organising Committee
(f) Secretary Organising Committee

The Secretary Organising Committee shall ensure that the seating provided on the dais does not exceed the above number. Only in exceptional case it may be increased but only after prior consultation and approval by the IAC Secretary.

6.4 At the designated time, the master of ceremonies shall welcome the members and announce the start of the inaugural function.

6.5 The master of ceremonies shall invite the dignitaries, one by one, who shall be escorted to the dais in the order mentioned below:

(a) President IAC
(b) Secretary IAC
(c) President Organising Committee
(d) Secretary Organising Committee
(e) Head of organizing institution (optional)
(f) Chief Guest

6.6 Once seated in their designated seats, each dignitary shall be welcomed with bouquet in the order mentioned below :

(a) Chief Guest
(b) Head of organizing institution (optional)
(c) President IAC
(d) Secretary IAC
(e) President Organising Committee
(f) Secretary Organising Committee

6.7 This shall be followed by prabhu vandana/welcome song. This is optional.

6.8 Thereafter the President IAC,along with other dignitaries on the dais, shall light the traditional lamp and declare the conference open.

6.9 The souvenir, which may be in the form of a hard copy or CD or pen drive (GBM 2017), shall then be released by the Chief Guest.

6.10 This shall be followed by speech from the dignitaries in the following chronology:

(a) President Organising Committee – Welcome address
(b) Secretary IAC - Secretary's report
(c) President IAC - Presidential address
(d) Head of organizing institution (optional)
(e) Chief Guest
(f) Secretary Organising Committee – vote of thanks

6.11 The programme shall end with recitation of the national anthem.

6.12 The inaugural ceremony may be followed by a cultural programme. This is optional and shall be at the discretion of the organisers.

6.13 If the President IAC is not available at that time, the senior most (seniority by virtue of holding the office) past President of IAC available then may discharge this duty.If the Secretary IAC is not available at that time, the Secretary of Organising Committee or the incoming Secretary of IAC may discharge this duty in that order.

6.14 The inaugural function shall be of one hour duration.

7.0 VALEDICTORY FUNCTION :

7.1 The valedictory function shall be held on the second day of the conference in the post lunch session, after the scientific sessions are over, at the designated time and place as determined by the organizing committee.

7.2 The dais set up shall provide seating arrangement from left to right for the following dignitaries :

(a) Secretary IAC

(b) President Elect IAC
(c) President IAC
(d) President Organising Committee
(e) Secretary Organising Committee

7.3 At the designated time, the master of ceremonies shall announce the start of the valedictory function and invite the dignitaries to the dais, one by one, in the order mentioned below:-

(a) President IAC
(b) President Elect IAC
(c) Secretary IAC
(d) President Organising Committee
(e) Secretary Organising Committee

7.4 Once seated in their designated seats, the President IAC shall first address the members and then shall request the Secretary IAC to conduct the function.

7.5 The Secretary IAC shall announce the names of winners of the following prizes in the order mentioned below:

(a) Nalini Bai Thakkar award
(b) Jwala Devi award
(c) Sushil Malhotra Prize
(d) Dr. Bhaskar Reddy prize
(e) Dr. Satya Monga award
(f) Dr. Panna Choudhury Memorial Award (GBM 2019)
(g) Best poster award

7.6 The prizes shall be given to the winners by the President IAC.

7.7 Secretary IAC shall then announce the name of the recipient of IAC fellowship for that year.

7.8 This shall be followed by speech of the President of Organising Committee and vote of thanks by the Secretary of Organising Committee in that order.

7.9 The Secretary IAC shall then invite comments, relating to the conference, from the members.

7.10 The Secretary IAC shall then invite the Secretary/representative of the organising committee of the next conference to address the members and extend their invitation for next year's conference.

7.11 Thereafter, the President IAC shall hand over the charge, presidential medal and chair to the President-Elect IAC and join the members of IAC.

7.12 If a new Secretary IAC shall be assuming charge in the subsequent year, then the outgoing Secretary IAC shall hand over the charge and the chair to the incoming Secretary IAC and join the members of IAC.

7.13 The incoming President IAC shall then address the members of IAC and conclude with the announcement of closure of the conference. If a new Secretary IAC shall be assuming charge, then he/she shall address the members before the announcement of closure of the conference is made by the incoming IAC President.

7.14 If the President IAC is not available at that time, any past President of IAC may discharge this duty. If the Secretary IAC is not available at that time, the

Secretary of the Organising Committee or the incoming Secretary of IAC may discharge this duty in that order.

8.0 EXECUTIVE COMMITTEE MEETING :

8.1 The Executive Committee meeting shall be held on the day preceding the first day of the conference in the evening after the scientific sessions are over and before the inaugural function is held at the designated time and place as determined by the organizing committee.

8.2 The agenda for this meeting is same as that for the General Body meeting and shall be published in the August issue of the IAC newsletter. The Secretary IAC shall also e-mail the agenda to the members of the Executive Committee at least thirty days before the date of this meeting.

8.3 If any member of Executive Committee is unable to attend the meeting, then he/she should communicate the same to the IAC Secretary in advance. Also, if the absent member wishes that another Executive Committee member read out the report on his/her behalf, then prior permission of the IAC Secretary is to be sought for the same.

8.4 The agenda shall comprise of the following in the order mentioned below :

(a) Opening remarks by the President IAC
(b) Approval of the minutes of the previous Executive Committee meeting
(c) Report of Secretary
(d) Report of Treasurer
(e) Report of the Editor-in-Chief of Journal of Cytology
(f) Report of the Editor of IAC newsletter
(g) Report of the Chairperson of the Accreditation and Examination committee
(h) Report of the Chairperson of the External Quality Assurance programme
(i) Report of the Webmaster
(j) Report of Chairperson Standing Committee for international affairs
(k) Report of Rule Master
(k) Nomination/election of President Elect IAC for the succeeding year
(l) Nomination/election of Secretary IAC for the succeeding year, if retiring
(m) Nomination/election of Treasurer IAC for the succeeding year, if retiring
(n) Nomination/election of members for the Executive Council in place of members who are retiring
(o) Nomination/election of Editor of Journal of Cytology, if retiring
(p) Nomination/election of Editor of IAC newsletter, if retiring
(q) Nomination of Chairperson of Accreditation and Examination Committee, if retiring
(r) Nomination of Chairperson of the External Quality Assurance programme, if retiring
(s) Nomination of the Webmaster, if retiring
(t) Nomination/election of Indian Editor of Acta Cytologica, if retiring
(u) Nomination/election of Chairperson Standing Committee for international affairs, if retiring
(v) To select the awardee for Dr. P.N. Wahi Academy oration
(w) To select the awardee for the IAC Academy oration
(x) To select the awardee for Dr. Subhash Kumari Gupta memorial lecture

(y) To select the awardee for the Guest lectures
(z) To select the awardee for Ernest Fernandes slide seminar
(aa) To declare the winners for Sushil Malhotra prize, Dr. Bhaskar Reddy prize,Dr. Satya Monga award and Dr. Monisha & Dr. Panna Choudhury Memorial award.
(ab) To select the awardee for the IAC fellowship
(ac) To select the venue for the next annual national conference
(ad) To select venue for annual examination for cytotechnicians and cytotechnologists (GBM 2017)
(ae) To select the topics and moderators for CME and workshop for the succeeding conference.
(af) Any other matter with the permission of the chair.
(ag) Vote of thanks by Secretary IAC

8.5 The meeting shall be presided by the President IAC.

8.6 After calling the house to order and a brief introduction, the President IAC shall request the Secretary IAC to conduct the proceedings of this meeting.

8.7 A register shall be circulated amongst the members present to enter their name and signature so as to document their presence in this meeting.

8.8 The agenda shall be covered point by point in the same chronology as detailed above.

8.9 After the whole agenda is covered and there is no further matter for discussion, the President IAC shall adjourn the meeting.

8.10 If the President IAC is not available at that time, any past President of IAC may discharge this duty. If the Secretary IAC is not available at that time, the Treasurer of IAC or the incoming Secretary of IAC may discharge this duty in that order.

8.11 The Secretary IAC shall document minutes of the executive committee meeting in a detailed manner.

9.0 GENERAL BODY MEETING (GBM) :

9.1 The GBM meeting shall be held on the first day of the conference in the evening after the scientific sessions are over at the designated time and place as determined by the organizing committee.

9.2 The agenda for the GBM shall be published in the August issue of the IAC newsletter. The Secretary IAC shall also e-mail the agenda to all the members of IAC who have submitted their e-mail id at least thirty days before the date of this meeting.

9.3 The agenda shall comprise of the following in the order mentioned below :

(a) Opening remarks by the President IAC
(b) Approval of the minutes of the previous General Body meeting
(c) Report of Secretary
(d) Report of Treasurer
(e) Report of the Editor of Journal
(f) Report of the Editor of IAC newsletter
(g) Report of the Chairperson of the Accreditation and Examination committee
(h) Report of the Chairperson of the External Quality Assurance programme
(i) Report of the Webmaster
(j) Report of Chairperson Standing Committee for international affairs

(k) Nomination/election of President Elect IAC for the succeeding year
(l) Nomination/election of Secretary IAC for the succeeding year, if retiring
(m) Nomination/election of Treasurer IAC for the succeeding year, if retiring
(n) Nomination/election of members for the Executive Council in place of members who are retiring
(o) Nomination/election of Editor of Journal, if retiring
(p) Nomination/election of Editor of IAC newsletter, if retiring
(q) Nomination of Chairperson of Accreditation and Examination Committee, if retiring
(r) Nomination of Chairperson of the External Quality Assurance programme, if retiring
(s) Nomination of the Webmaster, if retiring
(t) Nomination/election of Indian Editor of Acta Cytologica, if retiring
(u) Nomination/election of Chairperson Standing Committee for international affairs, if retiring
(v) To select the awardee for Dr. P.N. Wahi Academy oration
(w) To select the awardee for the IAC Academy oration
(x) To select the awardee for Dr. Subhash Kumari Gupta memorial lecture
(y) To select the awardee for the Guest lectures
(z) To select the awardee for Ernest Fernandes slide seminar
(aa) To declare the winners for Sushil Malhotra prize, Dr. Bhaskar Reddy prize and Dr. Satya Monga award
(ab) To select the awardee for the IAC fellowship
(ac) To select the venue for the next annual national conference
(ad) To select venue for annual examination for cytotechnicians and cytotechnologists (GBM 2017)
(ae) To select the topics and moderators for CME and workshop for the succeeding conference.
(af) Any other matter with the permission of the chair.
(ag) Vote of thanks by SecretaryIAC

9.4 The meeting shall be presided by the President IAC.

9.5 After calling the house to order and ensuring that the quorum is adequate, the President IAC shall give a brief introduction and then shall request the Secretary IAC to conduct the proceedings of this meeting.

9.6 If the quorum is inadequate, the President IAC shall adjourn the meeting, which shall assemble again after a gap of ten minutes.

9.7 A register shall be circulated amongst the members present to enter their name and signature so as to document their presence in this meeting.

9.8 The agenda shall be covered point by point in the same chronology as detailed above.

9.9 After the whole agenda is covered and there is no further matter for discussion, the President IAC shall adjourn the meeting.

9.10 If the President IAC is not available at that time, any past President of IAC may discharge this duty. If the Secretary IAC is not available at that time, the Treasurer of IAC or the incoming Secretary of IAC may discharge this duty in that order.

9.11 The Secretary IAC shall document minutes of the general body meeting in a detailed manner and shall circulate the same in a printed format to all the members of IAC within

ninety days from the date on which the same was held. The minutes of the meeting shall also be uploaded on the IAC website within ninety days from date of the GBM. Any member having any objection or requiring any clarification on any point detailed in minutes of GBM shall send a written communication to the Secretary IAC within thirty days of dispatch of the same.

10.0 SPONSORSHIP OF ANNUAL NATIONAL CONFERENCE :

10.1 Organising the national conference involves a large budget.

10.2 The Organising Committee may explore the possibility of procuring funds from industry through sponsorship.

10.3 The following principles shall be followed for the same :-

(a) No special session shall be allotted to them in the main conference.

(b) A time slot of maximum of fifteen minutes may be allotted to them for conduct of a lecture by them.

(c) The logo of the sponsor may be permitted to be displayed on the banner of the conference.

11.0 CERTIFICATE, MEDAL, MEMENTO :

11.1 All certificates issued during the annual national conference shall be arranged for by the Secretary Organising Committee and shall carry the following details :-

(a) Name of IAC, in full

(b) Year of CYTOCON e.g. CYTOCON 2013

(c) Number of the annual conference e.g. 43rd annual national conference

(d) Date of the event

(e) Name of city in which the conference is held

(f) Name of the participant along with town/city from which he/she has come – this should not be left blank for the participant to fill in. The Organising Committee of the conference shall ensure that details are filled in correctly.

(g) Whether the participant has chaired a session/delivered a lecture/ presented a proffered paper/presented a poster – the Secretary of the Organising Committee shall ensure that the relevant item is appropriately ticked.

(h) Name of the event for which the certificate is being issued e.g. CME/conference/workshop - the Secretary of the Organising Committee shall ensure that the relevant item is appropriately ticked. Alternately, separate certificates may be issued for different events.

(i) The following office bearers shall sign the certificates, their name and designation being detailed, from left to right in the order detailed below :-

(aa) President of Organising Committee of conference

(ab) President IAC

(ac) Secretary IAC

(ad) Secretary of Organising Committee of conference

The signature of Registrar of State Medical Council, of the State in which the conference is being held, may be permitted only on the certificates issued for the purpose of participation in the conference (GBM 2017).

Title : Annual National Conference			
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11.2 All medals conferred during the annual national conference shall be arranged for by the Treasurer IAC and shall carry the following details :

(a) The front of the medal shall have the name of IAC, in full, along with IAC logo.

(b) The back of the medal shall carry the year of issue of medal and the purpose for which it is being conferred e.g. Dr. P. N. Wahi oration 2013.

(c) The medal should have a colourful string/ribbon fixed to it.

(d) The medal should be accompanied by a box in which the same can be placed by the recipient.

(e) The medals currently being awarded are as follows :-

1. Dr. P. N. Wahi Oration : gold plated silver medal
2. IAC Academy oration : oval silver plate
3. Dr. S. K. Gupta Memorial lecture : silver medal
4. Ernest Fernandes slide seminar : silver medal (GBM 2015)
5. Col. D. B. Nayar Memorial Award: gold plated silver medal (GBM 2016)
6. Dr. Monisha & Dr. Panna Choudhury Memorial Award : gold plated silver medal (GBM 2021)
7. Nalini Bai Thakkar Award : gold plated silver medal (GBM 2024)

(f) The Treasurer shall retain the mould(s) used for preparing the above medals for use in subsequent years (GBM 2015).

11.3 All mementos conferred during the annual national conference shall be arranged for by the Secretary Organising Committee and shall carry the following details:-

(a) Name of IAC, in full.

(b)The year of issue of memento and the purpose for which it is being conferred.

11.4 One memento shall be awarded per person irrespective of how many roles he/she plays in the conference (GBM 2024).

INDIAN ACADEMY OF CYTOLOGISTS - SOP

Title : Continued Medical Education (CME)			
Review No 0	Bye laws Ref no.11	Page 1 of 2	Date of issue 14.11.14

1.0 INTRODUCTION:

1.1 This was started in the year

2.0 AIM :

2.1 To update and interact with fellow cytopathologists on a topic of interest and current relevance.

3.0 AWARD :

3.1 The moderator and speakers of the CME shall be felicitated with a certificate and a memento.

3.2 All participants shall receive a certificate of participation.

4.0 ELIGIBILITY :

4.1 The moderator of the CME shall be a member of IAC for at least 10 years and should be actively involved in the activities of IAC. He/she should be academically accomplished.

4.2 The participants of the CME shall be active members of IAC and shall be academically accomplished. However, young members with academic achievement may be included in the panel of speakers keeping future in mind.

4.3 Foreign speakers and experts in related disciplines of medicine may also be included in the panel of speakers by the moderator.

5.0 PROCEDURE :

5.1 No announcement for submission of topic for the CME shall be made.

5.2 Interested members may submit well prepared complete proposal with topic and speakers to the Secretary IAC. The proposal should reach Secretary IAC at least two months before the Executive Committee meeting of that year (GBM 2011).

5.3 On receipt of the proposals, the Secretary IAC shall circulate the same to the members of Executive Committee (GBM 2011).

5.4 The matter shall be discussed in the Executive Committee meeting before being presented to the General Body.

5.5 The topic for CME for the next conference shall be finally selected only after approval by the General Body.

5.6 Once accepted it shall be binding on the proposer to conduct the said CME at the designated time and place.

5.7 One person – one session principle shall be followed in selection of moderator (GBM 2021).

5.8 If for some unavoidable reason, the proposer is unable to conduct the said CME, he/she shall communicate the same to the Secretary IAC at least six months before the conference and shall help the Secretary IAC in finding a suitable replacement.

5.9 A whole day shall be dedicated for the CME. It shall be conducted on the day just prior to the first day of the annual conference.

5.10 The CME shall comprise of a pre lunch and a post lunch session. The pre lunch session shall consist of introduction of the subject and presentations on various aspects of the

topic in that order. The post lunch session shall consist of presentation of interesting cases related to the topic.

5.11 The moderator shall ensure that the CME ends before/by the scheduled time so that the meetings of Executive Committee and Editorial Board of Journal of Cytology can be started in time.

5.12 Felicitation of the moderator and speakers shall be done by the chairpersons of CME.

6.0 CHAIRPERSONS :

6.1 There shall be two chairpersons each in the pre lunch and post lunch sessions.

6.2 The chairpersons shall be a member of IAC for at least 10 years and should be actively involved in the activities of IAC.

6.3 The chairpersons shall be selected by the Secretary IAC and the Organising Secretary of the conference.

INDIAN ACADEMY OF CYTOLOGISTS - SOP

Title : Workshops			
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1.0 INTRODUCTION:

1.1 This was started in the year

2.0 AIM :

2.1 To update and interact with fellow cytopathologists on a topic of interest and current relevance along with an opportunity for practical training.

3.0 AWARD :

3.1 The moderator and speakers of the CME shall be felicitated with a certificate and a memento.

3.2 All participants shall receive a certificate of participation.

4.0 ELIGIBILITY :

4.1 The moderator of the workshops shall be a member of IAC for at least 10 years and should be actively involved in the activities of IAC. He/she should be academically accomplished.

4.2 The resource persons of the workshops shall be active members of IAC and shall be academically accomplished in the subject designated for the workshop. Young members with academic achievement may be included in the panel of resource persons keeping future in mind.

4.3 Experts, including foreign speakers, in related disciplines may also be included in the panel of resource persons by the moderator.

5.0 PROCEDURE :

5.1 Two parallel workshops may be conducted every year in the annual conference out of which one shall be on cervical cytology.

5.2 The topic for the other workshop shall be selected by the Secretary of the Organising Committee of the conference depending upon their choice, feasibility and infrastructure at their disposal. The selected topic, however, should be approved by the General Body before it is conducted.

5.3 In case, the host of the conference express their inability to conduct a workshop, then the General Body may consider the proposal from other members before deciding the topic.

5.4 No announcement for submission of topic for the workshops shall be made.

5.5 Interested members may submit well prepared complete proposal with topic and resource persons to the Secretary IAC. The proposal should reach Secretary IAC at least two months before the Executive Committee meeting of that year (GBM 2011).

5.6 On receipt of the proposals, the Secretary IAC shall circulate the same to the members of Executive Committee (GBM 2011).

5.7 The matter shall be discussed in the Executive Committee meeting before it is presented to the General Body.

5.8 The topic for workshops for the next conference shall be finally selected only after approval by the General Body.

5.9 Once accepted it shall be binding on the proposer to conduct the said workshop at the designated time and place.

5.10 If for some unavoidable reason, the proposer is unable to conduct the said workshop, he/she shall communicate the same to the Secretary IAC at least six months before the conference and shall help the Secretary IAC in finding a suitable replacement.

5.11 A whole day shall be dedicated for the workshops. They shall be conducted on the day just after the second day of the annual conference.

5.12 The workshops shall comprise of a pre lunch and a post lunch session. The pre lunch session shall consist of an introduction of the subject and presentations on various aspects of the topic in that order. The post lunch session shall consist of hands on practical training.

5.13 Felicitation of the moderator and resource persons shall be done by the chairpersons of the workshop.

6.0 CHAIRPERSONS :

6.1 There shall be two chairpersons in the pre lunch session.

6.2 The chairpersons shall be a member of IAC for at least 10 years and should be actively involved in the activities of IAC.

6.3 The chairpersons shall be selected by the Secretary IAC and the Organising Secretary of the conference.

7.0SPONSORSHIP :

7.1 Sponsorship of workshop(s) may be permitted.

INDIAN ACADEMY OF CYTOLOGISTS - SOP

Title : Symposium			
Review No 0	Bye laws Ref no.11	Page 1 of 2	Date of issue 14.11.14

1.0 INTRODUCTION:

1.1 This was started in the year

2.0 AIM :

2.1 To update and interact with fellow cytopathologists on a topic of interest and current relevance.

3.0 AWARD :

3.1 The moderator and speakers of the symposium shall be felicitated with a certificate and a memento.

4.0 ELIGIBILITY :

4.1 The moderator of the symposium shall be a member of IAC for at least 10 years and should be actively involved in the activities of IAC. He/she should be academically accomplished.

4.2 The participants of the symposium shall be active members of IAC and shall be academically accomplished. However, young members with academic achievement may be included in the panel of speakers keeping future in mind.

4.3 Experts, including foreign speakers, in related disciplines of medicine may also be included in the panel of speakers by the moderator.

5.0 PROCEDURE :

5.1 No announcement for submission of topic for the symposium shall be made.

5.2 Interested members may submit well prepared complete proposal with topic and speakers to the Secretary IAC. The proposal should reach Secretary IAC at least two months before the Executive Committee meeting of that year (GBM 2011).

5.3 On receipt of the proposals, the Secretary IAC shall circulate the same to the members of Executive Committee (GBM 2011).

5.4 The matter shall be discussed in the Executive Committee meeting before it is presented to the General Body.

5.5 The topic for the symposium for the next conference shall be finally selected only after approval by the General Body.

5.6 Once accepted it shall be binding on the proposer to conduct the said symposium at the designated time and place.

5.7 One person – one session principle shall be followed in selection of moderator (GBM 2021).

5.8 If for some unavoidable reason, the proposer is unable to conduct the said symposium, he/she shall communicate the same to the Secretary IAC at least six months before the conference and shall help the Secretary IAC in finding a suitable replacement.

5.9 The symposium shall be held on the second day of the annual conference in the morning session just after Dr. Subhash Kumari Gupta memorial lecture.

5.10 The symposium shall be of ninety minutes duration.

5.11 Felicitation of the moderator and speakers shall be done by the chairperson of the symposium who is not moderating the symposium.

Title : Symposium			
Review No 0	Bye laws Ref no.11	Page 2 of 2	Date of issue 14.11.14

6.0 CHAIRPERSONS :

6.1 There shall be two chairpersons for the symposium one of whom shall be the moderator of the symposium.

6.2 The chairpersons shall be a member of IAC for at least 10 years and should be actively involved in the activities of IAC.

6.3 The chairpersons shall be selected by the Secretary IAC and the Organising Secretary of the conference.

INDIAN ACADEMY OF CYTOLOGISTS - SOP

Title : Proffered paper presentation			
Review No 1	Bye laws Ref no.11	Page 1 of 4	Date of issue 11.11.17

1.0 AIM :

1.1 To interact with cytopathologists on their research work.

1.2 To encourage young cytopathologists to presentresearch papers.

2.0 ELIGIBILITY :

2.1 The candidate should be registered for the conference in which the paper is being presented.

3.0 PROCEDURE :

3.1 The announcement for submission of abstract shall be made once every year in the conference brochure. It shall also be displayed on the IAC website at least five months before that conference.

3.2 Each delegate is allowed to present either one proffered paper or poster.

3.3 Case reports shall be accepted only as posters (GBM 2010).

3.4 The last date for submission of abstracts shall be at least three months before the date of the conference. It may be extended by a maximum of fifteen days.

3.5 The Secretary Organising Committee shall prepare a list of the proffered papers received by the last date and shall forward the same to Secretary IAC.

3.6 On receipt of the abstracts, the Secretary IAC shall circulate the same to all the members a screening committee for assessment of thequality of the papers submitted. Their response is to be communicated to the Secretary IAC by a date as determined by the Secretary IAC.

3.7 On receipt of feedback from the screening committee members, the Secretary IAC shall prepare the final list of papers to be presented, based on the consensus received.

3.8 In case feedback is not received by Secretary IAC by the stipulated date, the decision of the Secretary IAC shall be final.

3.9 The selected candidates shall be appropriately informed by Secretary IAC at least one month before the date of the conference.

3.10 During the annual conference, the proffered paper presentations shall be held on two occasions :-

(a) on the first day of conference in post lunch session after the guest lecture.

(b) on the second day of conference in post lunch session after theguest lecture.

3.11 The total time allotted for each session is 90 minutes.

3.12 The proffered papers shall be in one hall in a sequence arranged by the Secretary IAC. However, if the number of papers received is more, then parallel sessions may be arranged in other halls with adequate arrangement for audiovisual presentation.

4.0 GUIDELINES FOR ABSTRACT SUBMISSION :

4.1 A given candidate can submit only one abstract – either for a proffered paper or for a poster presentation.

4.2 The abstract shall be written in English only.

4.3 The abstract text shall not exceed 300 words. This word limit does not include title of the paper, name of author(s) and their affiliation(s).

4.4 The abstract shall contain the following heads in the order mentioned below :-

4.4.1 Title : Entire title of paper shall be in capital letters without any abbreviation.

4.4.2 Author(s) : Presenting author's name shall be underlined.

4.4.3 Affiliation : Department and institution of the presenting author.

4.4.4 Address : Complete postal address of the presenting author for communication.

4.4.5 E mail : E mail id of the presenting author for communication.

4.4.6 Mobile : Contact number of the presenting author for communication.

4.4.7 Text of abstract : Shall be structured using Times New Roman size 12 font and shall consist of introduction, aim/objective, material and method, observation/result and conclusion. The sequence detailed shall be meticulously followed.

4.5 Abbreviation(s) may be used after defining them first.

4.6 Trade names shall not be used in the title of abstract.

4.7 Figure, table, chart, illustration and references shall not be included in the abstract.

4.8 If the presenting author is different from the corresponding author, the same shall be clearly indicated at the time of submission.

4.9 The author shall clearly indicate if the abstract is being submitted for oral or poster presentation.

4.10 Mere submission of an abstract for a given category does not imply that it shall be accepted in that category. The final decision regarding category of presentation shall lie with Secretary IAC in consultation with the committee constituted for the said purpose.

4.11 If the author is undecided whether he/she would like the abstract to be considered for oral or poster presentation, then the Secretary IAC in consultation with the committee constituted for the said purpose shall decide the category of presentation and this shall be binding for the author.

4.12 Generally, case reports are accepted for poster presentation only.

4.13 The candidate is to submit the abstract through e-mail to the Secretary IAC and to the Organising Secretary of the conference before the last date mentioned in the brochure.

4.14 By submitting the abstract, the author agrees to confine his/her presentation to the topic detailed in the abstract.

4.15 By submitting the abstract, it is presumed that the presenting author has the consent of his/her co-author(s) for presenting the paper in Cytocon.

4.16 Submission of an abstract does not constitute registration of the candidate for conference.

4.17 The abstract shall be accepted only if the author is registered for that conference.

4.18 The Secretary of Organising Committee shall communicate acceptance of abstract to the corresponding author at the email id detailed in the abstract, at least one month before the conference.

4.19 Please ensure that abstract does not contain any spelling, grammatical or scientific error.

4.20 The abstract shall be reproduced in conference brochure exactly as submitted. No editing or proof reading of the submitted abstract shall be done.

4.21 After the deadline for abstract submission is over, no change shall be permitted in the abstract.

4.22 All accepted abstracts shall be published in the conference brochure – which may either be in hard copy or soft copy.

4.23 After acceptance of the abstract if the presenting author is unable to present, then with prior permission from the IAC Secretary one of the co-author(s) may be permitted to present in his/her place.

4.24 If a candidate wants to withdraw the submitted abstract, he/she can do so after giving a written statement to Secretary IAC reflecting the reason(s) for the same. Moreover, this shall be permitted only till one month before the due date of presentation (GBM 2017) .

5.0 GUIDELINES FORPRESENTATION

5.1 All presentations shall be in English.

5.2 All presentations shall be in the form of a power point presentation.

5.3 For presentation save it as a Microsoft Windows 7 or later file.

5.4 It is recommended to carry a back up in case the pen drive is not readable.

5.5 Each speaker shall deposit their presentation file at the preview centre before their presentation, as detailed by the Organising Committee of conference.

5.6 The presenter shall preview their presentation and do a complete run-through of their presentation at the preview centre at least 60 minutes before their presentation or as detailed by the organising committee. Conference staff shall be present there to assist them.

5.7 It is the responsibility of the presenter to ascertain in advance that their presentation is compatible with the computer system provided at the conference.

5.8 It is desirable that scanning for any possible virus affliction of presentation be done in advance by the presenters.

5.9 The speaker's podium in each room shall be equipped with a PC/laptop along with a pointer and audiovisual system.

5.10 All presenters shall be punctual and be present in the allotted room at the designated date and time.

5.11 Each proffered paper is permitted 8 minutes for presentation followed by 2 minutes for discussion pertaining to that paper. At the end of first 7 minutes, a bell shall be sounded to inform the presenter that the paper should be concluded in next one minute.

5.12 All presenters shall carefully follow the allotted time limit.

5.13 Disclosure of conflict of interest : For full transparency, any commercial affiliation or conflict of interest shall be declared and identified at the beginning of oral presentation by each presenter.

5.14 After the conference, all presentation data installed on the conference supplied PC/laptops shall be deleted by the organisers of conference (GBM 2017).

6.0 <u>SCREENING</u> COMMITTEE :

6.1 The screening committee shall be selected by the Secretary IAC. It shall comprise of any three members of the Executive Committee.

7.0 <u>CHAIRPERSONS</u> :

7.1 There shall be two chairpersons for each proffered paper session at each venue.

7.2 They shall be a member of IAC for at least 10 years and should be actively involved in the activities of IAC. They may also be non IAC members who are experts related to the subject being discussed.

7.3 The chairpersons shall be selected by Secretary IAC and Organising Secretary of the conference.

INDIAN ACADEMY OF CYTOLOGISTS - SOP

Title : Poster presentation			
Review No 1	Bye laws Ref no.11	Page 1 of 4	Date of issue 11.11.17

1.0 AIM :

1.1 To interact with cytopathologists on their research work.

2.0 ELIGIBILITY :

2.1 The candidate should have registered for the conference in which the poster is being displayed.

3.0 AWARD :

3.1 The award comprises of a certificate of merit and shall be given to the winner and the runner up of each set of 25 posters.

4.0PROCEDURE :

4.1 The announcement for submission of abstract shall be made once every year in the conference brochure. It shall also be displayed on the IAC website at least five months before the date of the conference.

4.2 Case reports shall be accepted only as posters (GBM 2010).

4.3 The Secretary Organising Committee shall prepare a list of the abstracts of posters received by the last date and shall forward it to Secretary IAC.

4.4 No screening of the abstracts shall be done per se, but the number of accepted posters shall be restricted to 125 by the Secretary IAC whose decision shall be final.

4.5 During the annual conference, the poster presentations shall be evaluated on two occasions by the judges:-

(a) on the first day of conference in post lunch session.

(b) on the second day of conference in post lunch session.

4.6 A panel of two judges for each set of twenty five posters shall evaluate the participants for the following:

(a) contents - 10 marks

(b) presentation - 5 marks

(c) originality - 5 marks

(d) use of recent/newer technique - 5 marks

(e)usefulness to patient - 5 marks

(f) response to questions - 5 marks

4.7 The Secretary IAC shall compile the marks given by the judges. The candidate receiving the highest sum total of marks shall be declaredthe winner and the next highest sum total shall be the runner up.

4.8 In the event that a tie results, all the tied candidates shall be awarded.

4.9 The award may not be given if the judges are of the common opinion that none of the posters are of the required quality.

4.10 During the valedictory function, the Secretary of IAC shall announce the name of the winner and the runner up for each set of 25 posters. The award shall be given by the President of IAC during the valedictory function of the conference. If the President IAC is not available at that time, the President of the Organising Committee or any past President of IAC may discharge this duty in that order. If the Secretary IAC is not available at that time, the Secretary of the Organising Committee or the incoming Secretary of IAC may

discharge this duty in that order.

5.0GUIDELINES FOR ABSTRACT SUBMISSION :

5.1 A given candidate can submit only one abstract – either for a proffered paper or for a poster presentation.

5.2 The abstract shall be written in English only.

5.3 The abstract text shall not exceed 300 words. This word limit does not include title of the paper, name of author(s) and their affiliation(s).

5.4 The abstract shall contain the following heads in the order mentioned below :-

5.4.1 Title : Entire title of paper shall be in capital letters without any abbreviation.

5.4.2 Author(s) : Presenting author's name shall be underlined.

5.4.3 Affiliation : Department and institution of the presenting author.

5.4.4 Address : Complete postal address of the presenting author for communication.

5.4.5 E mail : E mail id of the presenting author for communication.

5.4.6 Mobile : Contact number of the presenting author for communication.

5.4.7 Text of abstract : Shall be structured using Times New Roman size 12 font and shall consist of introduction, aim/objective, material and method, observation/result and conclusion. The sequence detailed shall be meticulously followed.

5.5 Abbreviation(s) may be used after defining them first.

5.6 Trade names shall not be used in the title of abstract.

5.7 Figure, table, chart, illustration and references shall not be included in the abstract.

5.8 If the presenting author is different from the corresponding author, the same shall be clearly indicated at the time of submission.

5.9 The author shall clearly indicate if the abstract is being submitted for oral or poster presentation.

5.10 Mere submission of an abstract for a given category does not imply that it shall be accepted in that category. The final decision regarding category of presentation shall lie with Secretary IAC in consultation with the committee constituted for the said purpose.

5.11 If the author is undecided whether he/she would like the abstract to be considered for oral or poster presentation, then the Secretary IAC in consultation with the committee constituted for the said purpose shall decide the category of presentation and this shall be binding for the author.

5.12 Generally, case reports are accepted for poster presentation only.

5.13 The candidate is to submit the abstract through e-mail to the Secretary IAC and to the Organising Secretary of the conference before the last date mentioned in the brochure.

5.14 By submitting the abstract, the author agrees to confine his/her presentation to the topic detailed in the abstract.

5.15 By submitting the abstract, it is presumed that the presenting author has the consent of his/her co-author(s) for presenting the paper in Cytocon.

5.16 Submission of an abstract does not constitute registration of the candidate for conference.

5.17 The abstract shall be accepted only if the author is registered for that conference.

5.18 The Secretary of Organising Committee shall communicate acceptance of abstract to the corresponding author at the email id detailed in the abstract, at least one month before the conference.

5.19 Please ensure that abstract does not contain any spelling, grammatical or scientific error.

5.20 The abstract shall be reproduced in conference brochure exactly as submitted. No editing or proof reading of the submitted abstract shall be done.

5.21 After the deadline for abstract submission is over, no change shall be permitted in the abstract.

5.22 All accepted abstracts shall be published in the conference brochure – which may either be in hard copy or soft copy.

5.23 After acceptance of the abstract if the presenting author is unable to present, then with prior permission from the IAC Secretary one of the co-author(s) may be permitted to present in his/her place.

5.24 If a candidate wants to withdraw the submitted abstract, he/she can do so after giving a written statement to Secretary IAC reflecting the reason(s) for the same. Moreover, this shall be permitted only till one month before the due date of presentation (GBM 2017) .

6 GUIDELINES FOR PRESENTATION

6.1 All presentations shall be in English.

6.2 The spaceand boards for putting up the posters shall be made available to the candidates by the organisers of the conference.

6.3 The candidate shall come well equipped for putting up the poster.

6.4 One candidate shall be permitted use of only one display board.

6.5 The display board provided can accomodatea poster up to 100 cms in length and 75 cms in width.

6.6 Thecontents of poster for case report and case series should be under the followingheadings **:** Introduction, Objectives, Case report and Conclusion. A brief discussion may be included.

6.7 The contents of poster for original study should be under the following headings: Introduction, Objectives, Method, Results and Conclusion. A brief discussion may be included.

6.8 Titleof poster and nameof the author(s) along with department and Institution of the presenting author shall be detailed at the top of the poster. The name of the presenting author shall be underlined.

6.9 Disclosure of conflict of interest shall be made : For full transparency, any commercial affiliation or conflict of interest shall be declared and identified just below the title, name and affiliation of presenter.

6.10 The font selected for the title should be larger than that for rest of the text.

6.11 Choose a font which is easily read even from some distance.

6.12 A diagram/ illustration can speak more than many words and may be of help in communicating your message in a concise manner.

6.13 All presenters shall prepare a 3 minute summary of their poster highlighting the salient points.

6.14 Acceptance of the abstract along with the date and time for affixing, discussion and removalof posters shall be appropriately communicated to the participants by Organising Secretary of Cytocon at leastone month before the conference.

6.15 Posters shall remain displayed at the designated time and place. The presenting author shall be present during the poster session for any discussion and also during evaluation by the judges.

6.16 If the candidate is not present during the time his/her poster is being evaluated by the judges, the said poster shall not be considered for the award.

6.17 Winners shall be awarded during the valedictory function (GBM 2017).

7.0 JUDGES :

7.1 A panel of two judges for each set of twenty five posters shall be selected by the Secretary IAC and the Organising Secretary of the conference.

7.2 The selected judge shall be a member of IAC for at least 10 years and should be actively involved in the activities of IAC.

7.3 The selected judges shall have no conflict of interest in the displayed posters.

8.0 e-POSTERS :

8.1 e-posters are used in international conferences.

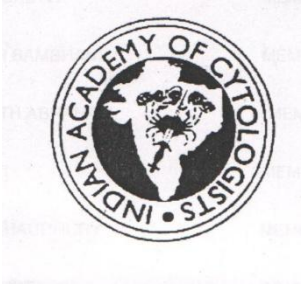
8.2 It does away with the space constraints associated with poster display in the conference.

8.3 It also does away with the cost involved in making flex prints for display as posters.

8.4 It also does away with storage problems, as the displayed posters are required to be stored in some institutes.

8.5 It educates the young pathologists giving them a chance to be actively involved in modern techniques of display.

8.6 e-posters should be started also with the view that we are ready for the same in the event that IAC hosts the International Congress of Cytology in future.



Part –C

Orations, Lectures,

Slide seminars, Awards

INDIAN ACADEMY OF CYTOLOGISTS - SOP

Title : Orations, lectures, slide seminars and awards			
Review No 1	Bye laws Ref no. 12	Page 1 of 10	Date of issue 19.11.16

The following orations, awards and slide seminars are awarded/conducted once every year by the Indian Academy of Cytologists during the annual national conference:-

1. Dr. P. N. Wahi oration
2. IACAcademy oration
3. Dr. Subhash Kumari Gupta memorial lecture
4. Guest lecture
5. Ernest Fernandes slide seminar
6. Nalini Bai Thakkar award
7. Col. D. B. Nayar Memorial Award (GBM 2016)
8. Dr. Monisha & Dr. Panna Choudhury Memorial Award (GBM 2021)
9. Jwala Devi Award
10. Sushil Malhotra Prize
11. Dr.Bhaskar Reddy Prize
12. Dr. Satya Monga award

In future, new orations, awards or slide seminars may be instituted by the IndianAcademy of Cytologists. The rules and regulations and the amount to be provided towards expenses of the same shall be made by the Executive Committee and shall come into force only after approval by the General Body. An amount equivalent to 5% of the corpus amount shall be used for the medal and/or cash prize for that award. This amount may be changed as and when the need arises, keeping in view the rate of interest on fixed deposits and rate for TDS deduction (GBM 2016).*the corpus amount shall be used for the medal and/or cash prize for that award. This amount may be changed as and when the need arises, keeping in view the rate of interest on fixed deposits and rate for TDS deduction.*

INDIAN ACADEMY OF CYTOLOGISTS-SOP

Title : Dr. P. N. Wahi Academy Oration			
Review No 1	Bye laws Ref no. 12(a)	Page 1 of 2	Date of issue 02.11.18

1.0 INTRODUCTION:

1.1 This oration was started in the memory of late Dr. P. N. Wahi, the founder President of IAC,in the year . It was initially called the Academy Oration. Subsequently it was named as CIPLA Academy Oration as CIPLA donated a sum of Rupees twenty thousand towards this oration. In the GBM held at Kolkata in 1996 it was renamed as Dr. P. N. Wahi Oration. Dr. Usha Saraiya made a contribution of Rupees ten thousand towards this oration.

1.2 Dr. P. N. Wahi(1908-1991) was born in Moradabad, did MBBS and MD From King George Medical College, Lucknow and MRCP from London. He was the Professor and Head of Pathology Department and later Principal of S. N. Medical College, Agra. He subsequently served as Vice Chancellor of Agra University and then Director General of ICMR. He did pioneering work on oral and cervical cytology and had 300 publications in international journals. He was awarded Padma Bhushan by Government of India, D.Sc. and Fellowship of International Academy of Cytology. He was a member of the Medical Council of India and WHO advisory panel.

2.0 AIM :

2.1 To acknowledge and felicitate a senior member of IAC for his/her achievements and contribution in the field of fundamental, investigative or epidemiological cytology or in the field of education and training of cytologists.

3.0 AWARD :

3.1 The orator shall be felicitated with a certificate and a medal.

4.0ELIGIBILITY :

4.1 A member shall be eligible for giving this oration only once.

4.2 The candidate should be a member of IAC for at least 15 years duration.

4.3 Honorary members and life associate members shall not be eligible for this oration.

4.4 The candidate must have a good academic track record in cytology with publications as first author in indexed journals and presentations in this field.

4.5 The candidate should have either been a moderator or participated in a CME/workshop/symposium in the national IAC conference before applying.

4.6 He/she should be an active member of IAC and also should be attending General Body meetings regularly (GBM 2011).

4.0 PROCEDURE FOR SELECTION:

4.1 The selection of the awardee is done by IAC.

4.2 The candidate shall submit his/her intent for this oration in a written communication to the Secretary IAC, which may be in hard copy or through e-mail. There is no fixed format for doing the same.

5.3 On receipt of the request, the Secretary IAC shall discuss the matter in the Executive Committee meeting before presenting it to the General Body of IAC.

5.4 Preference shall be given to the following in the order mentioned below :

(a) seniority of membership of IAC

(b) involvement of the candidate in the activities of IAC.
(c) academic achievements of the candidate as detailed above.
(d) candidates who have conducted Ernest Fernandes slide seminar previously shall be given preference in the order of their presentation, i.e., a candidate who has conducted the Ernest Fernandes slide seminar earlier would be preferred over the candidate who has conducted this slide seminar later.

5.5 One candidate is selected for this oration every year for a specific year by the General Body. One person – one session principle shall be followed in selection of speaker (GBM 2021)

5.6 The Secretary IAC shall inform the selected candidate and get a written consent from him/her.

5.7 A list of speakers shall be drawn up for the next five consecutive years based on the criteria mentioned above. This list shall be maintained by the Secretary IAC and shall also be displayed on the official website of IAC by the Webmaster whoshall also update the details every year. This list shall include and continue from the previously finalised speakers in the same order as detailed in the minutes of GBM conducted at Bhubaneshwar in 2012.

5.8 In case there are more applicants than that can be provided in the list, then these candidates shall be informed by the Secretary IAC that they should apply again in the next year for consideration.

5.9 In the event that no application is received for this oration for a given year, the Executive Committee may recommend the name of a suitable candidate, for that year, with his/her consent.The name of the orator has to be approved by the General Body before coming into force.

5.10 Once selected it is binding on the candidate to deliver this oration in the relevant year.

5.11 If for an unavoidable reason the candidate is unable to do the same, prior intimation is to be given to the Secretary IAC. In such an event, the candidate in any of the succeeding years may be requested to take his/her place on a mutual exchange basis but only after approval by General Body.

5.12 In the event that a candidate fails to give this oration in the specified year without a valid reason and without intimation to the IAC Secretary he/she shall not be eligible for giving this or any other oration in IAC in future.

5.13 During the annual conference, the Dr. P. N. Wahi Academy oration shall be the first event in the morning session on the first day of the conference.

5.14 This oration shall be for 45 minutes (GBM 2018).

6.0 CHAIRPERSONS :

6.1 There shall be two chairpersons for this oration, one of whom shall be the President of IAC and the other shall be the President of Organising Committee of the conference.

6.2 The felicitation of the Dr. P. N. Wahi orator shall be done immediately after the oration is over by the President of IAC.

6.3 In case the President of IAC is not available at that time, this duty shall be discharged by a past President of IAC who is senior most by virtue of his presidency tenure and is present in the conference.

INDIAN ACADEMY OF CYTOLOGISTS - SOP

Title : IAC Academy Oration			
Review No 1	Bye laws Ref no.12	Page 1 of 1	Date of issue 02.11.18

1.0 INTRODUCTION:

1.1 This oration was started in the year

2.0 AIM :

2.1 To interact and benefit from the work, experience and knowledge of national and international experts in the field of cytopathology and related disciplines.

3.0 AWARD :

3.1 The orator is felicitated with a certificate and a medal.

4.0 ELIGIBILITY :

4.1 An Indian, a non resident Indian or a foreign national excelling in the field of cytopathology or related disciplines.

5.0 PROCEDURE FOR SELECTION:

5.1 This oration is through invitation extended by the IAC.

5.2 The Secretary IAC shall discuss the matter in the Executive Committee meeting before presenting it to the General Body of IAC. The main point to be considered in the selection of the candidate is his/her contribution to the field of cytopathology or related disciplines which would be of relevance to the members of IAC.

5.3 One candidate is selected for this oration every year by the General Body.

5.4 The Secretary IAC shall maintain liaison with the selected orator and confirm his/her participation in the annual conference. The Secretary IAC may take the help of any fellow member of IAC to see that the arrangements made with the orator run smoothly and flawlessly in the annual conference.

5.5 During the annual conference, the IAC Academy oration shall be in the morning session on the first day of the conference after Dr. P. N. Wahi Academy oration.

5.6 This oration shall be for 45 minutes (GBM 2018).

6.0 CHAIRPERSONS :

6.1 There shall be two chairpersons for this oration who should be a member of IAC for at least 10 years and should be actively involved in the activities of IAC.

6.2 The felicitation of the orator shall be done immediately after the oration is over by one of the chairpersons.

6.3 The chairpersons shall be selected by the Secretary IAC.

INDIAN ACADEMY OF CYTOLOGISTS - SOP

Title : Dr. Subhash Kumari Gupta Memorial Lecture			
Review No 1	Bye laws Ref no.12	Page 1 of 2	Date of issue 02.11.18

1.0 INTRODUCTION:

1.1 Dr. Subhash Kumari Gupta was an eminent, internationally renowned cytopathologist of our country. She was Emeritus Professor and Head, Department of Cytology and Gynaec Pathology,Postgraduate Institute of Medical Education and Research, Chandigarh, India. Following her training at the prestigious Karolinska Institute , Sweden, she pioneered and introduced the art and science of Fine Needle Aspiration Cytology in India. Her contributions to the field of Cytopathology are immense. A teacher par excellence, she has trained many cytopathologists across the country and the world. She has contributed immensely to IAC.She was President of IAC from 1995-1997, Chairperson of the Accreditation and Examination Committee of IAC from 1995-2002, Chairperson of the External Quality Assurance Programme of IAC from 2000-2006. She was conferred the 'Lifetime Achievement Award' at the CYTOCON 2009. She remained an active member until her untimely demise on first October 2010.To commemorate her contributions to IAC and to the growth of Cytopathology as a fine discipline in this country, the "Dr.Subhash Kumari Gupta Memorial Lecture"was instituted by the academy in 2011.

1.2 Dr. Subhash Kumari Gupta had donated Rupees one lakh fifty thousand to IAC for instituting an award or an oration. However, soon after she died and it was considered fit to use this seed money to start a lecture in her memory.

2.0 AIM :

2.1 To commemorate the outstanding achievements of Prof. Subhash Kumari Gupta and her contribution to the field of cytology and IAC at large.

2.2 To interact and benefit from the work, experience and knowledge of national and international experts in the field of cytopathology and related disciplines.

3.0 AWARD :

3.1 The orator is felicitated with a certificate and a medal.orr *is felicitated with a certificate and a medal.*

4.0 ELIGIBILITY :

4.1 An Indian, a non resident Indian or a foreign national excelling in the field of cytopathology or related disciplines.

5.0 PROCEDURE FOR SELECTION:

5.1 This oration is through invitation extended by the IAC.

5.2 One candidate is selected for this oration every year by the selection committee.

5.3 The following shall constitute the Selection Committee :

(i) President IAC

(ii) Secretary IAC

(iii) Head Department of Cytology, PGIMER, Chandigarh or his/her authorized representative.

5.4 The selection committee shall select an appropriate person based on his/her achievements and contributions in the field of Cytology or related disciplines which would be of relevance to

the members of IAC.

5.65.5 One person – one session principle shall be followed in selection of speaker (GBM 2021)

5.6 The Secretary IAC shall invite the speaker on behalf of IAC.

5.7 The Secretary IAC shall maintain liaison with the selected orator and confirm his/her participation in the annual conference. The secretary IAC may take the help of any fellow member of IAC to see that the arrangements made with the orator run smoothly and flawlessly in the annual conference.

5.8 No TA/DA is admissible to the orator.

5.9 During the annual conference, the Dr.Subhash Kumari Gupta Memorial lecture shall be in the morning session on the second day of the conference after Ernest Fernandes Slide Seminar Award session.

5.10 This session shall be for 45 minutes (GBM 2018).

6.0 CHAIRPERSONS :

6.1 There shall be two chairpersons for this oration who should be a member of IAC for at least 10 years and should be actively involved in the activities of IAC. One of the Chairpersons shall be from Department of Cytology, PGIMER, Chandigarh who shall introduce Dr. Subhash Kumari Gupta through audiovisual aid.

6.2 The felicitation of the orator shall be done immediately after the oration is over by one of the Chairpersons.

6.3 The chairpersons shall be selected by the Secretary IAC.

INDIAN ACADEMY OF CYTOLOGISTS - SOP

Title : Guest Lecture			
Review No 1	Bye laws Ref no.13	Page 1 of 2	Date of issue 02.11.18

1.0 INTRODUCTION:

1.1 This lecture was started in the year

2.0 AIM :

2.1 To interact and benefit from the work, experience and knowledge of national and international experts in the field of cytopathology and related disciplines.

3.0 AWARD :

3.1 The orator is felicitated with a certificate and a memento.

4.0 ELIGIBILITY :

4.1 An Indian, a non resident Indian or a foreign national excelling in the field of cytopathology or related disciplines.

5.0 PROCEDUREFOR SELECTION:

5.1 This lecture is through invitation extended by the IAC.

5.2 The Secretary IAC shall discuss the matter in the Executive Committee meeting before presenting it to the General Body of IAC. The main point to be considered in the selection of the candidate is his/her contribution to the field of cytopathology or related disciplines which would be of relevance to the members of IAC.

5.3 The Secretary IAC may take the help of the Standing Committee for International Affairs or of any fellow member of IAC to shortlist the candidates for the guest lectures.

5.4 One orator is selected for each of the two sessions of this lecture every year by the General Body.

5.5 The Secretary IAC shall maintain liaison with the selected orator(s) and confirm his/her participation in the annual conference. The Secretary IACmay take the help of any fellow member of IAC to see that arrangementsmade with the orator run smoothly and flawlessly in the annual conference.

5.6 During the annual conference, the guest lecture shall be held on two occasions –

(a) firstly on the first day of the conference as the first event in the post lunch session.

(b) secondly on the second day of the conference as the first event in the post lunch session.

5.7 Each guest lecture shall be for 45 minutes (GBM 2018).

6.0 CHAIRPERSONS :

6.1 There shall be two chairpersons for each guest lecture who should be a member of IAC for at least 10 years and should be actively involved in the activities of IAC.

6.2 The felicitation of the orator shall be done immediately after the oration is over by one of the chairpersons.

6.3 The chairpersons shall be selected by the Secretary IAC.

INDIAN ACADEMY OF CYTOLOGISTS - SOP

Title : Ernest Fernandes Slide Seminar			
Review No 1	Bye laws Ref no. 12(b)	Page 1 of 2	Date of issue 02.11.18

1.0 INTRODUCTION:

1.1 This slide seminar was started by Dr. Winifred Fernandes in memory of her husband Ernest Fernandes, who died of cancer. Dr. Winifred Fernandes was born in Pune in 1916, did MBBS from Grant Medical College, Mumbai, followed by post graduation and then MRCOG in 1951. She was appointed as an honorary consultant in Obstetrics and Gynaecology at Cama and Albless Hospital, Mumbai. She was the Secretary and later the President of the Association of Medical Women in India. She was a pioneer of cytology. She gave a donation of Rupees ten thousand as a corpus to IAC. The interest on this corpus is the money utilized for felicitation of the recipient of the Ernest Fernandes slide seminar. The first slide seminar was conducted in 1981 at Thiruvanathapuram conference.

2.0 AIM :

2.1 To acknowledge and felicitate a senior member of IAC for his/her achievements and contribution towards development and/or dissemination of the science and art of cytopathology.

2.2 The slide seminar is aimed at promoting excellence in cytology.

3.0 AWARD :

3.1 The award comprises of a certificate and a medal.

4.0 ELIGIBILITY

4.1 A member shall be eligible for giving this oration only once.

4.2 Honorary members and life associate members are not eligible for this slide seminar.

4.3 The candidate shall be a member of IAC for at least 15 years duration and should be actively involved in the activities of IAC.

4.4 The candidate must have a good academic track record in cytology with publications as first author in indexed journals of cytology and presentations in this field.

4.5 The candidate should haveshown exemplary knowledge in teaching and/or shown ability as a diagnostician in their workplace.

4.6 He/she should be attending general body meetings regularly for past five years before applying (GBM 2011)

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5.0 PROCEDUREFOR SELECTION:

5.1 The selection of the awardee is done by IAC.

5.2 The candidate is to submit his/her intent for conducting this slide seminar in a written communication to Secretary IAC, which may be in hard copy or through e-mail. There is no fixed format for doing the same.

5.3 On receipt of the request, the Secretary IAC shall discuss the matter in the Executive Committee meeting before presenting it to the General Body of IAC.

5.4 Preference is given to the following in the order mentioned below :

(a) seniority ofmembership of IAC

(b) involvement of the candidate in the activities of IAC

(c) academic achievements of the candidate in cytopathology as detailed above.

(d) candidates who have been a moderator or participated in a CME/workshop/symposium in the national IAC conference before applying.

5.5 One person – one session principle shall be followed in selection of speaker (GBM 2021)

5.6 One candidate is selected for this slide seminar every year for a specific year by the General Body.

5.7 The Secretary IAC shall inform the selected candidate and get a written consent from him/her (GBM 2010).

5.8 A list of speakers shall be drawn up for the next five consecutive years. This list shall be maintained by the Secretary IAC and shall also be displayed on the official websiteof IAC by the Webmaster who shall also update the details every year. This list shall include and continue from the previously finalised speakers in the same order as detailed in the minutes of GBM conducted at Bhubaneshwar in 2012.

5.9 In case there are more applicants than that can be provided in the list, then these candidates shall be informed by the Secretary IAC that they should apply again next year for consideration.

5.10 Once selected it is binding on the candidate to make this slide presentation in the relevant year. If for an unavoidable reason the candidate is unable to do the same, prior intimation is to be given to the Secretary IAC. In such an event, the candidate in any of the succeeding years may be requested to take his/her place on a mutual exchange basis but only after approval by the General Body.

5.11 In the event that a candidate fails to conduct this slide seminar in the specified year, he/she shall not be eligible for giving this or any other oration or lecture in IAC in future.

5.12 During the annual conference, the Ernest Fernandes slide seminar shall be the first event in the morning session on the second day of the conference.

5.13 This session shall be for 90 minutes (GBM 2018).

6.0 CHAIRPERSONS :

6.1 There shall be two chairpersons for this session, one of whom shall be the Secretary of IAC and the other shall be the Secretary of the Organising Committee of the annual conference.

6.2 If the Secretary IAC is not available, then this duty shall be discharged by the immediate past Secretary of IAC. In case, the Secretary of the Organising Committee of the conference is not available, then this duty shall be discharged by the Secretary of the Organising Committee of the immediate past conference.

6.3 The felicitation of the candidate making this presentation shall be done immediately after the presentation is over by the Secretary IAC. If the secretary IAC is not available at that time, then this duty shall be discharged by the member who chairs this session in his/her place.

INDIAN ACADEMY OF CYTOLOGISTS - SOP

Title : Nalini Bai Thakkar (NBT)Award			
Review No 4	Bye laws Ref no. 12(c)	Page 1 of 3	Date of issue 16.11.24

1.0 INTRODUCTION:

1.1 This award was started in the year 1978 with a donation of Rs. 5,000.00 from Usha Medical trust in memory of Nalini Bai Thakkar.

2.0 AIM :

2.1 To encourage young cytopathologists for research and original work in the field of cytopathology.

3.0 AWARD :

3.1 The award comprises of certificate, medal and prize money of Rs. 10,000.00 (Rupees ten thousand only) to be paid by cheque and a gold plated silver medal (GBM 2024).

3.2 The amount of prize money awarded shall be reviewed every five years and, if necessary, enhanced keeping in view the inflation trend.

4.0 ELIGIBILITY :

4.1 An MBBS doctor under the age of 35 years (as determined by his age as on 31st December of the year in which the presentation is being made – GBM 1994) who is either doing or has done post graduation in pathology in India.

4.2 Honorary members and lifeassociate members are not eligible for this award.

4.3 The candidate should be registered for the annual IAC conference in whichhe/she intends to compete for this award.

5.0 PROCEDURE :

5.1 The announcement for submission of full text for this award shall be made once every year in the conference brochure. It shall also be displayed on the IAC website at least five months before the conference.

5.2 The last date for receipt of papers shall be at least three months before the conference.

5.3 The candidate is to submit full text of the paper to be presented, in the JOC format (GBM 2019) through e-mail to the Secretary of IAC and to the Organising Secretary of conference before the deadline mentioned in the brochure. The candidate should also submit proof of their official age in this communication. It should be clearly indicated on top of the text of paper that the paper is being submitted for Nalini Bai Thakkar award.

5.4 The abstract of the submitted paper should contain the following heads in the order mentioned below :

(a) Title : Entire title of paper should be in capital letters without any abbreviation.

(b) Author(s) : Presenting author's name should be underlined

(c) Affiliation : Department and institution of the presenting author

(d) Address : Postal address of the presenting author

(e) E mail : E mail id of the presenting author

(f) Mobile : Contact number of the presenting author

(g) Text of abstract : It should be structured around 250 words using Times New Roman size 12 font and should consist of introduction, aim/objective, material and method, observation/result and conclusion.

5.5 Once submitted, no corrections shall be permitted in the paper.

5.6 A candidate can apply for only one award paper – either Nalini Bai Thakkar Award or

Col. D. B. Nayar Memorial Award (GBM 2016).

5.8 A candidate can enter a given paper for either Col. D. B. Nayar Memorial award or for Nalini Bai Thakkar award, but not for both. If a candidate submits the same paper for both awards, then the submitted paper shall not be considered for either award (GBM 2016).

5.9 On receipt of the papers by the deadline, the Secretary IAC shall circulate the same to all members of a screening committee, in an anonymized format (GBM 2019), for assessment of the quality of the papers submitted (GBM 2010).Their response is to be communicated to Secretary IAC by a date as determined by Secretary IAC.
The marks awarded by the screening committee members shall be carried forward and added to the marks awarded by the judges at the time of oral paper presentation.
The final score for a given candidate shall be obtained by adding the two (GBM 2019).

5.10 On receipt of feedback from the screening committee members, the Secretary IAC shall prepare the final list of papers to be presented, based on the consensus received. A total of only five papers shall be selected for the NBT award session (GBM 2004 and GBM 2019).

5.11 In case feedback is not received by the Secretary IAC by the stipulated date, the decision of the Secretary IAC shall be final.

5.12 The selected candidates shall be appropriately informed by Secretary IAC at least one month before the conference.

5.13 During the annual conference, the NBT award paper presentations shall be held on the first day of the conference in the morning session after the IAC Academy oration.

5.14 The total time allotted for this session is one hour.

5.15 Each presentation shall be for 8 minutes and 2 minutes shall be for question and answer pertaining to that paper. At the end of first 7 minutes, a bell shall be sounded to inform the presenter that the paper should be concluded in next one minute.

5.16 If the presenting author is not available for the presentation at the designated time and place, no other person will be permitted to present the paper on his/her behalf and this paper shall not be considered for the award.

5.17 A panel of three judges shall evaluate the participants for the following:

(a) contents - 10 marks
(b) presentation - 5 marks
(c) originality - 5 marks
(d) use of recent/newer technique - 5 marks
(e) usefulness to patient - 5 marks
(f) time management - 5 marks
(g) response to questions - 5 marks

The judges, however, are not permitted to ask questions to the candidate.

5.18 The Secretary IAC shall compile the marks given by the judges.

5.19 The final score for a given candidate shall be obtained by adding the two scores , i.e., by adding the scores given by the screening panellists and that given by the judges at the time of oral presentation. (GBM 2019). The candidate receiving the highest sum total of marks shall be declaredwinner. In case of a tie, the tiedcandidates shall be declared joint winners. The tied candidates shall be awarded certificate each and the prize money shall be

equally divided between them.

5.20 During the valedictory function, the Secretary of IAC shall announce the name of the winning candidate. The award shall be given by the President of IAC during the valedictory function of the same conference. If the President IAC is not available at that time, the President of the Organising Committee or any past President of IAC may discharge this duty in that order. If the Secretary IAC is not available at that time, the Secretary of the Organising Committee or the incoming Secretary of IAC may discharge this duty in that order.

5.21 All other participants shall receive a certificate of participation.

6.0 SCREENING COMMITTEE :

6.1 The screening committee shall comprise of three members and shall be selected by the Secretary IAC.

6.2 It shall comprise of either members of the Executive Committee or members of editorial board of Journal of Cytology (GBM 2019) who shall not have any conflict of interest in the submitted papers.

6.3 The screening committee shall evaluate the submitted papers as per the following scheme (GBM 2019):-

(a) originality and novelty of paper – 40 marks
(b) appropriateness of method and statistics – 15 marks
(c) usage of ancillary techniques - 30 marks
(d) clinical relevance - 15 marks

7.0 JUDGES :

7.1 A panel of three judges shall be selected by the Secretary of IAC in consultation with the President IAC and the Organising Secretary of the conference.

7.2 The selected judge shall be a member of IAC for at least 10 years and should be actively involved in the activities of IAC.

7.3 The selected judge shall not be a member of the screening committee, nor have any conflict of interest in the papers being presented.

8.0 CHAIRPERSONS :

8.1 There shall be two chairpersons for the NBT award session who should be a member of IAC for at least 10 years and should be actively involved in the activities of IAC.

8.2 The Chairpersons shall be selected by Secretary IAC in consultation with the President IAC.

INDIAN ACADEMY OF CYTOLOGISTS - SOP

Title : Col. D. B. Nayar Memorial Award			
Review No 2	Bye laws Ref no.	Page 1 of 3	Date of issue 08.11.19

1.0 INTRODUCTION:

1.1 This award was started in the year 2016.

1.2 Seed money of Rupees five lakhs only was contributed by Dr. Mohini Nayar, past President of IAC, towards institution of this award in memory of her husband Col D. B. Nayar.

2.0 AIM :

2.1 This award is given to the best proffered oral paper on oncology presented in the annual conference of Indian Academy of Cytologists in a special session designated for it.

2.2 The aim is to promote research in oncology.

3.0 AWARD :

3.1 The award comprises of a gold plated silver medal, a certificate and cash prize of Rs. 15,000.00 (Rupees fifteen thousand only).

4.0 ELIGIBILITY :

4.1 An MBBS doctor under the age of 35 years (as determined by his age as on 31st December of the year in which the presentation is being made) who is either doing or has done post graduation in Pathology in India.

4.2 Honorary members and lifeassociate members are not eligible for this award.

4.3 The candidate should be registered for the annual IAC conference in which he/she intends to compete for this award.

5.0 PROCEDURE :

5.1 The announcement for submission of full text for this award shall be made once every year in the conference brochure. It shall also be displayed on the IAC website at least five months before the conference.

5.2 The last date for receipt of papers shall be at least three months before the conference.

5.3 The candidate is to submit full text of the paper to be presented, in the JOC format (GBM 2019) through e-mail to the Secretary of IAC and to the Organising Secretary of conference before the deadline mentioned in the brochure. The candidate should also submit proof of their official age in this communication. It should be clearly indicated on top of the text of paper that the paper is being submitted for Col. D. B. Nayar memorial award.

5.4 The abstract of the submitted paper should contain the following heads in the order mentioned below :

(a) Title : Entire title of paper should be in capital letters without any abbreviation.
(b) Author(s) : Presenting author's name should be underlined
(c) Affiliation : Department and institution of the presenting author
(d) Address : Postal address of the presenting author
(e) E mail : E mail id of the presenting author
(f) Mobile : Contact number of the presenting author

(g) Text of abstract : It should be structured around 250 words using Times New Roman size 12 font and should consist of introduction, aim/objective, material and method, observation/result and conclusion.

(h) Conflict of interest – For full transparency, any commercial affiliation should be declared and identified at the beginning of the presentation.

5.5 Once submitted, no correction shall be permitted in the paper.

5.6 A candidate can apply for only one award paper – either Nalini Bai Thakkar Award or Col. D. B. Nayar Memorial Award.

5.7 A candidate can enter a given paper for either Col. D. B. Nayar Memorial award or for Nalini Bai Thakkar award, but not for both. If a candidate submits the same paper for both awards, then the submitted paper shall not be considered for either award.

5.8 On receipt of the papers by the deadline, the Secretary IAC shall circulate the same to all members of a screening committee, in an anonymized format (GBM 2019), for assessment of the quality of the papers submitted (GBM 2010). Their response is to be communicated to Secretary IAC by a date as determined by Secretary IAC. The marks awarded by the screening committee members shall be carried forward and added to the marks awarded by the judges at the time of oral paper presentation. The final score for a given candidate shall be obtained by adding the two (GBM 2019).

5.9 On receipt of feedback from the screening committee members, the Secretary IAC shall prepare the final list of papers to be presented, based on the consensus received. A total of only five papers shall be selected for this award session.

5.10 In case feedback is not received by the Secretary IAC by the stipulated date, the decision of the Secretary IAC shall be final.

5.11 The selected candidates shall be appropriately informed by Secretary IAC at least one month before the conference.

5.12 During the annual conference, presentation of papers for this award shall be held on the second day of the conference in post lunch session after the guest lecture.

5.13 The total time allotted for this session is one hour.

5.14 Each presentation shall be for 8 minutes and 2 minutes shall be for question and answer pertaining to that paper. At the end of first 7 minutes, a bell shall be sounded to inform the presenter that the paper should be concluded in next one minute.

5.15 If the presenting author is not available for the presentation at the designated time and place, no other person will be permitted to present the paper on his/her behalf and this paper shall not be considered for the award.

5.16 A panel of three judges shall evaluate the participants for the following:

(a) contents - 10 marks
(b) presentation - 5 marks
(c) originality - 5 marks
(d) use of recent/newer technique - 5 marks
(e) usefulness to patient - 5 marks
(f) time management - 5 marks
(g) response to questions - 5 marks

The judges, however, are not permitted to ask questions to the candidate.

5.17 The Secretary IAC shall compile the marks given by the judges.

5.18 The final score for a given candidate shall be obtained by adding the two scores , i.e., by adding the scores given by the screening panellists and that given by the judges at the time of oral presentation. (GBM 2019). The candidate receiving the highest sum total of marks shall be declaredwinner. In case of a tie, the tiedcandidates shall be declared joint winners. The tied candidates shall be awarded certificate each and the prize money shall be equally divided between them.

5.19 During the valedictory function, the Secretary of IAC shall announce the name of the winning candidate. The award shall be given by the President of IAC during the valedictory function of the same conference. If the President IAC is not available at that time, the President of the Organising Committee or any past President of IAC may discharge this duty in that order. If the Secretary IAC is not available at that time, the Secretary of the Organising Committee or the incoming Secretary of IAC may discharge this duty in that order.

5.20 All other participants shall receive a certificate of participation.

6.0 SCREENING COMMITTEE :

6.1 The screening committee shall comprise of three members (GBM 2019) and shall be selected by the Secretary IAC.

6.2 It shall comprise of either members of the Executive Committee or members of editorial board of Journal of Cytology (GBM 2019) who shall not have any conflict of interest in the submitted papers.

6.3 The screening committee shall evaluate the submitted papers as per the following scheme (GBM 2019):-

(a) originality and novelty of paper – 40 marks
(b) appropriateness of method and statistics – 15 marks
(c) usage of ancillary techniques - 30 marks
(d) clinical relevance - 15 marks

7.0 JUDGES :

7.1 A panel of three judges shall be selected by the Secretary of IAC to evaluate the papers.

7.2 The selected judge shall be a member of IAC for at least 10 years and should be actively involved in the activities of IAC.

7.3 The selected judge shall neither be a member of the screening committee, nor have any conflict of interest in the papers being presented.

8.0 CHAIRPERSONS :

8.1 There shall be two chairpersons for this award session one of whom shall be the President- Elect of IAC for that year and the other shall be a member of IAC for at least 10 years and should be actively involved in the activities of IAC.

8.2 The Chairperson shall be selected by the Secretary IAC in consultation with the President IAC.

INDIAN ACADEMY OF CYTOLOGISTS - SOP

Title : Dr. Monisha & Dr. Panna Choudhury Memorial Award			
Review No 1	Bye laws Ref no.	Page 1 of 2	Date of issue 11.11.17

1.0 INTRODUCTION:

1.1 This award was started in the year 2016.

1.2 Seed money of Rupees one lakh only was contributed by Dr. Monisha Choudhury, past President of IAC, towards institution of this award in memory of her husband Dr. Panna Choudhury, past President of Indian Academy of Paediatrics.

2.0 AIM :

2.1 This award is given to the best original article published in the Journal of Cytology during the past one year by a resident Indian.

2.2 The aim is to promote publication of good quality original articles in our Journal of Cytology.

3.0 AWARD :

3.1 The award comprises of a gold plated silver medal and a certificate.

4.0 ELIGIBILITY :

4.1 Only resident Indians are eligible for this award.

5.0 PROCEDURE :

5.1 No announcement shall be made for this award.

5.2 The following criteria shall be followed in selection of the awardee:-

(a) Publication should be in Journal of Cytology.

(b) Publication should be during the past one year and shall comprise of papers from Issues 3 and 4 of previous year and Issues 1 and 2 of current year.

(c) Ahead of print articles shall not be considered for the award.

(d) Publication should be an original article.

(e) The awardee shall be the first author of the published paper.

5.3 The judges shall evaluate the published papers for the following (GBM 2017):-

(a) originality of paper – 25 marks

(b) content of paper – 50 marks

(c) relevance of the topic in present scenario – 25 marks

5.4 The judges shall submit scanned copy of their signed evaluation sheet for final compilation to Secretary IAC by the stipulated date as determined by the Secretary IAC.

5.5 The Secretary IAC shall compile the marks given by the judges. The candidate receiving the highest sum total of marks shall be declared winner. In case of a tie, all papers shall be sent to the Editor-in-Chief, Journal of Cytology for re-evaluation. If even after his/her review there is a tie , then the final decision shall lie with the President IAC.

5.6 The award may not be given if the judges are of the common opinion that none of the papers are of the desired quality.

5.7 The winner shall be appropriately informed by Secretary IAC, at least one month before the conference, so that he/she may be present to receive the award at the valedictory function of the conference in the year in which the award is won.

5.8 During the valedictory function, the Secretary IAC shall announce the name of winner. The award shall be given by the President IAC during the valedictory function. If President IAC is not available at that time, the President of the Organising Committee or any past President of IAC may discharge this duty in that order. If the Secretary IAC is not available at that time, the Secretary of the Organising Committee or the incoming Secretary of IAC may discharge this duty in that order.

6.0 JUDGES :

6.1 A panel of three judges shall be constituted by IAC Secretary to evaluate the papers for selection of the awardee. One of the selected judges shall be Dr. Monisha Choudhury till the time she is able to do this job.

6.2 None of the selected judges shall have any conflict of interest in the paper(s) being considered for the award.

6.3 If one or more judges is a contender for the award, then the Secretary IAC shall nominate another suitable judge(s) in his/her place for selecting the awardee for that year.

INDIAN ACADEMY OF CYTOLOGISTS - SOP

Title : Jwala Devi Award			
Review No 2	Bye laws Ref no. 12(d)	Page 1 of 3	Date of issue 16.11.24

1.0 INTRODUCTION:

1.1 This award was started in the year 1984.

2.0 AIM :

2.1 To encourage and recognize cytotechnicians and cytotechnologists fortheir contribution to cytopathology.

2.2 This award is for best oral presentation of original work on practical methods in cytology.

3.0 AWARD :

3.1 The award comprises of a certificate and a prize money of Rs. 10,000.00 (Rupees ten thousand only) to be paid by cheque (GBM 2024).

3.2 The amount of prize money awarded shall be reviewed every five years, and if necessary enhanced keeping in view the inflation trend.

4.0 ELIGIBILITY :

4.1 The candidate should be a cytotechnician or a cytotechnologist working in India and should be registered for the annual IAC conference in whichhe/she intends to compete for this award.

4.2 Honorary members and lifeassociate members are not eligible for this award.

5.0 PROCEDURE :

5.1 The announcement for submission of full text of paper for this award shall be made once every year in the conference brochure. It shall also be displayed on the IAC website at least five months before the conference.

5.2 The candidate is to submit the abstract of the paper to be presented,in the JOC format (GBM 2019), through e-mail to the Secretary of IAC and to the Organising Secretary of conference before the deadline mentioned in the brochure. It should be clearly indicated on top of the paper that it is being submitted for Jwala Devi award.

5.3 The last date for submission of paper for this award shall be at least three months before the conference.

5.4 The abstract of the submitted paper should contain the following heads in the order mentioned below :

(a) Title : Entire title of paper should be in capital letters without any abbreviation.
(b) Author(s) : Presenting author's name should be underlined
(c) Affiliation : Department and institution of the presenting author
(d) Address : Postal address of the presenting author
(e) E mail : E mail id of the presenting author
(f) Mobile : Contact number of the presenting author
(g) Text of abstract : It should be structured around 250 words using Times New Roman size 12 font and should consist of introduction, aim/objective, material and method, observation/result and conclusion

5.5 Once submitted, no corrections shall be permitted in the paper.

Title : Jwala Devi Award			
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5.6 On receipt of the papers by the deadline, the Secretary IAC shall circulate the same to all members of a screening committee, in an anonymized format (GBM 2019), for assessment of the quality of the papers submitted (GBM 2010). Their response is to be communicated to Secretary IAC by a date as determined by Secretary IAC. The marks awarded by the screening committee members shall be carried forward and added to the marks awarded by the judges at the time of oral paper presentation. The final score for a given candidate shall be obtained by adding the two (GBM 2019).

5.7 On receipt of feedback from the screening committee members, the Secretary IAC shall prepare the final list of papers to be presented, based on the consensus received. A total of only five papers shall be selected for Jwala Devi award session.

5.8 In case feedback is not received by the Secretary IAC by the stipulated date, the decision of the Secretary IAC shall be final.

5.9 The selected candidates shall be appropriately informed by Secretary IAC at least one month before the conference.

5.10 During the annual conference, the Jwala Devi award paper presentation shall be held on the first day of the conference in the morning session after the Nalini Bai Thakkar award paper presentation.

5.11 The total time allotted for this session is one hour.

5.12 Each presentation shall be for 8 minutes and 2 minutes shall be for question and answer pertaining to that paper. At the end of first 7 minutes, a bell shall be sounded to inform the presenter that the paper should be concluded in next one minute.

5.13 If the presenting author is not available for the presentation at the designated time and place, no other person will be permitted to present the paper on his/her behalf and this paper shall not be considered for the award.

5.14 A panel of three judges shall evaluate the participants for the following:

(a) contents - 10 marks
(b) presentation - 5 marks
(c) originality - 5 marks
(d) use of recent/newer technique - 5 marks
(e) usefulness to patient - 5 marks
(f) time management - 5 marks
(g) response to questions - 5 marks

The judges, however, are not permitted to ask questions to the candidate.

5.15 The Secretary IAC shall compile the marks given by the judges.

5.16 The final score for a given candidate shall be obtained by adding the two scores , i.e., by adding the scores given by the screening panellists and that given by the judges at the time of oral presentation. (GBM 2019). The candidate receiving the highest sum total of marks shall be declaredwinner. In case of a tie, the tiedcandidates shall be declared joint winners. The tied candidates shall be awarded certificate each and the prize money shall be equally divided between them.

5.17 The award may not be given if the judges are of the common opinion that none of the presented papers are of the required quality.

5.18 During the valedictory function, the Secretary IAC shall announce the name of the winning

candidate. The award shall be given by the President of IAC during the valedictory function of the same conference. If the President IAC is not available at that time, the President of the Organising Committee or any past President of IAC may discharge this duty in that order. If the Secretary IAC is not available at that time, the Secretary of the Organising Committee or the incoming Secretary of IAC may discharge this duty in that order.

5.19 All other participants shall receive a certificate of participation.

6.0 SCREENING COMMITTEE :

6.1 The screening committee shall comprise of three members and shall be selected by the Secretary IAC.

6.2 It shall comprise of either members of the Executive Committee or members of editorial board of Journal of Cytology (GBM 2019) who shall not have any conflict of interest in the submitted papers.

6.3 The screening committee shall evaluate the submitted papers as per the following scheme (GBM 2019):-

(a) originality and novelty of paper – 40 marks
(b) appropriateness of method and statistics – 15 marks
(c) usage of ancillary techniques - 30 marks
(d) clinical relevance - 15 marks

7.0 JUDGES :

7.1 A panel of three judges shall be selected by the Secretary of IAC in consultation with the President IAC and the Organising Secretary of the conference.

7.2 The selected judge shall be a member of IAC for at least 10 years and should be actively involved in the activities of IAC.

7.3 The selected judge shall not be a member of the screening committee nor have any conflict of interest in the papers being presented.

8.0 CHAIRPERSONS :

8.1 There shall be two chairpersons for the Jwala Devi award session.

8.2 One chairperson shall be a member of IAC for at least 10 years and should be actively involved in the activities of IAC. The other chairperson shall be a senior cytotechnologist of more than 10 years of experience and who should be actively involved in the activities of IAC.

8.3 The Chairpersons shall be selected by the Secretary IAC in consultation with the President IAC.

INDIAN ACADEMY OF CYTOLOGISTS - SOP

Title : Sushil Malhotra Prize			
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1.0 INTRODUCTION:

1.1 This prize was started in the year 1988.

1.2 It is given to the candidate scoring highest marks during the annual examination of cytotechnologists conducted by IAC.

1.3 The candidate should score a minimum of 70% marks for consideration for this award.

2.0 AIM :

2.1 To encourage cytotechnologists.

3.0 AWARD :

3.1 The award comprises of a certificate and prize money of Rs. 8,000.00 (Rupees eight thousand only) to be paid by cheque (GBM 2024).

3.2 The amount of prize money awarded shall be reviewed every five years and, if necessary, enhanced keeping in view the inflation trend.

4.0 PROCEDURE :

4.1 The organisers for the annual examination of cytotechnologists, conducted by IAC, for the succeeding year is finalized during the General Body meeting.

4.2 The date for this examination shall be finalized by the organizers of this examination and shall be detailed in the March issue of IAC newsletter . It shall also be displayed on the IAC website by end of March.

4.3 On completion of the examination, the result shall be compiled. The candidate scoring highest mark and a minimum of 70% marks in this examination shall be declared winner of this prize. In case of a tie,the tied candidates shall be declared joint winners. The tied candidates shall be awarded a certificate each and the prize money shall be equally divided between them.

4.4 The Chairman of A&E committee shall communicate the result to the Secretary IAC immediately (GBM 2011).

4.5 The winning candidate shall be appropriately informed by Secretary IAC, at least one month before the conference,so that he/she may be present to receive the award during the annual conference of the same year in which he/she was declared the winner.

4.6 During the valedictory function, the Secretary of IAC shall announce the name of the winning candidate. The award shall be given by the President of IAC during the valedictory function of the conference in the year in which the examination was held (GBM 2011).If the President IAC is not available at that time, the President of the Organising Committee or any past President of IAC may discharge this duty in that order. If the Secretary IAC is not available at that time, the Secretary of the Organising Committee or the incoming Secretary of IAC may discharge this duty in that order.

INDIAN ACADEMY OF CYTOLOGISTS - SOP

Title : Dr. Bhaskar Reddy Prize			
Review No 1	Bye laws Ref no.12(e)	Page 1 of 1	Date of issue 16.11.24

1.0 INTRODUCTION:

1.0 This prize was started in the year 1984.

1.2 It is given to the candidate scoring highest marks during the annual examination of cytotechnicians conducted by IAC.

1.3 The candidate should score a minimum of 70% marks for consideration for this award.

2.0 AIM :

2.0 To encourage cytotechnicians.

3.0 AWARD :

3.1 The award comprises of a certificate and prize money of Rs. 5,000.00 (Rupees five thousand only) to be paid by cheque (GBM 2024).

3.2 The amount of prize money awarded shall be reviewed every five years and, if necessary, enhanced keeping in view the inflation trend.

4.0 PROCEDURE :

4.1 The organisers for the annual examination of cytotechnicians, conducted by IAC, for the succeeding year shall be finalized during the General Body meeting.

4.2 The date for the examination shall be finalized by the organizers of this examination and shall be detailed in the March issue of IAC newsletter . It shall also displayed on the IAC website by end of March.

4.3 On completion of the examination, the result shall be compiled. The candidate scoring highest mark and a minimum of 70% marks in this examination shall be declared winner of this prize. Incase of a tie, the tied candidates shall be declared joint winners. The tied candidates shall be awarded a certificate each and the prize money shall be equally divided between them.

4.4 The Chairman of A&E committee shall communicate the result to the Secretary IAC immediately (GBM 2011).

4.5 The winning candidate shall be appropriately informed by Secretary IAC, at least one month before the conference, so that he/she may be present to receive the award during the annual conference of the same year in which he/she is declared the winner.

4.6 During the valedictory function, the Secretary IAC shall announce the name of winner. The award shall be given by the President IAC during the valedictory function of the conference in the year in which the examination was held (GBM 2011). If the President IAC is not available at that time, the President of the Organising Committee or any past President of IAC may discharge this duty in that order. If the Secretary IAC is not available at that time, the Secretary of the Organising Committee or the incoming Secretary of IAC may discharge this duty in that order.

INDIAN ACADEMY OF CYTOLOGISTS - SOP

Title : Dr. Satya Monga Award			
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1.0 INTRODUCTION:

1.1 This award was started in the year 1989.

1.2 Seed money of Rupees twenty thousand only was contributed by Dr. J. N. Monga towards institution of this award in memory of his late wife Dr. Satya Monga who was a senior member of IAC.

2.0 AIM :

2.1 This award is given to the best paper published in the field of immunocytochemistry and/or molecular techniques applied in cytology (GBM 2016) in an indexed journal**.**

3.0 AWARD :

3.1 The award comprises of a medal and a certificate.

4.0 ELIGIBILITY :

4.1 Any IAC member below the age of 35 years.

5.0 PROCEDURE :

5.1 Announcement for this award shall be made in the IAC newsletter in the March issue. It shall also be displayed on the IAC website by end of March. The announcement shall also indicate the last date before which the paper is to be sent to Secretary IAC for consideration for this award..

5.2 The following criteria are followed in selection of this award:-

(a) Publication should be within the last three years.
(b) Ahead of print articles shall also be accepted (GBM 2017).
(c) Publication should be in an indexed journal.
(d) Applicant must be the first author or the corresponding author of the published paper.
(e) Applicant should submit written permission from other co-authors for entering the paper for this award.

5.3 Reprint of paper in consideration should be sent to Secretary IAC along with proof of age before the deadline indicated in the announcement.

5.4 Papers received for this award by the deadline shall be forwarded to a panel of three judges selected by Secretary IAC.

5.5 The judges shall evaluate the received papers and submit their assessment to Secretary IAC by the stipulated date as determined by the Secretary IAC.

5.6 The judges shall evaluate the papers received for the following (GBM 2017):-

(a) originality of paper – 25 marks
(b) content of paper – 50 marks
(c) relevance of the topic in present scenario – 25 marks

5.7 The Secretary IAC shall compile the marks given by the judges. The candidate receiving the highest sum total of marks shall be declared winner. In case of a tie, the tied candidates shall be declared joint winners. The tied candidates shall be awarded a certificate each and the prize money shall be equally divided between them.

5.8 The award may not be given if the judges are of the common opinion that none of the

received papers are of the required quality.

5.9 The winner shall be appropriately informed by Secretary IAC, at least one month before the conference, so that he/she may be present to receive the award at the valedictory function of the conference, in the year in which the award is won.

5.10 During the valedictory function, the Secretary IAC shall announce the name of winner. The award shall be given by the President IAC during the valedictory function. If President IAC is not available at that time, the President of the Organising Committee or any past President of IAC may discharge this duty in that order. If the Secretary IAC is not available at that time, the Secretary of the Organising Committee or the incoming Secretary of IAC may discharge this duty in that order.

6.0 JUDGES :

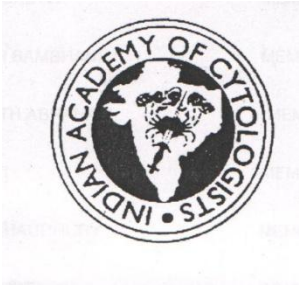
6.1 A panel of three judges shall be selected by the Secretary IAC in consultation with President IAC. .

6.2 The selected judge shall be a member of IAC for at least 10 years.

6.3 He/she should be actively involved in the activities of IAC.

6.4 He/she should have a good track record in cytology with publications as first author in indexed journals in this field and shall not be below the rank of Professor of Cytology/Pathology or equivalent.

6.5 None of the selected judges shall have any conflict of interest in the paper(s) being considered for the award.



Part –D

Miscellaneous

INDIAN ACADEMY OF CYTOLOGISTS - SOP

Title : IAC Membership			
Review No 3	Bye laws Ref no.2	Page 1 of 3	Date of issue 16.11.24

1.0 TYPES OF MEMBERSHIP

1.1 Life membership : Open to all MBBS doctors holding a post graduate degree or diploma in pathology.

1.2 Life associate membership: Open for the following :-

(a) Cytotechnicians
(b) Cytotechnologists
(c) Post doctoral fellows practicing cytopathology

1.3 Honorary membership (GBM 1982) : The desirous candidate should be a renowned cytologist who has made outstanding contribution to cytopathology. His/her name shall be recommended by the Executive Committee and subsequently confirmed by the General Body before the grant of honorary membership. The total numbers of honorary members shall not exceed ten. He/she shall not have any voting right in IAC.It may be noted that honorary membership is conferred in very rare instances.

2.0 MEMBERSHIP APPLICATION FORM

2.1 The IAC membership application form shall be available on the IAC website www.cytoindia.com.

2.2 The membership application form shall require the following details to be furnished by the applicant :-

(a) Name in full
(b) Age and sex
(c) Date of birth
(d) Postal address – both of office and residence, complete with PIN codes, and also with an indication where he/she desires to receive the mail.
(e) Contact phone numbers of office and residence along with mobile number.
(f) E- mail address
(g) Academic qualification – indicating the degree received, the year in which the same was received and the University which awarded the degree. Photocopies of the enumerated degrees shall be enclosed by the applicant.
(h) Details of any publication in cytopathology
(i) Whether the applicant is desirous of receiving the Journal of Cytology in hard copy.
(j) The application form shall be proposed by an IAC life member and seconded by another IAC life member who shall also indicate their IAC membership number on the application form.

3.0 MEMBERSHIP FEE

3.1 The membership fee shall be fixed by the General Body.

3.2 It shall be reviewed every five years and, if necessary, enhanced keeping in view the inflation trend.

3.3 As on date (GBM 2024) the membership fee is as follows :
(a) Life membership : Rs. 5,100.00
(b)Life associate membership : Rs. 3,600.00
A processing fee of Rs. 100.00 shall also be added over and above the amount detailed above..

3.4 The amount and mode of payment of registration fee and the address to which it has to be sent shall be detailed on the IACwebsite www.cytoindia.com.

4.0 PROCEDURE :

4.1 Candidates desirous of IAC membership may download the form from the IAC website https://www.cytoindia.com.

4.2 The form duly complete in all respects, proposed by an IAC life member and seconded by another IAC life member along with required fee, shall be sent to the Secretary IAC by post at the address detailed on the website.Alternately, soft copy of duly filled application form along with soft copies of graduate and post graduate degrees along with proof of online payment may be sent to the Secretary IAC at the email id detailed in the application form (GBM 2017).

4.3 On receipt of the application, the IAC Secretary shall scrutinize the same to assess if all requirements have been complied by the applicant.

4.4 After approval, the Secretary IAC shall forward the application along with the membership fee to the Treasurer IAC.

4.5 The Treasurer IAC shall deposit the membership fee in the IAC account and issue a life membership number to the applicant.

4.6 The Treasurer then shall communicate the name, address and life membership number of the applicant by e-mail to the following :-
(a) The applicant
(b) The IAC Secretary
(c) The Editor Journal of Cytology
(d) The Editor IAC newsletter

4.7 If the application is accepted, it takes approximately three months, from the date the application is received by the IAC Secretary, for the membership to become effective.

4.8 Incomplete forms shall be rejected by the IAC Secretary who shall return the application along with the remitted fee to the applicant and also intimate the reason for rejection of his/her application.

4.9 A life associate member can update as a life member of IAC. The following documents should be sent to IAC Secretary for the same:-
(a) A request letter for updating from life associate member to life member of IAC.
(b) IAC life membership application form duly filled. The application need not be proposed or seconded by a life member.
(c) Photocopy of post graduate degree or diploma in Pathology.
(d) A demand draft or a CBS cheque favouring "The Treasurer, Indian Academy of

Cytologists" for an amount to be calculated as follows : Current life membership fee minus the amount paid at the time of applying for IAC life associate membership GBM 2016).

INDIAN ACADEMY OF CYTOLOGISTS - SOP

Title : Standard Format for Nomination			
Review No 2	Bye laws Ref no.	Page 1 of 2	Date of issue 19.11.16

1.0 AIM :

1.1 All executive posts of IAC, which are to be filled through election, shall be applied for in the standard format for nomination.

2.0 STANDARD FORMAT :

2.1 The standard format for nomination is in three pages :-

(a) Page 1 gives the format for nomination paper
(b) Page 2 gives the biodata of the candidate
(c) Page 3 gives the time table for election

2.2 Page 1- Format for nomination paper

I propose the name of Dr. _____ having IAC membership no. _____ for the post of _____ of IAC Executive Body.

Name & signature of proposer

IAC membership no. of proposer

I Dr. _____ second the above proposal.

Name & signature of proposer

IAC membership no. of proposer

I Dr. _____ having IAC membership no. _____ accept the above proposal.

Name & signature of candidate

IAC membership no. of candidate

2.3 Page 2 – Biodata of candidate

(a) Name of candidate
(b) Duration and type of membership
(c) Contribution to IAC
(d) Contribution in the field of cytology
(e) Address for correspondence : office and residence
(f) Telephone no.- landline and mobile
(g) E-mail id
(h) Number of GBMs attended in immediate past five years

2.4 Page 3 – Time table for election

(a) Receipt of nomination : 15th July
(b) Information to contestants for same by email (GBM 2015)on or before: 31st July
(c) Withdrawal of nomination : 14th August by 1700 hours
(d) Dispatch of ballot papers by post on or before : 1st September

(e) Return of ballot papers by : 15th October
(f) Scrutiny and counting : 20th October
(g) Declaration of results : GBM/Executive Committee meeting during the subsequent annual IAC conference.

The time schedule given above are liable to be changed if the annual conference is held earlier than what is the usual practice. In such a situation the above dates may be shifted commensurately.

3.0 PROCEDURE :

3.1 Nominations are to be typed on plain sheets in the format stated above.

3.2 Duly filled and signed nomination forms are to be sent by post to the Secretary IAC so as to reach before the due date.

3.3 The individual making scrutiny of the nomination form shall neither propose nor second any nomination nor can file a nomination for self during the period in which he/she is making scrutiny (GBM 2015).

3.4 The proposer and seconder for nomination to a given post shall be a life member of IAC whose membership is of a duration equal to or more than that required for that given post (GBM 2018).

4.0 CRITERIA FOR REJECTION OF APPLICATION

4.1 Application forms shall be rejected under the following circumstances :-

(a) Incomplete nomination forms
(b) Nomination forms without appropriate signatures
(c) Nominations received after due date
(d) Nominations received electronically
(e) One member can file nomination for only one post at one time. If more than one nomination is received from a candidate, then all nominations received from that candidate shall be rejected (GBM 2016).
(f) Life associate members and honorary members are not eligible for nomination/election for any post (GBM 2016).

4.2 Once rejected, the application from the given candidate shall not be entertained again in the same year. However, he/she can apply again in the following year(s).

INDIAN ACADEMY OF CYTOLOGISTS - SOP

Title : Postal Ballot			
Review No 0	Bye laws Ref no.	Page 1 of 1	Date of issue 14.11.14

0.0 INTRODUCTION :

0.1 This was approved in the GBM in 1995.

1.0 AIM :

1.1 To ensure ethical, free and fair election.

1.2 To maintain secrecy of the casted vote.

2.0 PROCEDURE :

2.1 Postal ballot shall be conducted by the Secretary IAC as per the time table detailed in item number 2.4 in SOP on standard format for nomination.

2.2 The Secretary IAC shall send the followingby ordinary post to every member of IAC having voting right :-

(a) Biodata of the candidates for the given post.

(b) Voting sheet – containing the name of candidates. The members shall be directed to select their candidate by putting a cross mark (X) in the box corresponding to the selected candidate. There shall be no overwriting. Also only one candidate can be voted for a given post.

(c) Envelope A – The voting sheet is to be folded and sealed in the envelope A.

(d) Envelope B – The sealed envelope A shall be placed in the envelope B and then sealed. The member shall write his/her IAC membership number on envelope B and also put his/her signature at the designated place on the envelope B. The member shall then affix the required postage stamp and mail by ordinary post to the Secretary IAC whose address shall be printed on the envelope B.

(e) On receipt of envelope B, the Secretary IAC shall verify if the IAC membership number corresponds to the name of the member on the envelope B. In case of disparity, that vote shall be rejected.

(f) The valid votes shall be counted by the Secretary IAC.

(h) The candidate receiving the highest number of votes shall be declared winner for that post during the GBM/Executive Committee meeting during the subsequent annual IAC conference.

(g) In case of an equal division of votes, the President IAC shall have an extra vote, besides his/her own vote, to break the impasse and elect the winner.

(h) The following shall disqualify the casted vote which shall not be included for counting :-

(i) Any overwriting in the voting sheet

(ii) Only one candidate can be voted for a given post by one member. Selection of more than one candidate shall disqualify the vote.

(iii) Disparity between the IAC membership number and name of the member.

(iv) No signature by the member at the designated place.

(i) In the event that the IAC Secretary is unable to discharge his/her duty due to unavoidable circumstances, or in the event of incidental vacancy, the immediate past IAC Secretary shall discharge this duty till the time another IAC Secretary is elected or the IAC President in consultation with the Executive Committee may appoint a member to conduct the postal ballot.

INDIAN ACADEMY OF CYTOLOGISTS - SOP

Title : Procedure for handing over official charge			
Review No 2	Bye laws Ref no.	Page 1 of 2	Date of issue 02.11.18

1.0 AIM :

To ensure smooth transition of office bearers without affecting the day to day functioning of IAC.

2.0 PROCEDURE:

2.1 President IAC :

(a) Handing over of charge shall be done at the time of valedictory function.

(b) Item to be handed over – Presidential medal

2.2 Secretary IAC :

(a) Handing over of charge shall be done within 30 days of the valedictory function.

(b) Items to be handed over –

(1) All files pertaining to office of Secretary
(2) All old manuscript of GBM minutes
(3) All old manuscript of Executive Committee minutes
(4) Handing over notes
(5) Latest rules and regulations of IAC
(6) Correspondence files
(7) Updated address list of IAC members– both postal address and e-mail id.
(8) Secretary's virtual office stored in a pen drive (GBM 2018)

2.3 Treasurer IAC:

(a) Handing over of charge shall be done within 30 days of end of financial year (financial year as detailed under definitions).

(b) Items to be handed over –

(1) Bank pass book
(2) Bank cheque book
(3) Cash book
(4) Ledger
(5) All receipts of various deposits
(6) Latest audited account along with reconciliation sheet for the period till handing/taking over
(7) Transfer of main bank account (GBM 2015)
(8) Updated membership list (GBM 2015)
(9) Mould(s) used for preparing medals (GBM 2015)

2.4 Editor Journal of Cytology :

(a) Handing over of charge shall be done within 30 days of the valedictory function.

(b) Items to be handed over –

(1) Any subsequent issue ready for publication.
(2) All articles reviewed and accepted for publication.
(3) All articles which are under review for publication.
(4) All articles which have been received for publication but have not been reviewed.
(5) Accounts pertaining to the office of Editor Journal of Cytology.
(6) Updated address list of members of IAC – both postal address and e-mail id.
(7) Copy of all previous editions of Journal of Cytology.

2.5 Editor IAC Newsletter :

(a) Handing over of charge shall be done within 30 days of the valedictory function.
(b) Items to be handed over –
  (1) Updated list of IAC members – both postal address and e-mail id.
  (2) Copy of all previous editions of IAC Newsletter.
  (3) Accounts pertaining to the office of Editor IAC Newsletter

2.6 Executive Council members :
(a) No handing of charge is mandated.
(b) They cease to hold official post after the valedictory function is over.

2.7 Chairperson Accreditation and Examination committee :
(a) Handing over of charge shall be done within 30 days of the valedictory function.
(b) Items to be handed over –
  (1) Record of accredited labs with complete address – both for diagnostic and comprehensive accreditation
  (2) List of centres, along with complete postal address, approved for examination purpose.
  (3) Statement of accounts pertaining to the A&E committee
  (4) Any unspent balance

2.8 Chairperson External Quality Assurance programme :
(a) Handing over of charge shall be done within 30 days of the valedictory function.
(b) Items to be handed over –
  (1) Records of registration
  (2) Statement of accounts relating to EQA programme
  (3) Any unspent balance
  (4) Slide boxes being used in EQA programme.

2.9 Webmaster –
(a) Handing over of charge shall be done within 30 days of the valedictory function.
(b) Items to be handed over –

2.10 Indian Editor of Acta Cytologica
(a) Handing over of charge shall be done within 30 days of the valedictory function.

2.11 Chairperson Standing Committee for International Affairs
(a) Handing over of charge shall be done within 30 days of the valedictory function.
(b) Items to be handed over –
  (1) details of any correspondence, relevant to this office, for his/her successor.

INDIAN ACADEMY OF CYTOLOGISTS - SOP

Title : IAC Fellowship			
Review No 3	Bye laws Ref no.	Page 1 of 3	Date of issue 11.11.17

1.0 AIM :

1.1 To encourage young pathology post graduates to specialize in cytopathology.

2.0 NUMBER OF FELLOWSHIPS :

2.1 In every calendar year fellowship shall be granted to three candidates (GBM 2003).

3.0 DURATION :

3.1 The fellowship is for a period of 30 days.

4.0 AWARD:

4.1 A certificate and an amount of Rs. 20,000.00 (Rupees twenty thousand only) (GBM 2015), to be paid by cheque, shall be awarded to the recipient on completion of fellowship.

4.2 The amount of fellowship money awarded shall be reviewed every five years and, if necessary, enhanced keeping in view the inflation trend.

5.0 ELIGIBILITY :

5.1 The candidate should hold an MD Pathology or DNB Pathology degree or equivalent (GBM 2015).

5.2 The candidate should have work experience in pathology for at least two years before applying.

5.3 Private practitioners as well as employed doctors are eligible to apply for fellowship from 2017 (GBM 2016).

6.0CENTRES FOR IAC FELLOWSHIP

6.1 All the centres accredited by IAC for conducting examination shall be eligible for training the fellowship candidates.

6.2 The list of centres approved for IAC fellowship shall be displayed on the IAC website https://www.cytoindia.com.

7.0 FELLOWSHIP APPLICATION FORM

7.1 The fellowship application form shall be available on the IAC website https://www.cytoindia.com.

7.2 The following details shall be furnished by the applicant :-

A. General information :

1. Name (in block letters) and e-mail id
2. Contact telephone number – landline and mobile
3. Details of post graduate qualification – indicating examination passed, name of college and university, year of passing and number of attempts for passing the same.
4. Details of prize/fellowship awarded in the past.

B. Particulars of present post :

1. Designation
2. Temporary/permanent

3. Duration of employment
4. Name of employer/institution

C. Details of post held in past

D. Type of work done in cytology till now in relation to:

1. Gynaec cytology
2. FNAC
3. Exfoliative cytology

E. Facilities for cytological work available in your own department:

1. Number of staff working in the cytology laboratory
2. Number and nature of smears seen per year – provide information for past three years
3. Any special feature

F. Information on training desired :

1. Name, and address of centre where fellowship is desired.
2. The original letter of acceptance from the supervisor of the proposed centre of work shall be attached by the candidate.

G. **Undertaking by the HOD of the applicant's parent institute** that the services of the trained candidate shall be utilized by the Department/Institute for the development and/or propagation of cytology. This section need not be filled by private practitioners applying for fellowship (GBM 2016).

8.0 PROCEDURE :

8.1 Announcement for applying for this fellowship shall be made in both the March and August issues of IAC newsletter. It shall also be displayed on the IAC website in the month of March and August.

8.2 Desirous candidates shall download the application form from the IAC website https://www.cytoindia.comand send the application form, duly filled in, to the Secretary IAC so as to reach on or before 31st October or 30 days before the GBM of that year, whichever is earlier.

8.3 The list of institutes approved for IAC fellowship shall be displayed on IAC website. It is the responsibility of the candidate to contact the institute where he/she intends to do the fellowship and seek their permissionin writing from the supervisor of the centre, for the same before applying. The time of fellowship during the given year shall also be mutually agreed to between the two before applying.

8.4 The letter of acceptance for IAC Fellowship shall be given on the official letter head of the Officer-in-Charge of the proposed institute (GBM 2017).

8.5 On receipt of the applications by the deadline, the Secretary IAC shall scrutinize them for their validity.

8.6 The matter shall be discussed in the Executive Committee meeting before presenting the same to the General Body.

8.7 Final selection of the candidate(s) shall be made only after approval by the General Body.

8.8 The Secretary IAC shall appropriately inform the selected candidate(s) of the following :-

(a) Their selection for IAC fellowship at a particular centre for a given period.
(b) That their fellowship shall be during the next calendar year.

(c) Expenses arising out of boarding, lodging, travel etc. have to be borne by the candidate.

(d) On completion of training, the candidate has to submit a fellowship completion certificate from the relevant authority of his/her training centre tothe Secretary IAC.

(e) On receipt of the fellowship completion certificate, theSecretary IAC shall recommend that the award of certificate and fellowship moneybe made to the candidate, in person only, during the valedictory function of the annual national conference in the same year in which the fellowship is completed.

8.9 In case more applications are received for the fellowship than that can be provided in that calendar year, then the principle of first come first served basis shall be followed.

8.10 If one or more seats for the fellowship remain unfilled during a given calendar year, then this shall be carried forward to the next calendar year or till the same is filled.

8.11 If a candidate is a resident doctor or a faculty member at any of the centres approved for IAC Fellowship, he/she may apply for fellowship but at a different approved centre (GBM 2016).

INDIAN ACADEMY OF CYTOLOGISTS - SOP

Title : IAC Newsletter			
Review No 1	Bye laws Ref no.	Page 1 of 2	Date of issue 19.11.16

0.0 INTRODUCTION :

1.1 The IAC newsletter was started in the year 1976.

1.0 AIM :

1.1 To document current activities of the organisation.

1.2 To inform the members of the forthcoming national and international events, relating to cytopathology, during the year.

1.3 To communicate to the members details of the annual national conference to be held at the end of the year.

1.4 To communicate to the members details of various posts falling vacant during the year for which nomination/election are to be conducted.

1.5 To communicate to the members the various awards offered by the IAC.

1.6 To communicate to the members recipients of the various awards during the previous year.

1.7 To communicate to the members availability of IAC fellowship.

1.8 To communicate to the members the dates of examination for cytotechnologists and cytotechnicians during the year.

2.0 THE NEWSLETTER :

2.1 The IAC Newsletter shall be published twice every year – once in the month of March and then in the month of August.

2.2 The IAC newsletter shall be e-mailed to all members of IAC (GBM 2016).

2.3 The IAC newsletter shall be published in two forms – a hard copy version and an electronic version (GBM 2012).

2.4 The hard copy version shall be of four pages and shall be structured as follows:-

(a) The first page of both the issues shall contain messages from the President IAC, the Secretary IAC and the Editor IAC newsletter along with detailed list of office bearers of IAC and the address of the IAC newsletter editorial office.

(b) The second page of the March issue shall contain the following :-

(i) highlights of the annual conference that was held in the immediate preceding year.

(ii) List of all the awardees of the previous year.

(iii) Announcement for applying for IAC fellowship.

(iv) Announcement for applying for Dr. Satya Monga award.

(v) Announcement of date and venue for national examination for cytotechnicians and cytotechnologists to be conducted by IAC in that year.

(c) The fourth page of March issue shall contain all details pertaining to election for the various posts falling vacant in that year and shall include the standard format for filing nomination and the time table for election.

(d) The second page in the August issue shall contain the following:-

(i) The proposed programme of the annual national conference to be conducted during that year.

(ii) Announcement for applying for IAC fellowship

(iii) Announcement for bidding for the national conference for subsequent years.

(e) The fourth page of August issue shall contain the following :-
   (i) Notice for the General Body meeting that will be held during the annual national conference that year.
   (ii) Detailed agenda for the above General Body meeting.

(f) The third page in both the March and August issues shall contain other relevant details pertaining to national and international events in cytopathology. This page may also be used to accommodate details which could not find place in the second page.

(g) The electronic version shall contain all the details as mentioned above for the hard copy version. However, there is no restriction on the number of pages that can be published in this format of the newsletter. Photographs of conference, activities of State Chapters etc. may be published in this format of newsletter (GBM 2012). Once prepared, the editor IAC newsletter shall forward the electronic newsletter to the Webmaster who shall upload it to the IAC website timely. The editor IAC newsletter shall e-mail an intimation to all the members of IAC that the newsletter is available on our website.

INDIAN ACADEMY OF CYTOLOGISTS - SOP

Title : Journal of Cytology			
Review No 2	Bye laws Ref no.5	Page 1 of 7	Date of issue 11.11.17

1.0 INTRODUCTION :

1.1 The Journal of Cytology is the official publication of Indian Academy of Cytologists.

1.2 The publication of Journal of Cytology was started in the year 1983.

1.3 It became a peer reviewed, indexed, international open access journal in the year ___.

2.0 AIM &SCOPE:

2.1 The Journal shall cover all aspects of diagnostic cytology, including fine needle aspiration cytology, gynaecological and non gynaecological cytology.

2.2 Articles on ancillary techniques, like cytochemistry, immunocytochemistry, electron microscopy, molecular cytopathology, as applied to cytological material shall also be entertained.

2.3 The Journal gives preference to clinically oriented studies over experimental and animal studies.

2.4 The Journal shall publish peer reviewed original research papers, case reports, systematic reviews, meta-analysis and debates.

3.0 ABSTRACTING AND INDEXING INFORMATION :

3.1 The Journal is indexed/listed with :

(a) Abstracts on Hygiene and Communicable Diseases
(b) CAB Abstracts
(c) Caspur
(d) CINAHL
(e) DOAJ
(f) EBSCO Publishing's Electronic Databases
(g) Expanded Academic ASAP
(h) Genamics JournalSeek
(i) Global Health
(j) Google Scholar
(k) Health & Wellness Research Center
(l) Health Reference Center Academic
(m) Hinari
(n) Index Copernicus
(o) Indian Science Abstracts
(p) Journal Citation Reports
(q) OpenJGate
(r) PrimoCentral
(s) ProQuest
(t) PubMed
(u) Pubmed Central
(v) Science Citation Index Expanded
(w) Scimago Journal Ranking
(x) SCOLOAR
(y) SCOPUS
(z) SIIC databases

(aa) Summon by Serial Solutions
(bb) Ulrich's International Periodical Directory
(cc) Web of Science

4.0 EDITORIAL BOARD :

4.1 The Editor Journal of Cytology shall nominate the Editorial Board which shall comprise of the following :-

(a) Editor-in-Chief :The Editor Journal of Cytology shall be the Editor-in-Chief
(b) One Associate Editor – preferably from the same institute or city
(c) One Assistant Editor - preferably from the same institute or city
(d) Sixteen Editorial Board members
(e) Twelve Advisory Board members

This composition shall be reviewed by the Editor Journal of Cytology every three years, and as per the demand of the Journal the composition may be altered as per his/her discretion.

4.2 All the members of the Editorial Board shall be honorary members.

4.3 The tenure of the Editorial Board shall be for threeconsecutive terms ('term' as detailed under definitions). Thereafter it shall bereviewed by the Editor Journal of Cytology who may either continue with the same members or nominate new members, if need arises, for the remaining two terms.

4.4 Role of Editorial Board :

(a) Shall act as ambassadors for the Journal, promoting the Journal to authors, readers and subscribers and encouraging students and colleagues to read and cite the Journal and also to submit their original work to the Journal.
(b) Shall support and advise the Editor Journal of Cytology in matters relating to publication.
(c) Shall regularly review manuscripts submitted for consideration for publication in the Journal.
(d) Shall contribute original articles for consideration for publication in the Journal.
(e) Shall help in identifying suitable reviewers for the Journal.
(f) Shall attend and contribute to Editorial Board meetings.
(g) Shall advise the Editor Journal of Cytology on any change in Journal policy and scope.
(h) Shall consult and discuss with other Editorial Board membersabout running of the Journal, identifying and tackling future challenges, and informing them of any change in the Journal policies.

4.5 The following qualities shall be considered for nominating the Editorial Board members :

(a) Academic competence – at least ten years of active practice and/or teaching after post graduation, including at least five years experience in cytology.
(b) Publications as first author in indexed journals
(c) Those who can contribute to the development of the Journal
(d) Those who can contribute to good management of the Journal
(e) Those who can improve the reputation of the Journal
(f) High quality reviewers with interest in the Journal

4.6 The Editorial Board shall cease to exist in the following situations:-
(a) once the term of the Editor Journal of Cytology is over.
(b) when the Editor Journal of Cytology is unable to perform his/her duty.
(c) in case of incidental vacancy by the Editor Journal of Cytology.

4.7 Every time a new Editor Journal of Cytology takes charge, a new Editorial Board shall be constituted by him/her, irrespective of the fact that the previous Editorial Board has/has not completed its full term.

4.8 A member of the Editorial Board can be removed by the Editor Journal of Cytology even before his/her term is over if the member is no longer associated with activities of IAC/Journal of Cytology.

5.0 MAINTENANCE OF VIRTUAL OFFICE :

5.1 For maintenance of virtual office, an amount of Rs. 500.00 (Rupees five hundred only) per month shall be remunerated to the Editor-in-Chief, and two Assistant Editors each (GBM 2017).

6.0 TYPES OF MANUSCRIPTS :

6.1 The undermentioned types of manuscripts are accepted for publication in the Journal, details of which are available on the website www.jcytol.org :-

(a) Original article
(b) Review article
(c) Case report
(d) Images in cytopathology
(e) Spot the diagnosis
(f) Letter to the editor
(g) Student's corner and Resident's corner
(h) Announcement of conference, meeting, courses and other items likely to be of interest to the readers.

7.0 SUBMISSION OF MANUSCRIPTS :

7.1 Instruction for the authors is available at www.jcytol.org and may be downloaded from there.
7.2 All manuscripts must be submitted online at www.journalonweb.com/joc.
7.3 All manuscripts received are duly acknowledged by the Editor.
7.4 There is no fee for submitting or processing of manuscripts.
7.5 In brief the steps involved from submission to publication/rejection of manuscript is shown in the flow chart below :-

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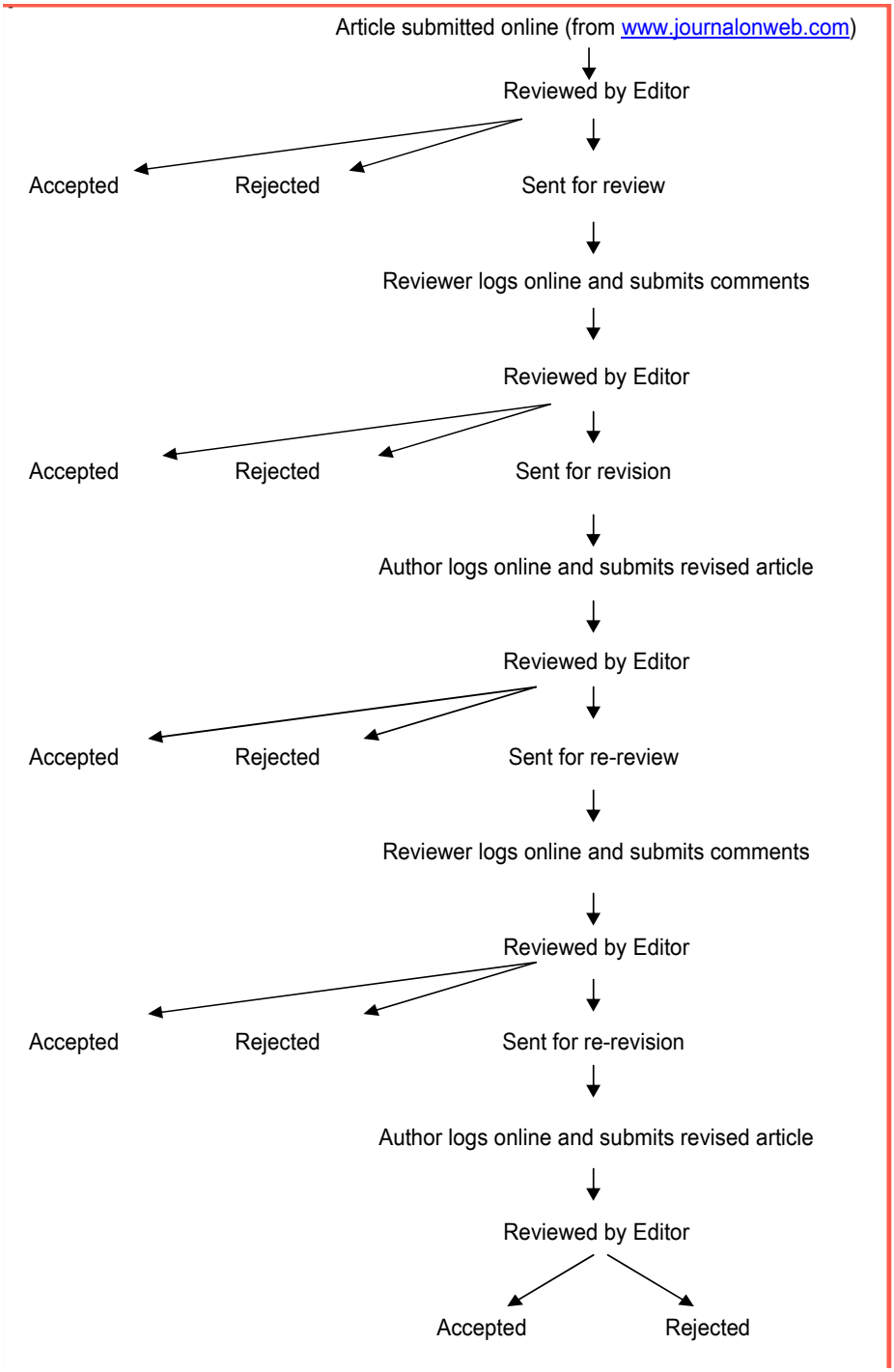

7.6 Once accepted, it takes approximately six months for the manuscript to be published from the date of acceptance.

7.7 For manuscripts not approved by the reviewer, the Editor Journal of Cytology shall intimate the same to the corresponding author citing the reasons and return the manuscript.

8.0 CHARGES FOR MANUSCRIPTS :

8.1 As on date there are no page charges for submitting manuscripts for consideration for publication.

8.2 The Journal charges for reproduction of colour photographs, details of which are available on the website www.jcytol.com.

8.3 The Journal does not provide free printed reprints.Author(s) can purchase reprints, payment for which should be done at the time of submitting the proof.

9.0 AHEAD OF PRINT FACILITY:

9.1 With the aim of faster dissemination of knowledge, the Journal shall be making available articles 'ahead of print' on the website once they are accepted and before the printed version is out.

10.0 COPYRIGHT :

10.1 The entire contents of Journal of Cytology are protected under Indian and international copyrights.

10.2 The Journal, however, grants to all users a free irrevocable worldwide perpetual right of access to, and a license to copy, use, distribute, perform and display the work publicly and to make and distribute derivative works in any digital medium for any reasonable, non commercial purpose, subject to proper attribution of authorship and ownership of the rights.

10.3 The Journal also grants the right to make small numbers of printed copies for their personal non commercial use.

11.0 FREQUENCY OF PUBLICATION :

11.1 As on date the Journal is published quarterly in January, April, July and October.

11.2 The frequency of publication shall be reviewed every five years by the Editorial Board. It may be altered, with the consent of the General Body, depending upon the availability of funds and number of articles accepted for publication.

12.0 JOURNAL SUBSCRIPTION :

12.1 As of now, subscription to Journal of Cytology comprises of four issues in a given calendar year. The number of issues may vary in subsequent years, subject to the assessment of Editor Journal of Cytology in relation to the feasibility of the published issues.

12.2 The subscription rate for the journal includes postage charge.

12.3 For life members of IAC all copies of the Journal shall be provided free of cost.

12.4 For all non member subscribers the rate for annual subscription is detailed on the website www.jcytol.org. Details regarding mode of payment are available at www.medknow.com/subscribe.asp.

12.5 The Journal shall not be sent by post to the members from January 2017 issue. The published articles shall be available on the website www.jcytol.org and can be downloaded free of cost. However, corresponding author of each published article and the institutional subscribers shall be mailed a hard copy by ordinary post at the address provided (GBM 2016) .

12.6 Any change in address is to be promptly communicated at subscriptions@medknow.com.

12.7 If any member/subscriber wishes to receive the copy by registered post/courier, they may contact the publisher's office at the address detailed in the Journal.

12.8 The IAC, Editorial Board or the publisher shall not be responsible for non receipt of copies.

12.9 If a copy returns due to incomplete, incorrect or changed address of a member or subscriber on two consecutive occasions, the name of such member/subscriber shall be deleted from the mailing list of the Journal.

12.10 Claims for missing issues are to be sent to the publisher directly. They shall be serviced at no charge if received within sixty days of the cover date for domestic subscribers and three months for subscribers outside India. Duplicate copies shall not be sent to replace issues not delivered because of failure to notify the publisher of change in address.

12.11 Copies of the Journal are sent to IAC life members and subscribers directly from the publisher's address. It is illegal to acquire copies from any other source.

12.12 If a copy is received for personal use as a member of the association/society, it cannot be sold or given away for commercial use or for use in a library.

13.0 **ADVERTISEMENTS :**

13.1 The Journal accepts advertisements.

13.2 Enquiries relating to advertisement should be sent to media@medknow.com.

13.3 The Journal reserves the right to reject any advertisement considered unsuitable according to the set policies of the Journal.

14.0LEGAL OBLIGATION :

14.1 The Editor Journal of Cytology shall ensure that the mandatory Form IV is furnished timely every year.

15.0 EVALUATION OF JOURNAL PERFORMANCE :

15.1 Impact Factor:Is a measure reflecting the average number of citations to recent articles published in the journal during the preceding two years. It is considered the most important ranking value for scientific journals.

16.0 INTERNATIONAL STANDARD SERIAL NUMBER (ISSN) :

16.1 It is a standardized international eight digit code which allows the identification of any serial publication, including electronic serials (ISO 3297; ANSI/NISO Z39.9).

16.2 When a periodical is published with same content in two or more different media, a

different ISSN is assigned to each media type – print type is named print ISSN (p-ISSN) and electronic type is named electronic ISSN (e-ISSN or eISSN).

17.0 OBLIGATIONS OF PUBLISHER :

17.1 The printing and publishing of the Journal is done by Medknow Publications and Media Pvt Ltd since 2008. This Publishing house has been acquired by Wolters Kluwer Health, of whom they are a subsidiary unit from 2012.

17.2 The following are the obligations of the publishers vide the MOU of December 2010:-

(a) Shall provide IAC with access to the Medknow software in terms of the agreement.
(b) Design, hosting and maintaining the website for scientific content from the journal issue and promoting the website.
(c) Printing and distributing the issue, including style editing and reference correction of the articles, formatting and arranging author and editorial proofs.
(d) Subscription management including sending proforma invoices/invoices; sending copies to members and subscribers; tracking complaints and promoting the Journal.
(e) Advertisement management including promoting the journal and sending proforma invoices/invoices.
(f) Editorial help as required in ethical issues and publishing norms and indexing and bibliographic listing.

18.0 MEMORANDUM OF UNDERSTANDING (MOU) WITH PUBLISHER :

18.1 The IAC, through the Editor Journal of Cytology, had entered into a memorandum of understanding (MOU) with Medknow Publications and Media Pvt Ltd in December 2010 for printing, publishing and distribution of both the printed and electronic versions of the Journal of Cytology.

18.2 The MOU shall be renewed every five years on terms and conditions mutually agreed upon and ratified by the General Body of IAC.

18.3 The MOU with the publishers shall be uploaded on the IAC website by the Webmaster for information of all members of IAC.

INDIAN ACADEMY OF CYTOLOGISTS - SOP

Title : Examination for Cytotechnician			
Review No 3	Bye laws Ref no.	Page 1 of 6	Date of issue 16.11.24

1.0 INTRODUCTION :

1.1 To develop a pool of trained cytotechnicians in our country who shall be at par with the best in their field nationally and internationally.

2.0 ELIGIBILITY :

2.1 The following shall be eligible to appear for the examination for cytotechnician :-

(a) Higher secondary (+2 or senior secondary school certificate) in biological sciences with diploma in medical lab technology (DMLT) and one year experience in cytology laboratory.

(b) B.Sc. in biological sciences and one year experience in cytology laboratory.

(c) B.Sc. in biological sciences followed by diploma in medical lab technology (DMLT) with six months experience in cytology laboratory (GBM 2024).

2.2 The eligibility criteria for the examination, as detailed above, shall be reviewed by the Accreditation & Examination committee every five years and, if necessary, revision shall be made keeping in view the recent developments and requirements of cytopathology.

3.0 COURSE (GBM 2024) :

3.1 Basic Cytology

(a) Cell structure, tissues and function

(b) Normal cytology of cells – epithelial and non epithelial (squamous, glandular and respiratory epithelium, mesothelium, urothelium, fibrocytes, muscle cells, nerve cells, cartilage, bone, WBCs)

(c) Basic knowledge of microscopic techniques

(d) Role of cytotechnician

3.2. **Equipment and cytotechniques**

3.2.1 Equipment – principle and applications

(a) Biosafety cabinets and laminar flow cabinets

(b) Centrifuge -
(i) RPM, g-force, swing out/fixed rotor, formula, safety for personnel and specimen
(ii) Interchangeable buckets – 1.5 ,10, 15, 50 ml

(c) Cytocentrifuge

(d) Autostainers

(e) Microscopes – parts, principle and functions, light microscopy, phase contrast, fluorescent

(f) Refrigerators and freezers : -20^{o}, -80^{o}

(g) Liquid based cytology machines – ThinPrep, Surepath, others

(h) pH meter

(i) Vortex mixer

(j) Electronic balance

(k) Digital thermometers

(l) Calibration of equipment

(m) Maintenance of equipment

(n) Slide scanners

3.2.2 **Sample collection and Processing techniques** – Conventional, Liquid based cytology

(a) Collection and processing of samples from female genital tract – cervical smear and endometrial aspiration
(b) Respiratory tract – sputum, bronchial lavage, BAL, brushing
(c) Oral cavity
(d) Alimentary tract – lavage and brushing
(e) Pancreatico-biliary tract – CBD brushing and bile
(f) Urinary tract – voided urine, catheterized, cystoscopic, ureteric sample, ileal conduit
(g) Effusions – pleural, ascitic, pericardial fluids
(h) Washings – pleural/peritoneal
(i) Cerebrospinal fluid (CSF)
(j) Imprint cytology
(k) Fine needle aspiration cytology (FNAC)
  (i)Direct non-guided
  (ii) Image guided – USG/CT guided, EBUS/EUS
  (iii)Rapid on site evaluation (ROSE) – principle, procedure, merits
(l) Sample storage and disposal
(m) Fixation – principle, various fixatives, advantages and disadvantages
(n) Staining techniques – manual/automated, physical and chemical basis – Haematoxylin, Light Green SF, Eosin yellow, Orange G-6, Bluing agents. Preparation, validation, pH, storage, trouble shooting, shelf life of stock and working solutions
(o) Pap staining – various modifications including rapid Pap
(p) Romanowsky staining – modifications – Leishman, Giemsa, MGG, Fields, Wrights etc.
(q) AFB, GMS, Mucicarmine, PAS, Oil-Red O, Alcian blue
(r) Rapid stains – Rapid Pap, Diff Quick, Rapid H&E, Toluidine Blue

3.3 Overview of diagnostic cytology

(a) Female genital tract
  (i)Overview of anatomy, histology and physiology
  (ii) Identification of superficial and intermediate squamous cells and endocervical cells
(b) Respiratory tract
  (i)Anatomy and histology of respiratory tract
  (ii) Identification of ciliated columnar cells, pulmonary macrophages
(c) Urinary tract
  (i)Anatomy and histology of urinary tract
  (ii) Identification of urothelial cells, inflammatory cells
(d) Effusions and washings
  (i)Anatomy and histology of serous cavities
  (ii) Identification of mesothelial cells

3.4 Ancillary techniques

(a) Cell block preparation – direct, thromboplastin, agar, scrape, sodium alginate, machines
(b) Immunocytochemistry – techniques

3.5 Archives

(a) Guidelines
(b) Slide/slip filing

(c) Retrieval
(d) Re-filing
(e) Record keeping
(f) Returning to patient

3.6 Quality control

(a) Internal
(i) Pre analytical
(ii) Analytical
(iii)Post analytical
(iv)Quality indicators
(v) Quality monitoring

(b) External
(i) EQAS
(ii) ILCP

3.7Accreditation

(a) Accreditation agencies – Indian Academy of Cytologists, NABL
(b) Documents, control, maintenance
(c) Technical requirements
(d) Managerial requirements
(e) Audit – internal and external
(f) Non conformities
(g) Continual improvement – CME, EQAS

3.8 Laboratory organization and management – including lab safety measures

The course for the examination, as detailed above, shall be reviewed by the Accreditation & Examination committee every five years and, if necessary, revision shall be made keeping in view the recent developments and requirements of cytopathology.

4.0 SCHEDULE OF EXAMINATION :

The examination shall be conducted over two days and shall consist of theory, practical and viva voce.

4,1 (A) Theory paper shall be for 100 marks as per the break up detailed below :-
(a) 40 MCQs - 40 marks
(b) 5 matching type questions - 20 marks
(c) 8 short answer questions - 40 marks

(B) The duration of theory paper shall be three hours.

(C) Distribution of theory questions shall be as follows :-
(a) Basic cytology - - - 20%
(b) Gynaecological cytology - - 20%
(c) Non gynaecological cytology including FNAC - 20 %
(d) Techniques - - - 40 %

(D) The practical examination shall be for 100 marks as per the break up detailed below :-
(a) Papanicolaou stain - - - 10 marks

(b) Preparatory techniques/cytospin/Millipore filter prepration etc - 14 marks
(c) Special stain/MGG etc./basic principles of LBC - 10 marks
(d) Spots – seven stations on instruments - - 7x2 - 14 marks
(e) Spots – eight stations onidentification of cells etc – 8x4 - 32 marks
(f) Viva voce - - - - 20 marks

The schedule for the examination, as detailed above, shall be reviewed by the Accreditation & Examination committee every five years and, if necessary, revision shall be made keeping in view the recent developments and requirements of cytopathology.

5.0 TIME OF EXAMINATION :

5.1 The examination shall be conducted around Setember/October every year.

5.2 The detailed programme shall be available on IAC website https://www.cytoindia.comby end of March and shall be published in the March issue of IAC Newsletter every year.

6.0 VENUE OF EXAMINATION :-

6.1 The examination shall be conducted only at a centre accredited by IAC for this purpose.

6.2 The venue selected by the General Body for current year examination shall be detailed on the IAC website along with name, designation, postal and e-mailaddress and phone number of the contact person.

7.0 EXAMINATION FEE :-

7.1 The examination fee shall be fixed by the General Body in consultation with Chairperson Accreditation and Examination Committee.

7.2 It shall be reviewed every five years and, if necessary, enhanced keeping in view the inflation trend.

7.3 Examination fee once deposited shall neither be refunded nor carried over to a subsequent examination (GBM 2017).

7.4 As on date the examinationfee is Rs. 600.00

8.0 PASS MARK :

8.1 A candidate must pass separately in theory and practical+viva voce and should score a minimum of 50% in each head.

9.0 APPLICATION FORM :

9.1 The application form can be downloaded from the IAC website https://www.cytoindia.com.

9.2 The following details shall be furnished by the applicant in the application form :-

(a) Name in full
(b) Date of birth
(c) Educational qualification : indicating the degree obtained, year in which obtained, and name of the institution where it was obtained. Attested photocopies of the relevant certificates to be enclosed with the application form.
(d) Designation

(e) Name of institution where presently working
(f) Complete postal address with PIN
(g) Contact mobile and landline phone number
(h) e-mail id
(i) Experience in cytology lab : name of the institution and the duration when worked there are to be detailed. An attested photocopy of the certificate from the Department Head stating the same is to be attached with the application form.

9.3 Two self attested photographs of the applicant and one self addressed stamped envelope of at least 10''x5'' size for the admission card to be sent by 'registered post with acknowledgement' are also to be enclosed with the application form.

9.4 The application form shall be recommended and forwarded by the Head of the Department and the Head of the Institute of the applicant.

10.0 PROCEDURE FOR APPLYING :-

10.1 Desirous candidates shall download the application form from the IAC website https://www.cytoindia.com.

10.2 The candidate shall send the duly filled application form along with the prescribed examination fee by post to the Chairperson Accreditation & Examination Committee at the address detailed on the IAC website so as to reach on or before first August of that year.

10.3 On receipt of the application, Chairperson Accreditation & Examination Committee shall scrutinize the application.

10.4 The examination fee, received with all valid applications, shall be forwarded to the IAC who shall deposit the same in the IAC bank account.

10.5 The Chairperson Accreditation & Examination Committee shall then intimate the name and address of the valid applicants to the person in charge of the venue that shall be conducting the examination that year.

10.6 The person in charge of the examination venue shall then send, by registered post with acknowledgement card, the roll number along with admit card to the selected candidates at least fifteen days before the date of examination.

10.7 All incomplete and invalid applications shall be returned, along with the remitted examination fee, by post to the applicant at the contact address mentioned in their application.

10.8 The selected candidates shall report for the examination at the designated timeand place.

10.9 A certificate shall be issued by the Chairperson Accreditation and Examination Committee to all successful candidates.

10.10 The candidate scoring the highest marks in the examination shall be the recipient of Dr. Bhaskar Reddy prize for that year, 70% being the minimum marks required for consideration for this award.

11.0 CRITERIA FOR REJECTION OF APPLICATION

11.1 Incomplete application – without photographs, without self addressed envelope, without requisite fee etc.

11.2 Applications received electronically.

11.3 Candidates who have already passed the examination shall not be permitted to appear again in the same examination. Even if it is detected at a later stage that the candidate is appearing for a second time, his/her candidature shall be cancelled for the said examination (GBM 2017).

12.0 EXAMINATION RELATED EXPENDITURE

12.1 The host Institute conducting the examination shall be reimbursed 50% of the fee received and also Rs. 10,000.00 (Rupees ten thousand only) per examiner. This reimbursement shall be for both the cytotechnologist and cytotechnician examinations clubbed together. Separate claims on account of the two examinations shall not be entertained. (GBM 2025)

INDIAN ACADEMY OF CYTOLOGISTS - SOP

Title : Examination for Cytotechnologist			
Review No 3	Bye laws Ref no.	Page 1 of 8	Date of issue 16.11.24

1.0 INTRODUCTION :

1.1 To develop a pool of trained cytotechnologists in our country who shall be at par with the best in their field nationally and internationally.

2.0 ELIGIBILITY :

2.1 The following shall be eligible to appear for examination for cytotechnologist (GBM 2024) :-

(a) M.Sc. Medical Lab Technology or B.Sc Medical Lab Technology with one year experience in 'cytology screening microscopy' certified by the pathologist under whom they have worked.

(b) B. Sc. In Biological Sciences as well as a Diploma in Medical Lab Technology (DMLT) with one year experience in 'cytology screening microscopy' certified by the pathologist under whom they have worked.

(c) Diploma in Medical Lab (DMLT) followed by five years experience as a cytotechnician in cytology laboratory including one year experience in 'cytology screening microscopy' certified by the pathologist under whom they have worked.

(d) All candidate wanting to become a cytotechnologist must first clear the National examination for Cytotechnicians

2.2 The eligibility criteria for the examination, as detailed above, shall be reviewed by the Accreditation & Examination committee every five years and, if necessary, revision shall be made keeping in view the recent developments and requirements of cytopathology.

3.0 COURSE (GBM 2024) :

3.1 Basic cytology –

(a) Cell structure, tissues and function

(b) Normal cytology of cells – epithelial and non epithelial (squamous, glandular and respiratory epithelium, mesothelium, urothelium, fibrocytes, muscle cells, nerve cells, cartilage, bone, WBCs)

(c) Normal cellular growth and proliferation

(d) Cell cycle, cell division, mutations

(e) Structural changes in benign, reactive, metaplastic and malignant cells

(f) Microscopic techniques

(g) Role of cytotechnologist

3.2 Equipment and Cytotechniques -

(A) Equipment – Principle and applications

(1) Biosafety cabinets and laminar flow cabinets

(2) Centrifuge

(i)RPM, g-force,swing out/fixed rotor, formula, safety for personnel and specimen

(ii) Interchangeable buckets – 1.5 ,10, 15, 50 ml

(3) Cytocentrifuge

(4) Autostainers

(5) Microscopes – parts, principle and functions, light microscopy, phase contrast, fluorescent

(6) Refrigerator : -20^{o}, -80^{o}

(7) Liquid based cytology machines – ThinPrep, Surepath, others

(8) pH meter
(9) Vortex mixer
(10) Electronic balance
(11) Digital thermometers
(12)Calibration of equipment
(13)Maintenance of equipment
(14)Slide scanners

(B) **Sample collection and Processing techniques** – Conventional and Liquid based cytology (LBC)

(a) Collection and processing of samples from female genital tract – cervical smear and endometrial aspiration
(b) Respiratory tract – sputum, bronchial lavage, BAL, brushing
(c) Oral cavity
(d) Alimentary tract – lavage and brushing
(e) Pancreatico-biliary tract – CBD brushing and bile
(f) Urinary tract – voided urine, catheterized, cystoscopic, ureteric sample, ileal conduit
(g) Effusions – pleural, ascitic, pericardial fluids
(h) Washings – pleural/peritoneal
(i) Cerebrospinal fluid (CSF)
(j) Imprint cytology
(k) Fine needle aspiration cytology (FNAC)
(i)Direct non-guided
(ii) Image guided – USG/CT guided, EBUS/EUS
(iii)Rapid on site evaluation (ROSE) – principle, procedure, merits, stains
(l) Sample storage and disposal
(m) Fixation – principle, various fixatives, advantages and disadvantages
(n) Staining techniques – manual/automated, physical and chemical basis – Haematoxylin, Light Green SF, Eosin yellow, Orange G-6, Bluing agents, preparation, validation, pH, storage, trouble shooting, shelf life of stock and working solutions
(o) Pap staining – various modifications including rapid Pap
(p) Romanowsky staining – modifications – Leishman, Giemsa, MGG, Fields, Wrights etc.
(q) AFB, GMS, Mucicarmine, PAS, Oil-Red O, Alcian Blue.
(r) Rapid stains – Rapid Pap, Diff Quick, Rapid H&E, Toluidine Blue

3.3 Diagnostic Cytology - system wise

(a) Female genital tract
(i)Anatomy, histology and physiology of female genital tract
(ii) Natural history of carcinoma cervix
(iii)Aims and principles of cervical cancer screening
(iv)Various options for screening for carcinoma cervix
(v)Principle of VIA/VILI, colposcopy
(vi)Screening guidelines – national and international
(vii)HPV – life cycle, cervical carcinogenesis, HPV vaccine. Reflex and upfront HPV testing and integration with cytology screening
(viii) History of Pap test and previous reporting systems

(ix) The Bethesda system of reporting
(x) Normal cytology of female genital tract in pre menopausal and post menopausal women
(xi) Cytology of reactive cellular changes
(xii) Cytology of squamous epithelial cell abnormalities – ASCUS, SIL, SCC
(xiii)Cytology of glandular cell abnormalities – AGC, AIS, Adenocarcinoma
(xiv)Cytology of vaginal and vulvar pathology
(xv)Treatment options for squamous intra epithelial lesions (SIL)
(xvi) Endometrial cytology – indications, normal and neoplastic
(xvii) Hormonal cytology – historical aspects and present indications
(xviii) Diagnostic pitfalls

(b) Respiratory tract
(i) Anatomy and histology of respiratory tract
(ii) Indications
(iii)Normal cytology of respiratory tract
(iv)Reactive cellular changes – includes infections and inflammation
(v)Neoplasms of respiratory tract
(vi)Diagnostic pitfalls

(c) Oral cavity
(i)Anatomy and histology of oral cavity
(ii)Indications
(iii)Normal, benign, reactive cytology of oral cavity
(iv) Neoplastic cytology of oral cavity
(v)Diagnostic pitfalls

(d) Alimentary tract
(i)Anatomy and histology of alimentary tract
(ii)Indications
(iii)Normal, benign, reactive cytology of alimentary tract
(iv) Neoplastic cytology of alimentary tract
(v)Diagnostic pitfalls

(e) Urinary tract
(i)Anatomy and histology of urinary tract
(ii)Indications
(iii)Normal, benign, infective and reactive cytology of urinary tract
(iv) Neoplastic cytology of urinary tract
(v) The Paris system for reporting (TPS)
(v)Diagnostic pitfalls

(f) Pancreatico-biliary tract
(i)Anatomy and histology of pancreatico-biliary tract
(ii)Indications
(iii)Normal, benign, reactive cytology of pancreatico-biliary tract
(iv) Neoplastic cytology of pancreatico-biliary tract
(v)Diagnostic pitfalls

(g) Effusions and Washings

(i)Anatomy and histology of serous cavities
(ii)Non neoplastic – Normal, benign and reactive cytology in serous fluids
(iii)Neoplastic cytology in serous fluid
(iv) Ancillary techniques – cell block, histochemistry and IHC
(v) Reporting systems – Indian Academy of Cytologists, The International System
(vi) Diagnostic pitfalls

(h) Cerebrospinal fluid (CSF)
(i)Anatomy and histology of central nervous system
(ii)Physical properties, formation, circulation and reabsorption
(iii)Indications
(iv)Normal, benign, infective and reactive cytology in CSF
(v) Neoplastic cytology in CSF
(vi) Diagnostic pitfalls

(i) Nipple discharge
(i)Anatomy and histology of breast
(ii) Indications
(iii)Normal, benign and reactive cytology
(iv) Neoplastic cytology
(v) Diagnostic pitfalls

(j) FNAC (GBM 2024)
(i) Thyroid - common lesions, benign and malignant, The Bethesda system for reporting
(ii) Lymph node - common lesions, benign and malignant, Sydney system for reporting
(iii)Breast - common lesions, benign and malignant, Yokohama system for reporting
(iv)Salivary gland - common lesions, benign and malignant, Milan system for reporting
(v)Abdomino-pelvic lesions - common lesions, benign and malignant
(vi)Thoracic and mediastinal lesions - common lesions, benign and malignant

3.4 Ancillary techniques
(a) Cell block – direct, thromboplastin, agar, scrape, sodium alginate, machines
(b) Immunocytochemistry – techniques and interpretation
(c) Flow cytometry – basic techniques
(d) Electron microscopy – basic techniques
(e) Molecular tests – FISH, PCR, RT-PCR, CISH, NGS etc. – basic techniques

3.5 Report generation

3.6 Archives
(a) Guidelines
(b) Slide/slip filing
(c) Retrieval
(d)Re-filing
(e) Record keeping
(f) Returning to patient

3.7 Clinical correlation, Follow-up and Audit
(a) Significance
(b) Procedure
(c) Statistics

(d) Performance characteristics – including sensitivity, specificity, positive predictive value, negative predictive value
(e) Accuracy
(f) Review of literature

3.8 Quality control
(a) Internal
(i) Pre analytical
(ii) Analytical
(iii)Post analytical
(iv)Quality indicators
(v) Quality monitoring
(b) External
(i) IAC EQAS
(ii) ILCP

3.9Accreditation
(h) Accreditation agencies – Indian Academy of Cytologists, NABL
(i) Documents, control, maintenance
(j) Technical requirements
(k) Managerial requirements
(l) Audit – internal and external
(m) Non conformities
(n) Continual improvement – CME, EQAS

3.9 Laboratory organization and management – including lab safety measures

The course for the examination, as detailed above, shall be reviewed by the Accreditation & Examination committee every five years and, if necessary, revision shall be made keeping in view the recent developments and requirements of cytopathology.

4.0 **SCHEDULE OF EXAMINATION :**

4.1 The examination shall be conducted over two days and shall consist of theory, practical and viva voce.

4.2 (A) The duration of theory paper shall be three hours.
(B) Theory paper shall be for 100 marks as per the break up detailed below :-
(a) 40 MCQs - 40 marks
(b) 5 matching type questions - 20 marks
(c) 8 short answer questions - 40 marks
(C) Distribution of theory questions shall be as follows :-
(a) Basic cytology - - - 10%
(b) Gynaecological cytology - - 40%
(c) Non gynaecological cytology including FNAC – 40%
(d) Techniques - - - 10 %
(D) The practical examination shall be for 100 marks as per the break up detailed below :-
(a) Screening of 10 cases and reporting – 10x4 - 40 marks

(1) Gynaec cytology – 5 cases
(2) Non gynaec cytology – 3 cases
(3) FNAC - - 2 cases

(b) One practical exercise - - - - 10 marks
(c) Ten objective structure practical examination stations to include immunocytochemistry etc - 10x2 - 20 marks
(d) Diagnosis on 2x21 projection/power point slides- 10x1 - 10 marks
(e) Viva voce - - - - 20 marks

The schedule for the examination, as detailed above, shall be reviewed by the Accreditation & Examination committee of IAC every five years and, if necessary, revised keeping in view the recent developments and requirements of cytopathology.

5.0 TIME OF EXAMINATION :

5.1 The examination shall be conducted around Setember/October every year.
5.2 The detailed programme shall be available on the IAC website https://www.cytoindia.comby end of March every year and shall also be published in the March issue of IAC Newsletter every year.

6.0 VENUE OF EXAMINATION :-

6.1 The examination shall be conducted only at a centre accredited by IAC for this purpose .
6.2 The venue selected by the General Body for current year examination shall be detailed on the IAC website along with name, designation, postal and e-mail address and phone number of the contact person.

7.0 EXAMINATION FEE :-

7.1 The examination fee shall be fixed by the General Body in consultation with Chairperson Accreditation and Examination Committee.
7.2 It shall be reviewed every five years and, if necessary, enhanced keeping in view the inflation trend.
7.3 Examination fee once deposited shall neither be refunded nor carried over to a subsequent examination (GBM 2017).
7.4 As on date the examination fee is Rs. 1,000.00 (Rupees one thousand only).

8.0 **PASS MARK :**

8.1 A candidate must pass separately in theory and practical and viva voce and should score a minimum of 50% in each head.

9.0 APPLICATION FORM :

9.1 The application form can be downloaded from the IAC website https://www.cytoindia.com.
9.2 The following details shall be furnished by the applicant in the application form :-
(a) Name in full

(b) Date of birth
(c) Educational qualification : indicating the degree obtained, year in which obtained, and name of the institution where it was obtained. Attested photocopies of the relevant certificates to be enclosed with the application form.
(d) Designation
(e) Name of institution where presently working
(f) Postal address for correspondence
(g) Contact mobile and landline phone number
(h) e-mail id for correspondence
(i) Experience in cytology lab : name of the institution and the duration when worked there are to be detailed. An attested photocopy of the certificate from the Department Head stating the same is to be attached with the application form.

9.3 Two self attested photographs of the applicant and one self addressed stamped envelope of least 10''x5'' size, for the admission card to be sent by 'registered post with acknowledgement', are also to be enclosed with the application form.

9.4 The application form shall be recommended and forwarded by the Head of the Department and the Head of the Institute of the applicant.

10.0 PROCEDURE FOR APPLYING :-

10.1 Desirous candidates shall download the application form from the IAC website https://www.cytoindia.com.

10.2 The candidate shall send the duly filled application form along with the prescribed examination fee by post to the Chairperson Accreditation & Examination Committee at the address detailed on the IAC website so as to reach on or before first August of that year.

10.3 On receipt of the application, Chairperson Accreditation & Examination Committee shall scrutinize the application.

10.4 The examination fee received with all valid applications shall be forwarded to the IAC Treasurer who shall deposit the same in the IAC bank account.

10.5 The Chairperson Accreditation & Examination Committee shall then intimate the name and address of the valid applicants to the person in charge of the venue that shall be conducting the examination that year.

10.6 The person in charge of the examination venue shall then send, by registered post with acknowledgement card, the roll number along with admit card to the selected candidates at least fifteen days before the date of examination.

10.7 All incomplete and invalid applications shall be returned, along with the remitted examination fee, by post to the applicant at the contact address mentioned in their application.

10.8 The selected candidates shall report for the examination at the designated timeand place.

10.9 A certificate shall be issued by the Chairperson Accreditation and Examination committee to all successful candidates.

10.10 The candidate scoring the highest marks shall be the recipient of Sushil Malhotra prize for that year, 70% being the minimum marks required for consideration for this award.

Title : Examination for Cytotechnologist			
Review No 3	Bye laws Ref no.	Page 8 of 8	Date of issue 16.11.24

11.0 CRITERIA FOR REJECTION OF APPLICATION

11.1 Incomplete application – without photographs, without self addressed envelope, without requisite fee etc.

11.2 Applications received electronically.

11.3 Candidates who have already passed the examination shall not be permitted to appear again in the same examination. Even if it is detected at a later stage that the candidate is appearing for a second time, his/her candidature shall be cancelled for the said examination (GBM 2017).

12.0 EXAMINATION RELATED EXPENDITURE

12.1 The host Institute conducting the examination shall be reimbursed 50% of the fee received and also Rs. 10,000.00 (Rupees ten thousand only) per examiner. This reimbursement shall be for both the cytotechnologist and cytotechnician examinations clubbed together. Separate claims on account of the two examinations shall not be entertained. (GBM 2025)

Title : Accreditation Programme			
Review No 0	Bye laws Ref no.	Page 1 of 6	Date of issue 14.11.14

1.0 INTRODUCTION :

1.1 This programme was started in the year 1975.

2.0 AIM :

2.1 To confer third party recognition for maintaining the desired level of proficiency in the designated field of cytology.

3.0 TYPES OF ACCREDITATION PROGRAMME:

3.1 There are two types of accreditation programme :-

(a) Accreditation for diagnostic services only

(b) Accreditation for examination and training–

(1) Comprehensive cytology lab/centre – for gynaec and non gynaec cytology

(2) Gyanec cytology lab/centre - for gynaec cytology only

(3) Non gyanec cytology lab/centre - for non gynaec cytology only

3.2 All laboratories/centres applying for accreditation for examination and training should already have been accredited by IAC for diagnostic services.

3.3 Accreditation for diagnostic services does not automatically entitle the concerned lab/institute to qualify for accreditation for examination and training.

4.0 ELIGIBILITY :

4.1 The following categories of cytology laboratory may apply for accreditation for diagnostic services only :-

(a) Independent Institute/centre/department involved in training, research and diagnostic service aspects of cytology

(b) Either a division/part of Department of Pathology/Department of Obstetrics and Gynaecology

(c) Laboratory attached to Department of Obstetrics and Gynaecology

(d) Family planning clinics doing only gynaecologic cytology

(e) Private laboratory specialized in this field

4.2 The following categories of cytology laboratory may apply for accreditation for examination and training :-

(f) Independent Institute/centre/department involved in training, research and diagnostic service aspects of cytology

(g) Cytology laboratory should either be a division or part of Department of Pathology.

5.0 STAFF :-

5.1 The following requirement shall be fulfilled by the applicant lab –

(a) At least two cytopathologists or pathologists with experience in cytology.

(b) Adequate infrastructural laboratory staff –

(1) for diagnostic services only - one receptionist for receipt of specimen and at least one data entry operator for typing reports

(2) for examination and training purpose, in addition to those detailed for diagnostic services four technicians are also required.

6.0 WORKLOAD :-

6.1 For accreditation for diagnostic services only – a minimum of 5,000 cases per year should be examined.

6.2 For accreditation for examination and training – a minimum of 10,000 cases per year should be examined. Out of this at least 3,000 cases should be of aspiration cytology with adequate cytologic, histologic and microbiologic correlation and patient follow up.

7.0 CYTOLOGY REPORTS :

7.1 In every report the laboratory shall document the adequacy or inadequacy pertaining to:
- (a) Specimen preparation
- (b) Specimen fixation
- (c) Clinical information

7.2 In every report the following information shall be provided by the laboratory:
- (a) Age of patient
- (b) Past menstrual history
- (c) Pregnancy status
- (d) History of previous therapy, if any – either endocrine, surgical or radiation
- (e) Anatomic site of specimen

8.0 **RESCREENING :**

8.1 The rescreening shall be done by a cytopathologist or a pathologist trained in cytopathology.

8.2 The following protocol shall be followed for rescreening of samples and verification of diagnosis :-
- (a) At least 10% of randomly selected samples from the female reproductive tract which have been interpreted as benign by resident doctor or cytotechnologist or cytotechnician or cytoscreener.
- (b) At least 15% of randomly selected samples from non gynaec sites which have been interpreted as negative by resident doctor or cytotechnologist.
- (c) All suspicious and positive smears from female reproductive tract.
- (d) All suspicious and positive smears from non gynaec samples in asymptomatic cases.
- (e) All cytologic preparations from anatomic site other thanthe female genital tract shall be reported by the cytopathologist/pathologist

9.0 CASE FOLLOW UP :

9.1 An earnest effort shall be made by the laboratories to maintain adequate follow up data of all suspicious and positive cases.

10.0 **SLIDE STORAGE :**

10.1 All laboratories shall maintain all cytology slides for a period of at least five years from the date of examination.

11.0 STAFF TRAINING/EDUCATION :

11.1 The laboratory shall provide regular scheduled educational sessions, both in theory and practical, to the staff members.

11.2 For diagnostic services accreditation, a minimum of one hourevery week and for examination and training purpose three hours every week shall be devoted for the above training, which period shall be over and above the formal curriculum laid down by the institution.

12.0 PARTICIPATION IN IAC EQA PROGRAMME :

12.1 It is mandatory for all accredited laboratories to participate in the IAC external quality Assurance (EQA) programme every year.

12.2 Progress reports filed every year shall detail their participation in this programme along with score obtained in the same.

12.3 One of the criteria for renewal of lab accreditation shall be regular participation and satisfactory performance in the IAC EQA programme. Failure to do so shall lead to derecognition of the lab.

13.0 LIBRARY FACILITY :

13.1 This facility is mandatory only for those applying for accreditation for examination and training. It is not mandatory for those applying for diagnostic services only.

13.2 Internet access in the library is a must for online study of journals and books.

13.3 A departmental library shall be maintained by the applicant lab.

13.4 Central library information shall be provided to staff members by giving a list of recommended books, periodicals and journals in cytology, pathology and related disciplines.

14.0 TENURE OF ACCREDITATION :

14.1 The tenure of accreditation shall be three consecutive years from the date of initial accreditation.

15.0 ACCREDITATION FEE :

15.1 The accreditation fee shall be fixed by the General Body in consultation with the Chairperson Accreditation and Examination Committee.

15.2 It shall be displayed on the IAC website www.cytoindia.com

15.3 It shall be reviewed every five years and, if necessary, enhanced keeping in view the inflation trend.

15.4 The accreditation fee shall be non refundable.

15.5 As on date the fee structure is as follows

(a) Accreditation fee : Rs. 10,000.00

(b) Revisitation fee : Rs. 8,000.00 – shall be charged only when a lab/centre fails to get accreditation and applies for a revisit.

15.6 Laboratories already accredited for diagnostic services shall not have to pay any additional fee when applying for accreditation for examination and training.

16.0 APPLICATION FORM :

16.1 The application form for lab accreditation shall be available on the IAC website https://www.cytoindia.com and can be downloaded from there.

16.2 The following details shall be furnished by the applicant lab in the application form :-

(a) Name of the laboratory

(b) Name of Officer-in-charge of the laboratory along with designation, qualification, postal and e-mail address, contact landline and mobile phone numbers.

(c) Status of cytology laboratory – whether independent/division or part of Pathology Department/any other type which would need to be specified.

(d) Nature of work – routine/research/training

(e) Workload – to provide the average number of cases examined over the last three years :-

(1) For comprehensive category – numbers to be indicated for FNAC, gynaec cytology and non gynaec exfoliative cytology separately.

(2) For gynaec only – number of gynaec cases

(3) For non gynaec only – number of FNAC and non gynaec exfoliative cytology cases separately.

(f) Staff details to be provided for both full time and part time staff – details shall include that on cytopathologist/pathologist with training in cytology, cytotechnologist, cytotechnician, lab assistant, lab attendant and any other.

(g) Adequacy criteria – whether being observed and detailed in the report

(h) Whether rescreening of specimen and diagnostic verification is being done

(i) Whether follow up of cases is being maintained

(j) Whether slides are being stored for the desired period

(k) Academic activity details – This is mandatory only for labs applying for accreditation for examination and training. However, it is optional for labs applying only for diagnostic services.

(1) Number of CME/workshop/seminar in cytology arranged by the lab in last three years

(2) Number of CME/workshop/seminar in cytology attended by lab staff in last three years

(3) Number of CME/workshop/seminar in last three years where lab staff participated as faculty

(4) Number of papers presented by lab staff in annual national conference of Indian Academy of Cytologists or any other national or international meet during the last three years.

(5) Number of papers published by lab staff in Journal of Cytology or any other indexed national or international journal during the last three years

(6) Details of Cytology journals regularly subscribed by the lab

(7) Details of Cytology books available in the lab

(8) Number of cytopathologists and/or cytotechnicians trained in the lab in last three years.

17.0 PROCEDURE FOR ACCREDITATION :

17.1 Desirous lab shall download the application form from the IAC website https://www.cytoindia.com.

17.2 The application form duly filled shall be sent in duplicate by post to the Chairperson Accreditation and Examination Committee at the address detailed on the IAC website along with prescribed fee, as detailed on the IAC website.

17.3 On receipt of the application form, the Chairperson Accreditation and Examination Committee shall scrutinize the details to assess if they fulfill the criteria laid down for the type of accreditation applied for by the lab.

17.4 Incomplete forms and those not fulfilling the prescribed criteria shall be rejected and the same shall be returned to the applicant lab by post at the address detailed in their application form.

17.5 For applicants submitting complete forms and fulfilling the prescribed criteria a date for inspecting their cytology lab shall be fixed by the Chairperson Accreditation and Examination Committee within the next calendar year.

17.6 The Chairperson Accreditation and Examination Committee shall then select a senior Cytopathologist preferably from the same city/town or nearby city/town, with his/her consent, to inspect the said laboratory for the purpose of accreditation. Laboratory inspection is an honorary job and no emolument shall be given for the same by the IAC. All lab inspection for A&E, henceforth, shall be carried out using the virtual video conferencing platform. A minimum of three committee members shall attend such future inspections (GBM 2021 and GBM 2023).

17.7 On receiving the inspection report recommending accreditation of the lab, the Chairperson Accreditation and Examination Committee shall communicate the same to the Officer-in-charge of the applicant lab and also send a certificate indicating the period and the designated field for which the lab has been granted accreditation.

17.8 If the inspection report does not recommend accreditation of the lab, the Chairperson Accreditation and Examination Committee shall communicate the same to the Officer-in-charge of the applicant lab by e-mail and detail the observed deficiencies. In such an event, the applicant lab may apply again fresh along with prescribed fee after correcting the observed deficiencies.

17.9 Accreditation of cytology laboratory for examination purpose should also be on the basis of visitation/inspection as is being done in the case of accreditation of cytology laboratories for diagnostic service.

17.10 The possibility of recognizing a group of 2-3 centres for imparting group educational activity for training and examination may be identified in various regions which could together impart comprehensive training in the given region.

18.0 PROGRESS/PERFORMANCE REPORT :

18.1 Once accredited, the lab has to submit progress report every year, in the prescribed format, to the Chairperson Accreditation and Examination committee in the month of September. It should include the number of cases screened in each category, origin of

smears, corroborating follow up data and discrepancies, if any, between clinical data, cytologic findings and tissue sections. In case an annual report is not possible, a progress report would be required for reassessment by IAC at the end of three year period. Detailed account regarding the organization and conduct of examination for cytotechnicians and cytotechnologists should also be included.

18.2 The progress report form shall be available on the IAC website https://www.cytoindia.com and can be downloaded from there.

18.3 The following information shall be furnished by accredited lab in their progress report :

(a) Name of laboratory
(b) Name of Officer-in-charge of the laboratory along with designation, qualification, postal and e-mail address, contact landline and mobile phone numbers.
(c) Staff details to be provided for both full time and part time staff – details shall include that on cytopathologist/pathologist with training in cytology, cytotechnologist, cytotechnician, lab assistant, lab attendant and any other.
(d) Period for which the accreditation certificate is valid.
(e) Period for which the progress report relates to
(f) Whether previous progress report(s) was satisfactory/unsatisfactory
(g) Whether any major deviation from initial visitation or revisitation.
(h) Case details –
    (1) Number of cases screened in each category
    (2) Origin of smears
    (3) Follow up data
    (4) Discrepancies, if any, between clinical, histologic and cytologic findings
(i) Whether regularly participating in the IAC EQA programme and to indicate the score obtained therein.
(j) Details of teaching and training programme – to be detailed only by those labs accredited for examination and training purpose
(k) Number of cytotechnicians and /or cytotechnologists successfully passing the national examination conducted by IAC

19.0 RENEWAL OF ACCREDITATION :

19.1 At the end of three years the accredited laboratory shall express their desire for renewal of the accreditation in a written communication to the Chairperson Accreditation and Examination Committte.

19.2 Each accredited laboratory shall be assessed by the Chairperson Accreditation and Examination committee whether the granted accreditation should be renewed for a further period of three years, based only on the annual progress report submitted by them every year during the past three years or a revisitation is required for the same.

19.3 In case a revisitation is required for accreditation of the lab, then a revisitation fee shall have to be paid for the same.

19.4 Labs found to be functioning as per the guidelines shall be granted renewal of accreditation and shall be issued a fresh certificate stating the period and the designated field of cytology for which their lab has been granted accreditation.

Title : External Quality Assurance (EQA) Programme			
Review No 2	Bye laws Ref no.	Page 1 of 3	Date of issue 11.11.17

1.0 INTRODUCTION :

1.1 This programme was started in the year 2000.

2.0 AIM :

2.1 To help maintain and monitor quality of reporting on cytopathology specimen in the best interest of patient care and management.

2.2 To encourage participating laboratories to improve and excel in their reporting on cytology samples.

3.0 REGISTRATION/RENEWAL FORM :

3.1 The registration/renewal form for EQA programme shall be available on the IAC website https://www.cytoindia.com.

3.2 The following details shall be furnished by the applicant in the registration/renewal form :-

(a) Name in full (of laboratory head)
(b) Designation
(c) Academic qualification
(d) Postal address for correspondence
(e) Contact mobile number
(f) e-mail id for correspondence
(g) Name of laboratory
(h) Year of establishment
(i) Number of technical staff employed
(j) Number of cytotechnologists/cytotechnicians employed
(k) Annual cytopathology workload
  (i) FNAC
  (ii) Cervical cytology (pap smears)
  (iii) Non gynaecologic exfoliative cytology
(l) Whether lab accredited by IAC, NABL or any other agency

4.0 REGISTRATION/RENEWAL FEE

4.1 The registration/renewal fee shall be fixed by the General Body in consultation with the Chairperson EQA Committee.

4.2 It shall be reviewed every five years and, if necessary, enhanced keeping in view the inflation trend.

4.3 The registration/renewal fee shall be non refundable.

4.4 As on date the fee structure is as follows

(a) Initial registration fee : Rs. 5,000.00
(b) Subsequent annual renewal fee : Rs. 2,000.00 (GBM 2016)

4.5 Payment of fee can be made either through demand draft or CBS cheque or online payment as per details mentioned in the IAC website (GBM 2017).

5.0 PROCEDURE :

5.1 Institutional or individual laboratories, either government or private,either IAC accredited or accredited by any other agency such as NABL, offering cytology

services may register for the IAC EQA programme.

5.2 For IAC accredited laboratories it is mandatory to participate in the IAC EQA programme every year. They shall register for the same and pay the annual subscription fee as detailed above. Failure to do so may lead to their derecognition.

5.3 The registrationform may be downloaded from IAC website https://www.cytoindia.com.

5.4 Registration form, duly completed along with the registration fee, is to be mailed to the Chairperson EQA programme at the address detailed on the aforementioned website.

5.5 Enrolment of new laboratories is done every year only during the period 15 January to 28 February. Midcycle registration is not permitted.

5.6 Laboratories already participating in the EQA programme should communicate their intent of continuing in this programme also during the period 15 January to 28 February every year along with the prescribed annual renewal fee as detailed on the IAC website.

5.7 New laboratories shall be given a registration number of EQA programme within thirtyworking days from receipt of their application along with the prescribed fee. Laboratories already participating in the programme shall continue to maintain the registration number that was designated to them at the time of their initial registration.

5.8 Laboratories not intending to continue with the EQA programme should communicate the same to the EQA Chairperson also during the period 15 January to 28 February in the relevant year.

5.9 Every year the registered laboratories shall be couriered one box containing fifteen slides, beginning from the month of March. The participating laboratories should send the box,containing the same slides, along with their result to the EQA Chairperson within seven working days of receipt of the same.

5.10 Each box shall contain slides of gynaec and non gynaec exfoliative cytology and FNAC. However, the number of slides per cycle may be increased or number of cycles peryear may be increased or other relevant samples may be added in future keeping in view the development taking place in cytology.

5.11 The participating laboratories may submit their result either online or in hard copy. Only one response per slide per case from a laboratory shall be evaluated.

5.12 Results for the relevant year received by 15th October or fifteen days before the annual national conference, whichever is earlier, only shall be subjected to statistical analysis which shall be presented to the Executive Committee and the General Body during their respective meetings in the annual national conference.

5.13 Participating laboratories shall receive the EQA response evaluation and a certificate of participation from the EQA Chairperson at the end of the relevant year.

6.0 EVALUATION OF RESULT :

6.1 Results received from the participating laboratories are put into any one of the following categories :-

(a) Same as consensus
(b) Major deviation
(c) Minor deviation
(d) Deviation in typing of malignancy

(e) Not evaluable

6.2 Major deviation is considered whenever the diagnosis offered results in an unacceptable patient management. These include the following scenarios :-

(a) A benign lesion is diagnosed as malignant
(b) A malignant lesion is diagnosed as benign
(c) Non identification of LSIL or HSIL in cervical smears
(d) Inflammatory condition diagnosed as a tumour

6.3 Minor deviation is considered when there is a deviation but that which does not drastically affect patient management, e.g. :-

(a) If atypical cells were reported in a benign lesion in cervical smears
(b) If atypical cells were reported in a malignant lesion in cervical smears
(c) Deviation in typing malignancy

6.4 Up to a maximum of three deviations with no more than one major deviation are considered as acceptable standard for a cytopathology laboratory.

6.5 For laboratories having more than three deviations with more than one major deviation, a recommendation is made to update their skill by training for four weeks in a IAC accredited laboratory with a high workload or by participating in a CME programme in cytopathology. The certificate of training or CME participation should be sent to the EQA Chairperson within a period of six months.

7.0 CERTIFICATE OF PARTICIPATION :

7.1 All participating laboratories shall receive a certificate of participation from the EQA Chairperson at the end of the relevant year.

7.2 The certificates issued shall contain the following details :-

(a) Name of IAC, in full, along with IAC logo
(b) Name of EQA programme in full
(c) Name of participating laboratory
(d) Year of participation for which the certificate is being issued
(e) The following office bearers shall sign the certificates, their name and designation being detailed, from left to right in the order detailed below :-
    (1) President IAC
    (2) Secretary IAC
    (3) Chairperson Accreditation and Examination Committee
    (4) Chairperson EQA programme
(f) Date of issue of certificate

Title : State/Regional Chapters of IAC			
Review No 1	Bye laws Ref no.	Page 1 of 4	Date of issue 19.11.16

1.0 INTRODUCTION :

1.1 The Indian Academy of Cytologists shall encourage formation of State/Regional Chapters (GBM 2009) with the aim of :

(a) Propagating the knowledge of cytopathology
(b) Increasing and consolidating its presence in various parts of the country
(c) Increasing its membership

1.2 The formation and functioning of State/Regional Chapters shall be governed by rules and regulations as detailed below:-

(a) A given state can have only one chapter.
(b) A regional chapter shall comprise of a group of neighbouring states.
(c) The chapter shall bear the name of "Indian Academy of Cytologists" followed by the name of the respective chapter e.g. 'Indian Academy of Cytologists – Delhi Chapter'. The name of the chapter shall be in full and shall not carry any abbreviation.
(d) A chapter can not be started in the name of an individual city.
(e) A state that is already running a chapter can not become a part of a regional chapter.
(f) A state that is a part of a regional chapter can not form a separate chapter. In the event that a state which is part of a regional chapter decides to start its own chapter, then it shall have to break away from the regional chapter and give an undertaking to the Secretary IAC regarding the same, in writing. This break in alliance will also have to be accepted by the regional chapter who shall also communicate the same, in writing, to the Secretary IAC. The regional chapter will also have to apply for fresh recognition with remaining member states.
(g) The IAC shall have no financial commitment to the State/Regional Chapter.

2.0 DUTIES OF IAC TOWARDS THE STATE/REGIONAL CHAPTER :

2.1 The IAC shall officially recognize the State/Regional Chapter by way of announcement in the IAC newsletter and during the GBM in the annual national conference.

2.2 The IAC shall provide assistance and advice regarding faculty to enable the State/Regional chapter to conduct their academic activities in a meaningful manner.

2.3 The academic activities of the State/Regional Chapter shall be published in the IAC newsletter.

2.4 The Chairperson or one Executive Committee member of the chapter, duly nominated in writing by the Chairperson of the said Chapter, shall be invited every year by Secretary IAC to attend the Executive Committee meeting of IAC during the annual national conference. They shall, however, have no voting right.

2.5 The IAC shall permit the State/Regional chapter to print the logo of IAC on their State/Regional conference brochure.

3.0 DUTIES OF THE STATE/REGIONAL CHAPTER TOWARDS IAC :

3.1 The Executive Committee members of the chapter shall necessarily be life members of IAC.

3.2 The Executive Committee members of the chapter shall encourage their members to become life members of IAC.

3.3 The chapter shall indulge itself only in propagating activities relating to the field of cytology

and thereby try and fulfill the objectives of IAC.

3.4 The Executive Committee of the chapter shall send a copy of their bye-laws, if any, to the Secretary IAC and also keep the Secretary IAC updated on any change that may be made in it from time to time.

3.5 The Executive Committee of the chapter shall send report of its activities to the Secretary IAC at least once a year, preferably by end of June, so that the same may be published in the forthcoming IAC newsletter and also so that the Secretary IAC may incorporate the same in his/her annual report. It may be clarified here that the activities of the chapter are to be reported only to the Secretary IAC who in turn shall forward the same to the Editor IAC newsletter for publication. The details of chapter activities are not to be directly communicated to the Editor IAC newsletter.

3.6 It shall be mandatory for the State/Regional chapter to print the logo of IAC on their State/Regional conference brochure.

3.7 The State/Regional Chapter shall not conduct any of their activity either one month before or after the annual national conference of IAC.

3.8 The Executive Committee members of the chapter shall make sincere attempt to make monetary contribution to IAC from savings generated ethically through conduct of CME, workshop, local/regional conference etc.

3.9 The chapter shall not indulge in any activity that is against the interest of IAC.

3.10The State Chapters shall not conduct any EQA programme nor publish any journal of their own GBM 2021).

4.0 PROCEDURE FOR APPLICATION :

4.1 The application form for seeking recognition as State/Regional Chapters can be downloaded from the IAC website https://www.cytoindia.com.

4.2 The duly completed application form shall be sent to the Secretary IAC in hard copy.

4.3 On receipt of the application the Secretary IAC shall circulate the same to the Executive Committee members of IAC.

4.4 The matter shall be discussed in the Executive Committee meeting held during the coming annual national conference.

4.5 On approval of the Executive Committee of IAC and after ratification by the General Body , the Secretary IAC shall send a written communication to the applicant chapter confirming grant of recognition to the said State/Regional Chapter.

4.6 In case the application is found not to meet the requirement, then the same shall be communicated to the applicant chapter by the Secretary IAC.

4.7 If after grant of recognition, a State/Regional Chapter does not become operative within three years from the date of grant of recognition, then a fresh application seeking recognition shall be required to be submitted by the said State/Regional Chapter.

5.0 APPLICATION FORM FOR SEEKING RECOGNITION AS STATE/REGIONAL CHAPTER OF IAC :

5.1 The application form can be downloaded from the IAC website https://www.cytoindia.com and shall contain the following details :-

(a) Proposed name of State/Regional Chapter of IAC :In case of Regional chapter, the names of the constituent states are to be detailed
(b) Proposed official address of State/Regional Chapter of IAC :
(c) Proposed office bearers of State/Regional Chapter of IAC :
  (1) Chairperson
  (2) Secretary
  (3) Treasurer
  (4) Others – to be detailed

(Name and IAC life membership of the office bearers are to be detailed.)

(d) Proposed activities of the State/Regional Chapter of IAC :
(e) Proposed types of members of the State/Regional Chapter of IAC :
(f) Contact telephone number(s) and e-mail id.

DECLARATION

I/We, the office bearers of the ---------- chapter hereby declare that the activities of the aforementioned chapter will be in the interest of the Indian Academy of Cytologists and that the aforementioned chapter shall abide by the objectives and rules and regulations of the Indian Academy of Cytologists. I/We also agree to make monetary contribution to IAC from savings generated ethically through conduct of CME, workshop, local/regional conference etc. I/We shall also encourage our members to become life members of IAC and to attend the annual national conference of IAC.

Chairperson of State/Regional Chapter Secretary of State/Regional Chapter
Place :
Date:

Date of receipt of application by Secretary IAC :
Date on which circulated to Executive Committee members of IAC :
Date on which application approved by Executive Committee of IAC:
Date on which recognition approved by the General Body of IAC :
Date of intimation of grant of recognition to the Chairperson of State/Regional Chapter :

Secretary IAC
Date:

6.0 TERMINATION :

6.1 The recognition granted to any State/Regional Chapter may be terminated only by the unanimous decision of the members of Executive Committee in the following situation:
(a) If the said State/Regional Chapter is found indulging in activities against the interest of IAC.
(b) If the said State/Regional chapter does not follow the rules and regulations laid out for them by IAC.

7.0 CRITERIA FOR PERMITTING CME/WORKSHOP/CONFERENCE TO BE CONDUCTED UNDER THE AEGIS OF IAC

7.1 Criteria to be followed :-

(a) Any activity of IAC

(b) Any activity of state/regional chapter of IAC

(c) Any activity of International Academy of Cytology in collaboration with IAC

(d) For organisers who have a state/regional chapter in their area, they should collaborate with the respective state/regional chapter and their activity shall be considered as an activity of that state/regional chapter. A member of the respective state/regional chapter shall be one of the speakers at the proposed CME/Workshop/Conference.

(e) For organisers who do not have a state/regional chapter in their area, they may approach Secretary IAC for the same fulfilling the following details:-

(i)The Chief organiser of CME/Workshop/Conference should be life member of IAC.

(ii)Permission should be sought from IAC before finalising the programme, allowing sufficient time for EC and/or GB of IAC to take a decision.

(iii)A tentative draft of the proposed scientific programme along with speakers should be sent to the Secretary IAC along with the request for permission.

(iv)At least one of the speakers at the proposed CME/Workshop/Conference should be a life member of IAC.

(f) The brochure printed for the CME/Workshop/Conference should carry the logo of IAC and also of the respective state/regional chapter, if the latter have a logo.

(g) The banners and posters displayed for the CME/Workshop/Conference should carry the logo of IAC and also of the respective state/regional chapter, if the latter have a logo.

(h) Neither IAC nor the concerned state/regional chapter of IAC shall have any financial obligation in conducting the CME/Workshop/Conference.

(i) Once conducted, a report of the same along with some photographs shall be sent to the Secretary of the respective State/Regional chapter of IAC for forwarding to the Secretary IAC (GBM 2016).

Title : IAC Website			
Review No 0	Bye laws Ref no.	Page 1 of 2	Date of issue 14.11.14

1.0 INTRODUCTION :

1.1 The IAC website was started in the year

2.0 AIM :

2.1 The website is the electronic face of IAC - https://www.cytoindia.com.

2.2 It is aimed at projecting IAC in the right perspective to the national and international medical fraternity.

3.0 DETAILS ON THE WEBSITE :-

The Webmaster shall upload the following details as per the time schedule indicated :-

3.1 PART A :-

(a) Details of the office bearers of IAC - within thirty days of GBM

(b) Details of vacant posts for which nominations are invited for the year – by end of March

3.2 PART B :-

(a) List of selected venues for the annual national conference – this list shall mention venues up to a maximum of five venues, along with the year for which that venue has been selected. This list shall be updated every year within thirty days after the GBM.

(b) Conference brochure – shall be uploaded at least five months before the conference.

(c) Detailed conference programme – as soon as it is finalized

(d) Minutes of GBM – to be uploaded within ninety days of that GBM.

(e) Announcement for bidding for hosting the annual national conference in the subsequent year – by end of August

3.3 PART C :-

(a) Dr. P. N. Wahi Academy oration – list of awardees for the current year and the succeeding four years in the same order as detailed in the GBM of the immediate past year. This list is to be updated every year within thirty days of the GBM.

(b) Ernest Fernandes slide seminar - list of awardees for the current year and the succeeding four years in the same order as detailed in the GBM of the immediate past year. This list is to be updated every year within thirty days of the GBM.

(c) Notice for receipt of applications for Dr. Satya Monga award, along with the last date for receiving the same – by end of March

3.4 PART D :-

(a) Application form for IAC membership

(b) Details of membership fee and mailing address of IAC Secretary

(c) Electronic version of IAC newsletter – once in March and again in August every year

(d) Standard format for nomination

(e) Time table for filing nomination and election –by end of March

(f) Application form for IAC fellowship

(g) Last date for applying for IAC fellowship

(h) List of institutes approved for IAC fellowship

(i) MOU with the publishers of Journal of Cytology

(j) Following details pertaining to examination for cytotechnician and cytotechnologist :-
  (1) Date and venue for examination - by end of March
  (2) Application form, application fee for examination – by end of March
  (3) Eligibility criteria, course and schedule of examination
(k) Registration form for laboratory accreditation
(l) Details of fee structure for laboratory accreditation and address of A&E Chairperson
(m) Registration form for EQA programme
(n) Details of registration fee and mailing address of EQA Chairperson
(o) Details of annual fee for EQA programme for laboratories already registered for the same.
(p) Application form for seeking recognition for State/Regional Chapter

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Title : IAC Archive			
Review No 1	Bye laws Ref no.	Page 1 of 1	Date of issue 19.11.16

1.0 AIM :

1.1 To record the history of IAC.

2.0 PROCEDURE :

2.1 The IAC Archive shall be maintained by the IAC Secretary who shall update the same annually (GBM 2016).

2.2 Record of current data, as detailed below, shall be maintained, indicating the year for which the information relates. Every effort shall be made bythe IAC Secretary to retrieve the data pertaining to previous years.

2.3 The Webmaster shall upload data of only past ten years from the archive on to the IAC
7.2 website and shall update it every year so as to display only ten years data on the website.
7.3

3.0 ARCHIVE DATA :

3.1 The following data shall be maintained in the IAC archive every year:-

(a) Office bearers of IAC
(b) Venue of annual national conference
(c) Organising Secretary of annual national conference
(d) Topic of CME conducted during the annual national conference
(e) Topic of symposium conducted during the annual national conference
8 (f) Topic(s) of workshop(s) conducted during the annual national conference
9 (g) Recipient of Dr. P. N. Wahi oration
3(h) Recipient of IAC Academy oration
(i) Recipient of Dr. Subhash Kumari Gupta memorial lecture
(j) Presenter of Ernest Fernandes slide seminar
(k)Winner of Nalini Bai Thakkar award
(l) Winner of Col. D. B. Nayar Memorial Award
(m) Winner of Dr. Monisha & Dr. Panna Choudhury Memorial Award
(n) Winner of Jwala Devi award
(o) Winner of Sushil Malhotra prize
(p) Winner of Dr.Bhaskar Reddy award
(q) Winner of Dr. Satya Monga award

Title : Amendment in IAC SOP			
Review No 0	Bye laws Ref no.	Page 1 of 1	Date of issue 14.11.14

1.0 AIM :

1.1 To update the SOP with resolution(s) passed by the General Body of IAC.

2.0 PROCEDURE :

2.1 Any amendment in the SOP can be made only after the resolution is passed by the General Body of IAC and incorporated in the GBM minutes.

2.2 Change shall be made in the relevant place in the relevant subject only.

2.3 The incorporated change shall be followed, in brackets, by the year of the GBM in which the resolution was made e.g (GBM 2013)

2.4 Review no. in the box at the top of the page in the relevant subject shall be changed to the next consecutive number.

2.5 Date of issue in the box at the top of the page in the relevant subject shall be changed to the date on which the resolution was passed by the General Body.

2.6 A copy of the old SOP of the relevant subject shall be stamped in red as 'obsolete copy'and kept in a separate file marked as "Obsolete SOP".

2.7 The amended page shall be inserted at the appropriate place.

2.8 A list of changes made in the SOP shall be maintained in chronological order in a separate file marked 'Document Amendment File'.