



**INDIAN ASSOCIATION OF CARDIOVASCULAR THORACIC ANAESTHESIOLOGISTS**  
**Guidelines for Regional / State/ City Branches of IACTA**  
**(passed by IACTA GBM held at Pune in 2017)**

**Communication:**

- a) All communications should be in following format: From regional branch: addressed to “IACTA regional branch co-ordinator” and cc to IACTA secretary. From IACTA, addressed to president and CC to secretary of regional branch.
- b) Official language of communication is English.
- c) All emails should be addressed to President and a “cc” to Secretary by both sides.
- d) After periodic formation of new body, the old body should communicate details of new governing body to IACTA within 2 weeks of formation. A copy of new letterhead should be sent to IACTA by new body.
- e) One unit of regional body means a unit which may be based in “one city” or “one State” or “one Region of a state” or “one Region comprising of different states”. IACTA recognizes a unit which has: a) registered bylaws with competent Govt. authority, has a Registration number, has a PAN number. These are all essential requirements to constitute one unit of regional body.
- f) All regional bodies should have IACTA logo on their letter heads and website.
- g) Regional bodies should send a coloured scanned copy of their letter head, Logo, PAN card, bank account details (including RTGS/IFS/NIFT code).
- h) All legal issues should be handles by regional bodies. They must be informed to IACTA and regional bodies may seek advice from IACTA on these.

**Membership:**

- a) All the members of regional branch should be members of IACTA.
- b) Any member of IACTA who works in area of regional branch should be a member of regional branch provided he/she fulfils the criteria of being member of that regional branch.
- c) Any member who is removed from IACTA will automatically be removed from regional body and the decision of IACTA in totality will be binding on regional bodies in this context.

**Finance:**

- a) Regional branches should manage their own finances. In case of need, they may ask for assistance from IACTA and IACTA has final decision on this issue.
- b) Annual audited and signed report (computation, balance sheet & income/expenditure sheet) must be sent to IACTA within two weeks of filing IT returns.
- c) Any membership coming through regional branch should get their share as per IACTA rules.

**Academic activities:**

- a) Regional bodies should inform IACTA office about academic activities planned in their region. The information should come to IACTA office before the release of first broacher or electronic release of announcement.
- b) The intimation should include schedule of meeting and other activities during that meet.
- c) IACTA regional bodies co-ordinator will assign credit hours and other points on basis of which, activities of a body may be ranked.
- d) Any newsletter released should be sent to IACTA office.
- e) Any refresher course / workshop planned should be co-ordinated with IACTA.

**Academic activity in association with other bodies:** Guideline regarding this issue of joint meetings are as under:

- a) Regional branch should inform under which banner the meeting is conducted?
- b) Information should be given to parent body that PAN card of regional branch is used or not for meeting in collaboration with other bodies.
- c) To use the logo of IACTA/reginal body, a prior permission of IACTA Office should be seeked.
- d) An information of participation of IACTA faculty v/s other than IACTA faculty in such conferences.
- e) Financial implications and accounting between regional body and other collaborating body should be provided i.e. projected plan before the conference and final accounts after the meeting (with in four weeks).
- f) A prior permission is required from IACTA office before scheduling such joint meeting.
- g) Consent of other body to follow byelaws of IACTA and regional body?

**Social Activities:**

- a) Regional bodies should take social activities in their region like Blood Donation, Green Earth etc.
- b) The aim of these social activities should be to help the society at large and improve the skills and talent of individuals.

**Protocols / Guidelines / Recommendations:**

- a) Regional bodies should form academic guidelines and protocols as per the need of their region.
- b) These guidelines should not be contradictory to already formed IACTA guidelines. If they wish to add something or correct something, they should write to IACTA which IACTA office will direct to IERC or guideline subcommittee.

**Website:**

- a) It is recommend that all regional bodies to have their website.
- b) IACTA website should have a dropdown column of regional body websites link.
- c) Regional bodies should make database of their region and club it with IACTA database.
- d) Regional bodies should encourage sending orginal articles and review papers to Annals of Cardiac Anaesthesia.
- e) Regional bodies should formulate rules for mandatory submission of reward papers to Annals of Cardiac Anaesthesia.

**Evaluation of academic activities:**

I propose a structure to evaluate academic activities of regional branch as per the following point system:

1. Full day academic activity which involves academic lectures : 8 points
2. Half day academic activity which involves academic lectures : 4 points
3. Evening guest lecture (usually 2 hours) : 2 points
4. Academic workshop (full day of minimum 8 hours) : 8 points
5. Half day workshop (half day of minimum 4 hours) : 4 points
6. Mock exam : 6 points
7. Refresher course (one day) : 8 points
8. Refresher course (two days) : 12 points
9. Non-academic social activities (for 2 hour) : 1 point
10. Major help in natural calamity : 5 points

On basis of this point system, I have made a presentation of all branches and the activities done by these branches.

**Award for best branch:**

IACTA central body should start a “BEST REGIONAL BRANCH” trophy every year. The co-ordinator should prepare a report of the calendar year and present it to first day meeting of EC and on final decision of EC, an award should be given to best branch during day two (GBM). This is called “President’s Best Branch Trophy”.

Winner of 2017: ACTA Mumbai

Winner of 2018: IACTA Gujrat.

Regional branch coordinator:

2015 to 2018: Dr. Rajesh Arya

2018 to 2021: Dr. Harish Babu

For further details, please send email to either of following:

Dr. Harish Babu, Regional bodies co-ordinator; Email: [drharish78@gmail.com](mailto:drharish78@gmail.com)

Dr. Rajesh Arya, Secretary, IACTA; Email: [iactasecretariat@gmail.com](mailto:iactasecretariat@gmail.com)