

NOTICE OF BOMBAY ORTHOPAEDIC SOCIETY'S ANNUAL GENERAL MEETING

EXECUTIVE COUNCIL (2024-25)

PRESIDENT

DR. MOHAN DESAI

IMMEDIATE PAST PRESIDENT

DR. SANJAY DHAR

PRESIDENT ELECT

DR. GAUTAM ZAVERI

VICE-PRESIDENT

DR. SAMIR DALVIE

SECRETARY

DR. ASHISH PHADNIS

TREASURER

DR. SATISH MUTHA

EXEC. COUNCIL MEMBERS

DR. DHIRAJ SONAWANE

DR. ANOOP DHAMANGAONKAR

DR. CHASANAL RATHOD

DR. PARAG LAD

DR. SACHIN KALE

DR. JAYESH BAVISKAR

20th January, 2025

NOTICE

The Annual General Meeting of the Bombay Orthopaedic Society (BOS) will be held at **Meeting Room No. 206 A & B, Jio World Convention Centre, BKC, Mumbai** on **Sunday, March 16, 2025 at 09.00 am.**

If there is no quorum, the meeting will be reconvened in 30 minutes; the members then present will form the quorum.

PROGRAMME

Day & Date: Sunday, March 16, 2025

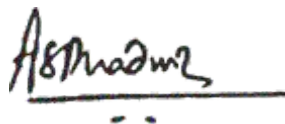
Venue: Meeting Room No. 206 A & B, Level 2 (Entry from Gate No. 18), JIO World Convention Centre, JIO World Centre, G Block, Bandra Kurla Complex, Bandra East, Mumbai - 400 098

Time: 9.00 am onwards

SCHEDULE

9.00 am onwards	Annual General Body Meeting - Called to Order
10.30 - 11.00 am	Coffee Break
10.30 - 12.30 pm	Election process will commence and will continue alongside the AGM
12.30 - 02.00 pm	Meeting Continues All the members attending the meeting are invited to the lunch hosted by the BOS.
02.00 pm	Meeting Concludes with lunch

Yours Sincerely,



Dr. Ashish Phadnis

Hon. Secretary

Bombay Orthopaedic Society

A PHOTO IDENTITY CARD IS MANDATORY TO ATTEND GBM AND CAST A VOTE AT THE ELECTION.

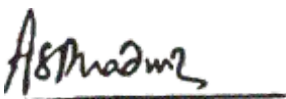
A member is required to remember his membership number.

NOTICE OF BOMBAY ORTHOPAEDIC SOCIETY'S ANNUAL GENERAL MEETING

AGENDA

1. Condolences
2. To read and confirm the Minutes of the AGM held on 10th March 2024
3. Presidential Address: Dr. Mohan Desai
4. Presentation of Hon. Secretary's Report: Dr. Ashish Phadnis
5. Presentation of Hon. Treasurer's Report and Audited statement of accounts for the Year 2023-24 (Members are requested to email their queries corrections out of minutes of last AGM statement of accounts to our BOS secretariat by 8th March 2025 on secretary@bombayorth.com)
6. All programs started by previous EC AND APPROVED BY GBM should be continued as a duty unless approved n GBM for discontinuation
7. BOS Arthroplasty Fellowship report and Proposal to expand the fellowships to Paediatric Orthopaedics and Spine Surgery in addition to arthroplasty
8. Appointment for the Auditor 2025-26
9. To ratify the Clinical Meeting dates and venue as per applications received and to declare the Dr. P. K.Mullaferoze Best Clinical Meeting Award for the year 2024-25
10. To ratify the Various Course Conveners as per the applications received as per the EC recommendations (Application forms and name of Courses attached)
11. Ratification of Dr. R. J. Katrak Orator and Dr. K. T. Dholakia Eponymous Lecturer of WIROC 2026 who will be standby for WIROC 2025.
12. WIROC 2024 Report: Dr. Anoop Dhamangaonkar and Dr. Dhiraj Sonawane
13. Journal of Clinical Orthopaedics update
14. Ortho TV as Media Partner report
15. BOS App Usage and status report
16. To approve applications for BOS Membership
17. Relevant letters and Mails received to the secretary's office before the 8th of March 2025
18. Declaration of Results by the Election officer: Dr. Sanjay Dhar
19. Felicitation of the outgoing Executive Council Members
20. Appointment of WIROC 2025 Secretaries
21. Any other matter with the permission of the Chair
22. Handing over the Charge and the presidential Jewel and President Elect Address: Dr. Gautam Zaveri
23. Vote of Thanks
24. National Anthem

Yours' truly



Dr. Ashish Phadnis
Hon. Secretary
Bombay Orthopaedic Society

NOTICE FOR THE ANNUAL ELECTION OF BOMBAY ORTHOPAEDIC SOCIETY

Elections for the following posts in Executive Council will be held during the Annual General Meeting (AGM) of the Bombay Orthopaedic Society (BOS) on **Sunday, March 16, 2025 at Meeting Room No. 206 A & B, Jio World Convention Centre, BKC, Mumbai.**

- **PRESIDENT ELECT: 1 Post - Vacant**
(1-year term; Dr. Mohan Desai will be Immediate Past President from April 1, 2025 and Dr. Gautam Zaveri takes over as President on April 1, 2025)
- **VICE-PRESIDENT: 1 Post - Vacant**
(1-year term; Dr. Samir Dalvie completes his term and is not eligible for re-election)
- **HON. TREASURER: 1 Post - Vacant**
(2 years term (2025-2027); Dr. Satish Mutha completes his term and is not eligible for re-election)
- **MEMBERS OF EXECUTIVE COUNCIL: 2 Posts - Vacant**
(3-year term; Dr. Dhiraj Sonawane & Dr. Anoop Dhamangaonkar retire after completing 3 years in the Council and are not eligible for re-election)

Members desirous of contesting the election to these posts should complete a nomination form and return it to the Hon. Secretary, at the Society's Office on or before 5.00 pm on 15th February, 2025.

A member may apply for only ONE post.

A copy of the nomination form may be obtained from BOS office.

Last date to withdraw nomination is February 22, 2025 by 5.00 pm.

Emailed nomination forms or Digital format will NOT be accepted. BOS does not take the responsibility for any postal/courier delays. In the event that the number of applying candidates is same as the number of vacant posts, there will be no election.

The candidates are expected to adhere to a high moral code of conduct.

Executive Council has appointed Dr. Sanjay Dhar as The Chief Election Officer

All applications will be scrutinized by him in consultation with the President and the Secretary. Other rules governing the election process are mentioned below.

ELIGIBILITY CRITERIA FOR ABOVE POSTS AS PER BOS CONSTITUTION

All Members other than Overseas Members, in other words Life Members and only those with at least 5 years standing as a Member. The office bearers and members of the council shall only be those, whose addresses are registered with the office of the BOS as residents of Mumbai, Thane or New Mumbai region.

President-Elect: A candidate should be a member of BOS for a minimum period of 10 years. Further, he should have served the BOS as an Executive Council Member for a minimum period of 3 years.

Vice-President: A candidate should be a member of BOS for a minimum period of 7 years. Further, he should have served the BOS as an Executive Council Member for a minimum period of 3 years.

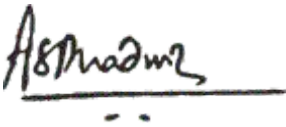
Hon. Treasurer: A candidate should be a member of BOS for a minimum period of 5 years. Further, he should have served the BOS as an Executive Council Member for a minimum period of 3 years.

Executive Council Member: A candidate should be a member of BOS for a minimum period of 5 years. No previous experience as Executive Council Member is required.

NOTICE FOR THE ANNUAL ELECTION OF BOMBAY ORTHOPAEDIC SOCIETY

- Executive Council has appointed Dr. Sanjay Dhar as the Chief Election Officer.
- All applications will be scrutinized by him in consultation with the BOS President and the BOS Secretary.
- Election will be conducted by Electronic physical ballot by Electronic Voting Machines (casting and counting of votes will be done by an Electronic Voting Machine)
- All candidates have to sign a declaration to their agreement for the use of Electronic Voting Machine for casting and counting the votes.
- The candidates are expected to adhere to a high moral code of conduct.
- **All forms of Electronic Campaigning should stop by 48 hours before the commencement of the Election Process, ie., 14th of March 2025 by 10.30 am.**
- **Election process will start at 10.30 am during the AGM. The process will be concluded at 12.30 pm. Any member not in the voting queue by 12.30 pm will not be allowed to cast his or her vote.**
- The candidate or his (one) representative may be present during the counting process.
- Disputes, if any will be considered by a Council (President, Secretary and the Chief Election officer) and their decision is final and binding.

PHOTO IDENTITY CARD IS MANDATORY TO CAST VOTE.



Dr. Ashish Phadnis
Hon. Secretary
Bombay Orthopaedic Society

BOMBAY ORTHOPAEDIC SOCIETY NOMINATION PAPER

Election for President Elect, Vice-President for 1 year, Hon. Treasurer for 2 years and 2 Members of Executive Council for 3 years.

I,offer my services as

- President Elect.
- Vice-President
- Hon. Treasurer
- Member of Executive Council

of the Bombay Orthopaedic Society for the year 2025-2026.

I have been

- Life Member of the BOS (Membership No.:) for years (minimum 5 yrs.)
- Executive Council member (from to) for years
- WIROC Secretary in year
- Hon. Secretary (from to) for years
- Treasurer (from to) for years
- Vice - President (from to) for years

I, agree to serve as
.....if elected.

Signature:

I, life member of the BOS, propose the name of
..... as..... for the year 2025-2026.

Signature:

I, life member of the BOS, second the name of
..... as..... for the year 2025-2026.

Signature:

AGREEMENT TO USE OF ELECTRONIC VOTING MACHINE FOR THE BOS EXECUTIVE COUNCIL ELECTION FOR THE YEAR 2025

I,, contesting for the post of
hereby agree to the use of Electronic Voting Machine for the election of the BOS Executive Council for the year 2025-26. I accept the process of electronic vote casting as well as electronic counting of votes and shall abide by and accept the result declared by the Chief Election Officer nominated by the BOS Executive Council.

Signature:

Date:

BOMBAY ORTHOPAEDIC SOCIETY NOMINATION PAPER

Undertaking: I have read the eligibility criteria and rules of the election and I agree to abide fully by them. I understand that violation of any of these will make me liable to disqualification by Election Officer.

I will accept fully the decision declared by the Election Officer and BOS President in case of any dispute.

I have faith that the BOS elections are free and fair and will accept the decision of the counting.

I, Dr. (Membership No.:)

do solemnly take a pledge on the living God in my heart that, if elected to the post of

..... of the Bombay Orthopaedic Society, I will uphold the goodwill and reputation

of the Society and that it will be my supreme objective.

That I will maintain dignified secrecy of privilege about any matter that I would be privy to in my capacity as an

Office Bearer of the BOS regarding the functioning of the organisation in the Executive Council and will not

share it with members outside the EC or in anyway that may harm the interest of the EC or the organisation.

I, Dr. (Membership No.:)

do hereby give an undertaking that I shall not be using any unfair means for my election.

I will abide by the decisions of the Election Officer of the BOS and constitution and rules and regulations of BOS.

(Only hard copies will be accepted) Send the completed nomination forms to:

Dr. Sanjay Dhar, Election Officer, Bombay Orthopaedic Society, C/o Vama Events Pvt. Ltd., Kohinoor Square, Phase 1, B Wing, Office No.1004, 10th Floor, N.C. Kelkar Road, Shivaji Park, Dadar West Shivaji Park, Mumbai 400 016 Ph: +91 22 35406187, 35106391, 35406576, 35406579 (Monday - Saturday: 10.30 am - 5.00 pm)

Last date for filing nomination forms: February 15, 2025 by 5.00 pm.

Last date for withdrawal of forms: February 22, 2025 by 5.00 pm.

No faxed forms will be accepted. BOS does not take the responsibility for any postal/courier delays.

A member can contest for only ONE post.

There is no provision for Online Voting

CALL FOR INSTITUTES TO HOST CLINICAL MEETINGS

Applications are invited from Head of Department of Institutes desiring to hold the BOS Clinical Meetings for 2025-26.

Minimum criteria are:

1. AC Hall of 100 capacity.
2. Mumbai, Navi Mumbai or Thane.
3. P. G. Training Institute with at least 2 units.
4. Clinical work which can hold a good meeting.
5. Presentations with clinical cases is mandatory.
6. MMC accreditation is mandatory.
7. The Institute should also be willing to conduct and participate in the meeting if the meeting has to be conducted in an online format, in unforeseen circumstances as decided by the BOS Executive Council.
8. Completed cases with good take home messages and good literature review can also be considered. Every meeting will have 3 cases not from the host institute and time allocation for follow up cases from previous meetings should be considered.
9. Cases preferably should be a good mix of cases that will interest the general orthopaedic surgeon and should be worked up completely.
10. Xrays and clinical pictures must be anonymised and the convener may request the webmaster or the Secretary for advertising the clinical meeting with flyers and highlights on social media.

The applications will be scrutinized and the AGM will allocate meetings on the recommendations of the Executive Council.

Applications are invited for 6 full meetings on first Sunday of even months of the year namely; June, August, October, December (2025), February & April (2026).

Applications should be made in writing or Email to Hon. Secretary, Bombay Orthopaedic Society, secretary@bombayorth.com giving relevant details supporting the bid by the 25th of February, 2025, 11.59 pm (IST).

INSTRUCTIONAL COURSES FOR THE ACADEMIC YEAR 2025-26

Applications are invited from BOS Members for the following Instructional Courses.

The applications will be scrutinized and the AGM will allocate meetings on the recommendations of the Executive Council.

Applications should be made in writing or Email to Hon. Secretary, Bombay Orthopaedic Society, secretary@bombayorth.com giving relevant details supporting the bid by the 25th of February, 2025 11.59 pm (IST).

- 1) Basic Trauma Course
- 2) Basic Paediatric Course
- 3) Basic Spine Course
- 4) Basic Arthroscopy Course
- 5) Basic Arthroplasty Course
- 6) Basic Shoulder Course
- 7) Basic Ankle & Foot Course
- 8) Basic Hand Course
- 9) Deformity Course
- 10) Practice Management Course
- 11) Any other course subject to approval from the EC and GB

Last date for submitting application is February 25, 2025

**CLICK HERE FOR
COURSE CONVENOR
APPLICATION FORM**

OR



**SCAN QR FOR
COURSE CONVENOR
APPLICATION FORM**

GUIDELINES FOR BOS COURSE CONVENERS

ACADEMIC/ADMINISTRATIVE

1. Conducting a BOS course should be a privilege and all attempts should be made to uphold the reputation of BOS as an academic body while conducting these courses. The academic content and the faculty should be of the highest standard. The BOS Courses have been looked upon very favourably for the past 60 years and every convener should try and better the course content and delivery.
2. In keeping with the developments in various specialities of orthopaedics changing paradigms and concepts we understand the need to evolve and experiment with conduct of the course and delivery, we would like the conveners to share the ideas with the EC by the 15th of March 2025 upon allocation of the course or you may wish to do so at the time of application to support your case.
3. On allotment of the course the tentative program and the proposed faculty must be submitted to the Executive Council by the 15th of March 2025.
4. We encourage conveners to include faculty who are BOS Members and who will be able to give due commitments for the duration of the course. The BOS has some stellar faculty, steps must be taken to utilise them completely. Newer faculty may be introduced as table instructors or faculty in small group discussions with senior mentors.
5. The course content should be scientific relevant to the course and the experience of the delegates and based on evidence. Convener should ensure their faculty refrain from using eminence based or anecdotal examples.
6. The course should have a good mix of theory-based talks and lectures surgical case-based discussions and interaction with faculty in different hospitals in the form of surgeon visitations. The convener may approach the EC for help suggest centres and consultants for surgeon visitations, however the necessary permissions and formalities for surgeon visitation must be done before the course commences. Pre planning of the visitations will help the delegates in planning their stay and movement throughout the course.
7. If cadaver dissection is planned then liaising with the EC and other course conveners may help us stream line the courses their dates and explore the possibility of economising the expenses on the cadaver lab.
8. Industry participation may be encouraged for accessing instrument sets and sawbones. Due credit will be given to them where applicable.
9. Please plan the finances and logistics well as we want to ensure a smooth course without any burden to the convener or the BOS.
10. Certificate of participation signed by Convenor, President and Secretary as per the set format of BOS. If course accredited by MMC, MMC Observer sign will be required.
11. On the course banner, only the following names can be printed: Convenor, President and Secretary as per the set format of BOS. Any promotion of the course on social media must have aegis of BOS course written prominently.
12. It is preferable that application to MMC for Accreditation points to be done by Convener directly and not leave it to the BOS Office. If you need help from BOS Office, please obtain prior permission of the BOS Secretary to do so. It shall be the responsibility of the Convener to upload the attendance and comply with all the MMC requirements. Upload attendance within one week of completion of the course.
13. Please furnish a report of the course along with the bills within 15 days of completion of the course and a detailed report of the attendance and Delegate feedback. For the courses which are being held in November and December, the report to be submitted latest in 15 days after the course is over or by 15th December, whichever is earlier for publication in the annual report.

14. Selected candidates must be intimated timely as regards their selection and timings of the course, so that they can make their travel plans well in advance.
15. All due permissions from higher authorities in the respective institutions through HOD Orthopaedics and other allied departments, Dean permissions must be taken 2 months in advance, auditorium bookings etc. must be ensured to avoid last minute cancellations and embarrassment to BOS.
16. Courses, who do not receive at least 50 percent of applications 15 days prior to the event, may be scrapped if not viable. Due efforts must be made to popularise and advertise the courses if it is known prior that there are not enough applicants. At least one month prior to the event, the course quorum must be complete.
17. The convener may refer to a Case bank for taking clinical cases for discussion and acknowledge the source. He may also contribute to the faculty support packages by giving some of the PowerPoint slides of cases, PPTs of lectures as PDFs or handouts to the Secretary BOS for reference and use in the following years.
18. If a delegate is absent for the full course, you are expected to intimate the same immediately to BOS Office.
19. Bombay Orthopaedic Society is not responsible for any ill health or hospitalisation of delegates during the course, or any travel reimbursement of the same.
20. Please maintain good and efficient communication throughout the course with your delegates. You may add the BOS Secretary and Treasurer if forming a WhatsApp group. However, it is not acceptable to submit bills on WhatsApp. Physical copies are to be delivered to the Secretariat or scanned copies on e-mail with a detailed covering letter. BOS Office will not arrange for the collection of the same.
21. Feedback forms must be submitted online only. After verification of which the certificates will be issued to the delegates.
22. Delegates must be encouraged to be BOS Members and also encouraged to use the BOS Protocols App

COLLECTION AND DISBURSING OF FUNDS FOR BOMBAY ORTHOPAEDIC SOCIETY COURSES

1. The course fees should be in moderation. There is a GST of 18% on the course fees. There is a quantum of administrative charges, staff, banners, certificates, feedback, emailer and mass SMS (only 3 per course allowed). As a rough estimate, 25% of the course fees should be kept aside for above reasons and only balance 100 - 43 (18+25) 60 percent be spent. Amount Exceeding 60% of the collected revenue will not be sanctioned by the Executive Council under ANY circumstances.
2. All courses are expected to make a profit of at least 15% of the gross collection. Spending on faculty welfare is not allowed. Gifts to the faculty are NOT allowed. No mementos will be given to any faculty member during the course. Thank you letters to participating faculty as a courtesy must be arranged within 48 hours of the event.
3. The budget should be submitted before declaring as awarded in GBM; GBM should have only the list of decided courses with breakup of what the expenses are for. Any convener exceeding budget for 2-3 consecutive courses should be barred/fined.
4. BOS will not pay for instruments for any course as per AGM mandate. If instruments are taken on BOS name as a donation, prior intimation to the Secretary and Treasurer is mandatory. They need to be deposited at the end of the course within a week with a detailed list with the Treasurer, with an accompanying covering letter by the respective company.
5. Course dinner is not essential part of whole show. If planning it, make sure you are able to manage it within the budget allocated. Payment for catering bills should not be made in cash and Society is willing to issue a cheque in advance; money may also be paid by individual's credit card and Society will reimburse him by issuing a cheque. Personal Cheques and Credit Cards are acceptable mode - reimbursement by the Society is easy. For amounts more than Rs. 1,00,000/-, PAN card number of the payee is essential.
6. All sponsors must make their contribution to BOS; Sponsors of a BOS event should not give money directly to a Convener. It must come to Society's account and then spent for specified event. Sponsors are not expected to display their commercial visuals, banners etc. inside a meeting hall; all displays should be outside the meeting hall.

7. Payment in cash for bills higher than Rs. 30,000/- will not be allowed by the Executive Council as the Society cannot claim it as expenses. As internal policy, BOS wants to minimize spending in cash; such expense should only be for tips, and for small expenses lesser than Rs. 2,000/-.
8. If you need to pay any advance for conducting the course, please feel free to contact the Secretary or Treasurer at least 15 days prior to conducting course, we will make the arrangement for the same.
9. Please keep the expenditure within the total amount of course fees. If for some reasons you are likely to shoot the budget, you are requested to take prior permission from the BOS EC for the extra expenditure. Let the EC ratify / grant permission for the extra expenditure and then only go ahead with the same. For any special requirement, please submit prior quotation and justification and get it approved by the Secretary / Treasurer.
10. BOS will not pay rental charges to private clinics for the conduct of a course, implants for the patient, anaesthesia charges or consumables for the same.

FLAGSHIP EVENTS OF BOS

1. a) **JCT Memorial PG Clinics:** Voucher payments for basic tea, coffee and refreshments will need the bill to Bombay Orthopaedic Society written clearly. Any other sundry minor expenses may be sanctioned with prior intimation to the BOS. If organising a lecture series, standard MMC application rules will apply.
2. b) **Clinical and Master Series meetings**
 1. The present expense limit for such events is Rs. 35,000/-. Part sum may be given in advance to the Convener in cash; as internal policy, BOS Wants to minimize spending in cash; such expense should only be for tips, and for small expenses lesser than Rs. 2,000/-. All food bills for various meets and courses should be paid by cheque; all caterers connected with Medical College canteens have PAN cards and can take cheques. Money can also be paid by individual's credit card and Society can reimburse him by issuing a cheque.
 2. All Clinical Meetings, Master Series and Course Conveners are expected to submit their accounts within 15 days of completion of their events along with the Convener's report. All such bills are checked and settled if found in order within 3 weeks of submission to Society's office. EC will take a serious note of late submission of expense sheet and course report; this may be taken against a Convener for future activities.
 3. Any payment made on behalf of BOS must be supported by an invoice (bill); for small amounts paid in cash it must be supported by a voucher signed by the concerned person. All bills must be collated and countersigned (approved) by the concerned conveners. Vendors are discouraged to submit the bills to Society's office. All these bills are seen and approved (signed in red) by the Hon. Treasurer before a cheque could be released. All cash expense vouchers should be countersigned by the Hon. Treasurer.
 4. Please furnish all the bills together bearing your signature after the course, so that payment can be done immediately at one instance. Please see that the payment is made by cheques as far as possible. Preferably 80% to 90% of payment should be done by Cheques. All expenses to be supported by bills and vouchers.