KSOS
MANUAL
VERSION 4.0



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(Revised in September 2024)

A guide for day-to-day administrative convenience
and must be followed by all office bearers and members

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KSOS MANUAL

A guide for day-to-day administrative convenience and must be followed by all office bearers and members

1.EXECUTIVE COMMITTEE MEETING

A. The notice should be served in electronic or print format by the secretary to all the EC members at least 30 days before, clearly mentioning the date, time, and venue.
B. Timing of 1st ECM. Should be within 45 days of the start of KSOS year.
C. General Secretary can convene an emergency ECM (with a specific agenda) under instruction from the President with 2 hours' notice by electronic means.
D. Minutes of ECM should be sent at least 15 days before the date of ECM.
E. Minutes of routine ECM need not be read in an emergency ECM. But the minutes of both should be read in the subsequent ECM
F. Agenda should be listed in the notice
G. Any resolutions to be presented must be submitted in writing by post or email proposed by a member of KSOS and seconded by 2 full time members
H. "Any other matter" of the agenda can only be taken up with permission of the chair. If the matter is found to be serious and very important, the president and the EC will take it up as a major agenda in the next ECM.
I. Minimum of 4 ECMs should be held in a year of which one should be on the 1st day of DRISHTI.

J. The members who attend the physical ECM should write their names and signature in the minutes book.

K. In the case of Virtual ECM, the secretary should maintain a printout of the names of attendees from the screen shot or chat box showing the names of the participants clearly

L. The ECM should be formed in the AGM during DRISHTI

M. The Quorum of ECM is half its strength of elected members (given in Byelaw).

N. Agenda for an ECM

   a. Meeting called to order by the Chair (usually the President)

   b. Silent prayer

   c. Obituary

   d. Presidential remarks

   e. Minutes of the previous meeting (As minutes are already circulated, a gist of minutes should be presented for the information of the members)

f. Matters arising out of the minutes of the previous meeting

g. Reports from Treasurer, Scientific committee, Editor, KJO and Website, Joint secretary, DRISHTI LOC, KSOS representative to AIOS reports

h. Other matters (in the agenda)

i. Any other matters (not in agenda)

j. Vote of thanks by Secretary

k. Meeting adjourned by the Chair.

O. The first Executive Committee meeting is a combined one including all the previous EC members. Should be held within 45 days of formation.

P. After the DRISHTI core committee is formed, the Organizing chairman and the secretary should be invited to all subsequent ECMs. These 2 members are invitees to the ECM and shall not have voting rights in the Executive Committee. They are invited for discussing matters pertaining to Drishti alone.

Q. The district club affiliation fees of defaulters should be collected by the 1st ECM. Any defaulter should remit the entire dues of previous years with penalty for regularization of their affiliation. Details of the penalty given below

R. Without affiliation the district units will not be eligible to nominate members to the executive committee and will not be able to hold CMEs or any programs under the aegis of KSOS.

S. All members should be informed of the Schedule of activities of KSOS, Scientific Committee and Drishti within 2 months of the formation of the ECM.

T. The various committees nominated by the President should be formed in the 1st ECM itself.

U. Ethics committee (In bylaws) and Internal Audit committee (members should be from outside the EC) and Administrative Audit Committee should be formed mandatorily. A committee for overseeing the functioning of the Vision Enhancement Clinics should also be formed. Other committees may be formed as and when needed.

V. These Committees should submit their reports to the Secretary well in advance before the coming ECMs. The Chairman or members of these committees can attend the ECMs only if invited by the President.

W. The President can invite anyone for the ECM to discuss specific issues. They cannot comment on other matters unless given permission by the President. Anyone attending the ECM can be given TA as per KSOS rules.

X. The Internal audit Committee should have a chairman and 2 members who should be outside the ECM of KSOS.

Y. The Administrative audit committee shall be chaired by a Past Secretary with a past Scientific Committee Chairperson and Past KJO Editor as members. None of them should be part of the present Executive Committee.

Z. Club Affiliation Fees:

a) This is paid in advance at the start of the KSOS year (during the general body meeting). All clubs must complete this obligation by the first ECM of the year.

b) Currently it is Rs 2000/- plus GST as applicable

c) After that a penalty of Rs 100 every month will apply.

2. NOTICE FOR GENERAL BODY

A. It should be served to all members of KSOS by post, email, or other electronic means at least 30 days before, clearly mentioning the date, time and venue
B. Agenda should include any resolutions if any.
C. Minutes of the previous GB should be sent to all members along with the notice
D. Action taken on any proposals submitted in the previous GB should be kept ready by the Gen Secretary for presentation in the GB
E. Any resolution to be presented are to be submitted in writing by post or email to the secretary proposed by a member and seconded by 2 members before September 30th.

3. ANNUAL GENERAL BODY (AGB)

A. The AGB should be held during the annual conference preferably on the 2nd day of the Drishti.
B. The President should call for the GB at 5.00pm and in case of lack of quorum (less than ⅓ of KSOS members or minimum of 60 members), the meeting may be adjourned and convened half an hour later when the quorum is not mandatory.
C. New President, past Secretary, past Treasurer, and the Immediate Past President (IPP) will occupy the dais.
D. It is the duty of the President to control the discussions and prevent it from going astray.
E. Mementos to the past office bearers and spot awards from various sessions in Drishti can be given during the AGB.

F. The mementos to the past office bearers, are to be given by the IPP and that to the IPP by the President.
G. The mementos to the past office bearers will be arranged by the Hon Secretary and Scientific awards by the Scientific committee chairman. The template for preparation of the silver medal is available.
H. The spot awards for DRISHTI sessions are to be given by the President.

I. The minutes of the previous AGB should be distributed early along with the notice of AGB and a gist of it can be presented by the Secretary in the AGB.
J. Presentation by the LOC of incoming DRISHTI should be made in the AGB

K. No other activities of Drishti or KSOS should take place during the AGB so that all members of KSOS can attend it.
L. The Secretary should collect the addresses of all the new ECM and inform the Registrar of Society within a week of the AGB along with supporting documents. This should be done before handing over charge to the next Secretary.

M. Agenda for an AGB

a. Meeting called to order by the Chair (usually the President)

b. Silent prayer

c. Obituary

d. Presidential remarks

e. Minutes of the previous meeting (As minutes are already circulated, a gist of minutes should be presented for the information of the members)

f. Matters arising out of the minutes of the previous meeting

g. Brief Reports from Treasurer, Scientific committee, Editor, KJO and Website, Joint secretary, DRISHTI LOC, KSOS representative to AIOS reports (Annual report to be circulated early)

h. Other matters (in the agenda)

i. Any other matters (not in agenda)

j. Vote of thanks by Secretary

k. Meeting adjourned by the Chair.

4. ANNUAL REPORT

A. The detailed annual report of the society should be published and released during the annual general body (AGB) every year

B. It should contain the reports of all the subsidiary units of KSOS
C. The audited reports of previous financial year and income and expenses of the current half year should be included in that.
D. The report should be sent to all members before the GB.
E. A hard copy should be filed and kept in the records by the secretary for future reference
F. Digital format of the same can be put up in the website for access by all members

5. **DRISHTI INAUGURAL FUNCTION**

A. Regarding the Drishti Inaugural Function
B. The agenda of this function should be decided by the Hon. General Secretary.
C. Invitation, if printed, should be from the Outgoing President, Hon. General Secretary & The Executive Committee.

D. **INAUGURATION IS OF THE NEW KSOS YEAR AND NOT THE 'DRISHTI'**.

E. The inauguration is for that of the activities of the coming term along with the annual conference
F. The secretary and Joint secretary of KSOS is responsible for the inaugural function and should coordinate with the person in charge of that from the LOC.
G. The inaugural function is one of the most important functions in the annual conference and should take place in the main hall that can accommodate a minimum of 500 people
H. The KSOS president will preside over the function
I. To his right will be the Chief Guest and to his left will be the Guest of honor, if any.
J. The incoming president will occupy the chair to the right of the Chief Guest and will exchange seats with the outgoing president after taking charge.
K. There should always be an odd number of seats on the dais so that the presiding person sits at the center. Secretary and LOC can decide as to who to be called to the dais, in case the odd number rule cannot be satisfied due to the absence of one of the usual occupants, Vice President and/ or Treasurer can be called in to make it an odd number seating.
L. The master of ceremony (MC) should have a written script and should not deviate much from it. A copy of the script is as follows

Programme details – to be given to MC.

Invite all dignitaries to take their designated seats on the stage

Invocation :

Welcome Speech : Chairman, Organizing Committee- Drishti 2019

Secretary's Report : Gen: Secretary, KSOS

Farewell Address and Installation of New President: By Outgoing President

Presidential Address : By New President

Introduction of Chief Guest : Organizing Secretary, Drishti 2019

Inaugural Address : Chief Guest

(Invite her / him to light the lamp followed by the inaugural address)

Keynote Address : Guest of Honour

Presentation of Awards : Dr. CE Oommen memorial Oration Award / TK Alexander Memorial Oration Award, [whichever is being given during that particular year] (invite the Gen Secretary, to announce the name and request the Chief Guest to give the award)

: Life Time Achievement Awards (to be announced by General Secretary and given by Chief Guest)

: Scientific Committee awards (Invite the Scientific Committee Chairperson to read the names and request the Guest of Honour to give the awards)

: Best Ophthalmic Clubs for 2018-19 (to be announced by the General secretary and to be given by Outgoing President)

Release of KSOS CME Series (to be announced by Scientific Committee Chairperson and released by Outgoing President by giving a copy to the Chief Guest or Guest of Honour)

Release of Drishti Souvenir – The Editor of the Souvenir shall carry it to the stage on behalf of the LOC. The Guest of Honour will release the Souvenir and hand over a copy to the Chief Guest. A copy each may be distributed to all the dignitaries on the dais

Distribution of mementos : to Chief Guest, Guest of Honour, outgoing Office bearers, President, and Chief Organizing Secretary of previous Drishti. Mementoes to the outgoing team to be given by outgoing President. Mementoes to Outgoing President and other guests to be given by the New President.

Vote of Thanks : Chief Organizing Secretary, Drishti

National Anthem

Entertainment Programme and Reception Committee Dinner follows

6. CHECK LIST FOR INAUGURAL FUNCTION

A. The Chairman of LOC will welcome the guests and the Organizing secretary will give the vote of thanks.
B. The Secretary and the KSOS Scientific Committee Chairman should occupy the dais.
C. The Secretary's report should be brief. It is better to specify the expected duration of speech which may be given to all the speakers except the Chief guest, Guest of Honor and the incoming President
D. There should not be too much overlap/repetition in the points spoken by the outgoing President and the Secretary
E. Distribution of awards
    a. The Life time achievement and Oration award should be given by the Chief Guest.
    b. Scientific awards – Chief guest, Guest of Honor or President of KSOS
    c. Best Club awards- Outgoing President
    d. Mementos to the outgoing team should be given by the outgoing president. That for the outgoing president will be given by the President who has taken charge on that day. (This may be done during the GB to save time as decided by the secretary)
F. The awardees must occupy designated seats in the front rows for easy access to the dais. The Oration recipient need not be given a seat in the dais unless he/she is one of the speakers. People receiving awards on proxy should be intimated early to avoid confusion when that name is called for receiving an award.
G. The hall should be made free latest by 4.30 pm or earlier so that preparations can be made for the inaugural function which starts by 5.30 pm. Under no circumstances can the hall be used for scientific or any other activity just before the function.
H. The awardees list should be prepared by the Scientific Committee chairman and hard copies made available to the person in charge of the function and the MC well in advance.
I. The award list should be announced by Chairman Scientific Committee
J. The Secretary should introduce the person receiving the oration briefly.
K. The awards should be arranged in the dais in the order mentioned in the awardee's list
L. All forms of plastics should be avoided in the inaugural function as far as possible.
M. If the guests are welcomed with flowers or bouquets the people handing them over should be kept ready at the sides of the dais, with clear instructions about the person to be given the welcome, to avoid confusion and delay.
N. Checklist for inaugural function
    a. Programme of the meeting
    b. Presidential Collar

c. Brief report by Secretary
d. Hard copy of List of Award winners
e. Lamp for inauguration and a small lamp to light it
f. 5 Copies of Book/Souvenir to be released. Lightly covered so that it can be easily opened.
g. Mementos for Chief guest, Guest of Honor and other guests outside KSOS, if any.

7. MINUTES OF MEETINGS

A. The minutes of the ECM and GB should be handwritten in the respective registers with serially numbered pages.
B. No page should be left blank. Every page should be signed by the Presiding officer and Secretary. Every correction should be signed by the presiding officer. The person who chaired the meeting should sign the minutes of that meeting.
C. A copy of the notice of the meeting can be affixed in the respective page of the minutes book
D. The lists of members who have attended are to be kept in a separate register for GB but along with the minute's book in ECM.
E. The minutes book should be kept under custody of the Secretary
F. The list of awardees of Drishti should be included in the minutes of 1st ECM.
G. All important decisions taken and passed during ECM and GB can be listed chronologically in a separate book for easy reference later on while updating the byelaws.

H. A separate minutes book of the Drishti Central Committee should be maintained by the LOC Chief organizing secretary and produced before the EC

I. Audio of the ECM/GBM to be recorded from the mic by the AV team and it will be retained by the secretary till the minutes are passed in the subsequent meeting.

8. CME UNDER THE AEGIS OF KSOS

A. The CMEs can be allotted to affiliated clubs or members only after collecting the CME fee.
B. CMEs cannot be allotted to Ophthalmic clubs who are defaulters in getting affiliated to KSOS.
C. The concerned person should submit an application by email/post to the Secretary with a copy to the President citing the date, venue and topic.
D. The Secretary will sanction the date only after receipt of the CME fee (Rs 3000) plus GST as applicable. He / She will send an email along with the guidelines for conduct of CME under the aegis of KSOS.
E. He will also send the documents for applying for CME credit from TCMC for those who need it.
F. The Secretary will list the CME in the KSOS website and notify the CME through all channels of communication of KSOS.

G. The CME brochures and certificates should bear the logo of KSOS/theme of the President
H. In the inaugural function of the CME the KSOS President should be the Chief Guest. If the LOC is inviting some other person as the Chief Guest, then the KSOS President is the Guest of Honor and will deliver his address after the inaugural speech. The Chairman of the LOC/ President of district ophthalmic club (in CMEs organized by ophthalmic clubs) becomes the Presiding person during the CMEs who can also deliver the welcome address. The Organizing Secretary can deliver the vote of thanks.
I. In other functions held directly by KSOS the President should be the presiding officer.
J. If the CME is held with financial assistance of KSOS the LOC should submit detailed accounts of the same within 14 days for release of the amount.

K. In the Webinars which are conducted by the KSOS in association with the district ophthalmic clubs, the President, Secretary or Scientific committee chairman should be inaugurating the program in an official function. No CME fees will be levied by KSOS. KSOS will ensure dissemination of information through social media and emails. The content of the program should be decided in concurrence with the scientific committee chairman.

L. Requirements for CME under the aegis of KSOS to be mentioned in the website.

9. FINANCES

A. The Treasurer is the custodian of all documents related to accounts of KSOS. He should keep the original documents PAN, TAN and GST registration of KSOS.
B. When the charge is handed over to the new office bearers a register containing the list of documents, signed by both parties should be executed and kept under the custody of the person who takes over office (specifically in the case of Gen Sec and Treasurer). This includes details of documents related to registration, MOUs, PAN, TAN, GST registration Seals, Cheque books, FD receipts, minutes books and other relevant and important documents.

C. Hand over Register
    a. There should be 2 hand over registers or two components in the same book.
D. 1. A Secretary's hand over register - Minutes book,
E. 2. A treasurer's Hand over register: All financial documents like original documents PAN, TAN Cheque books, FD receipts, and GST registration of KSOS. The rest with the Secretary.
F. Induction meeting to the new office bearers, especially the secretary, treasurer, and scientific committee. This is to be arranged by the secretary in the head office of KSOS preferably before the first ECM.

G. A date should be fixed before the first ECM for the actual Physical Handing over of the documents at the KSOS office.
H. One cabinet and a safe deposit locker in the IMA office can be labeled and set apart for financial documents. This can be managed by the Treasurer.
I. Soft Copies of All Important Documents:
J. All important documents like MOUs, Reg certificates once duly signed should be soft copied and held in a digital drive by secretary or treasurer for easy reference.
K. KSOS subsidiary units should try to generate funds for their functioning independently.

L. At present KSOS have accounts with Karnataka Bank (General SB, Award SB and FDs), South Indian Bank (General and FDs) and ICICI bank (Drishti acct).
M. Expenses for general purposes and award related activities are to be met from the respective accounts only. If funds are insufficient in the Award SB it can be met from General SB but not vice versa. If any such anomaly has occurred by mistake the exact amount should be replaced at the earliest.
N. Secretary and Treasurer are the joint signatories of accounts at Karnataka Bank and SIB while KSOS Treasurer and LOC organizing Secretary of Drishti are the signatories of ICICI account.
O. Drishti ICICI account also to be shifted to Ernakulam so that it can be operated by the KSOS representative
P. All bills and receipts especially for high amounts should be raised in the name of "Kerala Society of Ophthalmic Surgeons" (Not KSOS) quoting the GST No of KSOS. All such transactions should be brought to the notice of the Treasurer by the 30th of every month who in turn should process it for GST filing before the 15th of the next month. This is all the more important in the case of Drishti transactions which usually involve huge amounts.
Q. All office bearers of KSOS should send bills of their TA or other expenses related to KSOS work to the Treasurer and settle the account before each ECM. (Take care to submit Photostat copies of bills on wax paper as it can fade away with time).
R. Proper bills and vouchers should be produced for payments made.
S. Any payment above Rs 10,000/- should not be made in cash.
T. TDS should be deducted as applicable in all transactions.
U. The Treasurer and Secretary can keep Rs 30,000/- each as petty cash with them.
V. No office bearer should spend from his pocket for KSOS related expenses without informing the Treasurer. The Treasurer should ensure that he has sufficient cash reserve with him before allowing such transactions.
W. All receipts for Newsletter, Journal, any other publication or activity should be routed through KSOS accounts and expenses met using KSOS cheques.

10. NEWSLETTER- THE KSOS CONNECT

A. The Newsletter should be brought out every quarter on March 31st, June 30th, Sep 30th and Dec 31st
B. First Newsletter was brought out in 2000 as Issue No 1.
C. It should include the report of all activities of KSOS and District Ophthalmic Clubs of that quarter.
D. The newsletter is published online and the soft copy uploaded online in the website. Few copies in print can be taken for those who opt for it. One copy should be filed in the KSOS records by the Secretary
E. The Newsletter is published by the Secretary who forms an Editorial committee with the Joint secretary as the Executive editor and President and Secretary as Ex officio members.
F. The contents and layout can be decided by the editorial committee.
G. Sponsorship amount for the Newsletter has to be credited to KSOS account through proper invoice and bills settled from it.

11. KSOS ELECTION

A. The Secretary should communicate to all members through email, WhatsApp groups and through the website about the election notification by Aug 31st.
B. The last date of receipt of nomination will be Sep 30th
C. All nominations will be scrutinized in 3 days by the secretary and list of the candidates will be published.
D. Last date of withdrawal of nomination will be October 10th. No withdrawal will be permitted after that.
E. A returning officer to conduct the election should be selected by the 3rd ECM
F. Secretary should prepare the list of nominal roll of members before the election including all the members whose names are ratified by the last AGB/ ECM before August 31st
G. The results will be declared by the Returning officer in the AGM.

H. In the event of the election being virtual, the following SOP will be followed

I. Online election approved by Annual GB 2020
J. Nominations invited from September first. Last date for filing nominations September 30.
K. Need 3 election officers, senior one being the chief election officer
L. Election officers decided by Executive committee
M. Duly filled nomination form should reach the Hon General Secretary before September 30 every year
N. Secretary can verify the nominations along with election officers
O. After the last date of withdrawal general secretary will announce the candidates in field with valid nomination
P. Secretary may arrange a “meet the candidate” program or send the biodata of all candidates to the KSOS members
Q. General secretary is the point of contact by Vendors for online election
R. Vendor for online election can be finalized by the executive in advance

S. Updating of database should be complete by October 25.
T. OTP verification can be single OTP in email and Mobile, or different OTP in email and mobile. Other safety features can be adapted by general secretary with concurrence from executive.
U. Associate delegates will not have any voting rights. This includes post graduate students who have not passed their MS or DO or DNB.
V. Up to the last person ratified in the previous year Annual GB will have voting right.
W. Currently all KSOS members except associate members will have voting rights irrespective of their place of residence. This is subject to GB decisions.
X. Online voting will start 1 week prior to Drishti and finish by midnight 2 days prior to the scheduled Annual General Body meeting.
Y. Opening of ballot should be in the presence of all candidates online or offline with three OTP entered simultaneously by all election officers.
Z. Any disputes will be addressed by election officers. General secretary will be the facilitator.
AA. General body decisions should be binding to all members and candidates
BB. No election propaganda for KSOS elections will be allowed in any official KSOS groups.
CC. Election officers have the right to take action or seek explanation from anyone not abiding the KSOS decisions during voting
DD. As per the GB decision of 2020, the ECM can decide on the mode of election during the second ECM

12. INTERNAL FINANCIAL AUDIT

A. The Internal audit Committee should have a chairman and 2 members who should be outside the ECM of KSOS.
B. A minimum of 2 internal audit should be done in April (Including that of Drishti) and October (before 15th)
C. The Secretary and Treasurer should provide all necessary documents to the Internal audit committee (IAC).
D. They should audit all the vouchers, receipts, bank statements and other transactions of the KSOS.
E. A report of the same should be submitted to the Secretary and presented before the next ECM by the Treasurer/ Chairman of IAC.
F. The President can invite the Internal Audit committee to the next ECM if needed.
G. The IAC can submit their proposals for improving the financial discipline of the society to the ECM. A report on the action taken on the suggestions of the Audit Committee should be presented by the Treasurer/Secretary in the subsequent ECM

13. ADMINISTRATIVE AUDIT

A. The main purpose of this is to make an audit of the procedures followed by the executive heads of

B. KSOS, especially the Secretary, Sc Comm chairman, Joint Secretary, Editor KJO & website. The
C. Committee should be chaired by a past secretary with past Sc Comm Chairman and Editor KJO as
D. Members. All of them should be from outside the current EC. Activities of Treasurer are audited by the Internal Audit Committee. The Committee should evaluate all the activities of KSOS to see that everything adheres to standard practices.
E. Activities of Gen Secretary
F. Are all the official documents like various MoUs, Certificates, Stamp, Minutes books and
G. Registers duly handed over with proper entry in the logbook
H. Procedures to be done in the Registrar of Societies
I. Procedures done to convene ECM/AGB/Extraordinary/Urgent ECM/GB
    - Notice issued with agenda on time
    - Minutes of previous meeting and reports of office bearers circulated before the
J. meeting
    - Brief notes of these meetings circulated to the members within a week of the
K. meeting
L. Whether mandatory number of ECs were convened
M. Minutes of all the ECMs/GB
N. Meetings of Drishti Central Committee and its minutes
O. Formation of all committees
P. Procedures for virtual ECM/GB–
    - Proper Notice with agenda
    - Record of Attendance
    - Proof of approval of the proceedings from all attendees
Q. Schedule of activities of KSOS
R. CMEs held under aegis of KSOS
    - Requests received and sanction letters issued with guidelines of conduct of the
S. CME
T. Activities of Sc Comm Chairman
U. Schedule of Drishti
V. Other activities of Sc Comm
W. Editor KJO
X. Activities related to timely publishing of KJO
Y. Website
Z. MoU with the vendor
AA. Updation of website, payment gateway, Drishti activities through website
BB. Any other administrative activities in KSOS subsidiary units should also be audited
CC. At least 4 audits should be conducted and report should be submitted to

DD. The EC. The Committee members can attend the ECM only if invited by the President

EE. ChecklistforKSOSAdministrativeauditMarch2023

FF. Gen Sec

- Certificates of Registration, PAN, TAN, Form12AA, any other
- MoU with - COC / IMA for office

GG. -Website vendor

- Letter pad with seal
- Procedures done with Registrar of Societies in Dec 2022
- ECM– notice with agenda, minutes
- GB– notice with agenda, minutes
- DCC– notice with agenda, minutes
- Committees
- Ethics
- Internal audit
- Administrative audit
- Drishti central committee
- Virtual ECM / GB if any – notice with agenda, minutes
- KSOS Schedule
- CMEs– request, sanction letter with guidelines
- Any other activities

HH. Scientific Committee

i. Schedule
ii. Webinars/CMEs

II. KJO– timely publishing of KJO

JJ. Website

1. MoU with vendor
2. Payment gateway
3. Drishti activities
4. Uploaded all documents / CME series
5. Any other

KK. Audit of Vision Enhancement Clinics

- Monthly reporting by partner hospitals which includes number of low vision patients with diagnosis, and treatment suggested
- Has any subsidized / free LVA been issued
- Any awareness program conducted
- Details of training programs for Optometrists / Ophthalmologists. This is mandatory according to the MoU signed between the partner hospital and KSOS.

14. KSOS JOURNAL

A. The scientific publication of the society must be brought out at a frequency as decided by the AGM.
B. The Editor should form an editorial board for smooth governance of its managerial aspects and scientific content.
C. The Editor should try to get sponsorship to meet the cost of the journal. All sponsorship received should be credited in the KSOS account and expenses met from that.

D. The missing issues of KJO from the KSOS website will be linked to the KJO website individually for ready reference

15. KSOS CONFERENCE TIME LINE

Sample of 2022 given below

DRISHTI 2022 **Scientific Committee Time Line 2022**	
Call for Submission of Instruction Courses	1-Apr- 2022
Last Date for Submission of Instruction Courses	30- Apr- 2022
Call for Free Paper/ Video	1-Jun-2022
Last date for Submission of Abstracts for FP/Video	30-Jun-2022
Video/Poster PDF Submission	31-Aug-2022
IC Acceptance Communication by Email	30-Jun-2022
FP/Video Acceptance Communication – By email	31-Jul-2022
Last Date to Submit Full Text of Free Papers	31-Aug-2022
Souvenir Printing Matter (LOC) to be Ready by	30-Oct-2022
Sc: Programme for Canvas Printing to be Ready By	15-Nov-2022
CME Series Book	20-Nov-2022

16. DRISHTI TIMELINE

A. Drishti - Venue inspection — January
B. 1st brochure - Soft copy — 30th April

C.	Call for submission of Instruction Courses	1st April
D.	Last date for submission of Instruction Courses	30th April
E.	Call for Free paper / Video	1st June
F.	Last date for submission of Abstract for FP / Video	30th June
G.	Video/ Poster PDF submission	31st August
H.	IC acceptance communication by Email	30th June
I.	FP/Video acceptance communication - By email	31st July
J.	Full text of FP	31st August
K.	2nd brochure with Sc: Prog: Grid – Soft copy	15th August
L.	First cut off closes for regn	31st August
M.	Application for KSMC credit hours by Org Secy	15th October
N.	Next cutoff for registration	31st October
O.	3rd brochure with Final prog - hard copy	26th October
P.	Souvenir printing matter to be ready latest by	31th October
Q.	Sc: Programme for canvas printing to be ready latest by	15th November

17. LIST OF SCIENTIFIC AWARDS

A. Dr K C Sankara Menon Award
B. Padma Bhushan Dr. P Siva Reddy award
C. Dr K S Subramaniam Award
D. Padma Shri Dr Tony Fernandez Video Award
E. Dr Noel Moniz Anterior Segment Award
F. COC Retnet posterior segment award
G. Dr. KGR Nair Memorial Award
H. Dr. S Mohandas Memorial Award
I. KSOS COC Gold Medal *(Current year)*
J. TACO Poster
K. TACO Quiz
L. Teachers of Tomorrow *(To be considered as it is becoming popular)*

18.AWARDS

All presenters need to register for the DRISHTI conference even if it is virtual

1. **Dr. K.C. Sankara Menon Award Session:**

a) Presentations in this session can be done only by a ratified member of the KSOS, for work done in Kerala

b) The Chief Author shall be the Presenting Author in all cases. Under exceptional circumstances, one of the co-authors may present the paper after obtaining prior permission from the Scientific Committee Chairman. In such situations, the paper will not be considered for the Award.

c) A Single person can be Chief Author only for one **paper** in a particular session, and not more than three papers in all the award sessions put together (excluding Posters).

d) Any individual who has won a particular award will not be eligible for that award again.

e) If a paper is accepted, but not presented without valid reason, another person's chance is being denied and this will invite a strict penalty which may include debarring. The final decision in each such case will be taken by the Executive Committee of KSOS.

f) The study should have been done by the Chief author & Co-authors and should not have been published in any peer Reviewed Journal before. Once accepted the author will have to provide the hard copy and soft copy of the full text when asked following which they will become the **property of KSOS** and will be made available to the Journal Editor if needed for publication in the KJO.

Guidelines for presentation of papers for Dr. K.C. Sankara Menon Award Session

The time allotted for the talk is 7 minutes and 2 minutes will be provided for discussion.

Guidelines for preparation of full text:

a) The full text should be sent to the Chairman Scientific Committee before 31 August in Word format through email / upload to site

b) The first page of the full text should quote the Title of your Paper, Abstract Code Number, your KSOS Membership Number, names of the Co-authors in the order of appearance and your official address for communication.

c) Ideally the full text should contain the following sub headings: Abstract, Aim of Study, Material and Methods, Results, Discussion, Conclusion and References.

d) The full text should be in Microsoft Word format in size 12 font with single spacing on A-4 size paper.

e) The full text should not exceed 3000 words. A total of 8 figures/tables can be included along with the text at the appropriate place. Only a maximum of 20 references are permitted. Figures and Tables should have proper captions and numbering. The entire text (inclusive of tables, graphs, and references) should not exceed 8 pages.

f) The submitted full text will become the property of the Kerala Society of Ophthalmic Surgeons and the Society will have the rights to use it including publishing it in the Kerala Journal of Ophthalmology.

If the work has not been published in KJO till the following Drishti, then the Chief author may publish it elsewhere. However, if the chief author wants to publish this work in another journal, he / she has to get written permission from the Editor KJO.

Best paper from this session will be submitted by KSOS when submissions are called for the next AIOC

2. **Padma Bhushan Dr. P. Siva Reddy Award Session**:

a) Any **registered delegate** at the Annual Conference can present his/her work in this session

b) The Chief Author shall be the Presenting Author in all cases. Under exceptional circumstances, one of the co-authors may present the paper after obtaining prior permission from the Scientific Committee Chairman. In such situations, the paper will not be considered for the Award.

c) A Single person can be Chief Author only in one paper in a particular session, and not more than three papers in all the award sessions put together (excluding Posters).

d) Any individual who has won a particular award will not be eligible for that award again.

e) If a paper is accepted, but not presented without valid reason, another person's chance is being denied and this will invite a strict penalty which may include debarring. The final decision in each such case will be taken by the Executive Committee of KSOS.

f) The study should have been done by the Chief author and Co-authors and should not have been published in any peer Reviewed Journal before. Once accepted the author will have to provide the hard copy and soft copy of the full text when asked following which they will become the property of KSOS and will be made available to the Journal Editor if needed for publication in the KJO.

Guidelines for presentation of papers for Padma Bhushan Dr. P. Siva Reddy Award Session

a) The time allotted for the talk is 7 minutes and 2 minutes will be provided for discussion.

b) Guidelines for preparation of full text:

c) The full text should be sent to the Chairman Scientific Committee before 31 August in Word format through email / uploaded to the site

d) The first page of the full text should quote the Title of your Paper, Abstract Code Number, your KSOS Membership Number (For members), names of the Co-authors in the order of appearance and your official address for communication.

e) Ideally the full text should contain the following sub headings: Abstract, Aim of Study, Material and Methods, Results, Discussion, Conclusion and References.

f) The full text should be in Microsoft Word format in size 12 font with single spacing on A-4 size.

g) The full text should not exceed 3000 words. A total of 8 figures/tables can be included along with the text at the appropriate place. Only a maximum of 20 references are permitted. Figures and Tables should have proper captions and numbering. The entire text (inclusive of tables, graphs, and references) should not exceed 8 pages.

h) The submitted full text will become the property of the Kerala Society of Ophthalmic Surgeons and the Society will have the rights to use it including publishing it in the Kerala Journal of Ophthalmology.

i) If the work has not been published in KJO till the following Drishti, then the Chief author may publish it elsewhere. However, if the chief author wants to publish this work in another journal, he / she has to get written permission from the Editor KJO.

3. **Prof. Dr. K.S. Subramaniam Award Session:**

a) Presentations in this session can be done only by a Post graduate student in Ophthalmology (MS, DO or DNB) studying in Kerala. Scanned copy of a letter to this effect from the Head of Department must be attached along with online submission.

b) The Presenting author must also be a ratified Member or Associate Member of KSOS.

c) The Chief Author shall be the Presenting Author in all cases. Under exceptional circumstances, one of the co-authors may present the paper after obtaining prior permission from the Scientific Committee Chairman. In such situations, the paper will not be considered for the Award.

d) A Single person can be Chief Author only for a maximum of two papers in a particular session, and not more than three papers in all the award sessions put together (excluding Posters).

e) Any individual who has won a particular award will not be eligible for that award again.

f) If a paper is accepted, but not presented without valid reason, another person's chance is being denied and this will invite a strict penalty which may include debarring. The final decision in each such case will be taken by the Executive Committee of KSOS.

g) The study should have been done by the Chief author and Co-authors and should not have been published in any peer Reviewed Journal before. Once accepted the author will have to provide the hard copy and soft copy of the full text when asked following which they will become the property of KSOS and will be made available to the Journal Editor if needed for publication in the KJO.

Guidelines for Prof. Dr. K.S. Subramaniam Award Session:

a) The time allotted for the talk is 6 minutes and 1 minute will be provided for discussion.

b) Guidelines for preparation of full text:

c) The full text should be sent to the Chairman Scientific Committee before 31 August in Word format through email / in addition to online submission.

d) The first page of the full text should quote the Title of your Paper, Abstract Code Number, your KSOS Membership Number, names of the Co-authors in the order of appearance and your official address for communication.

e) Ideally the full text should contain the following sub headings: Abstract, Aim of Study, Material and Methods, Results, Discussion, Conclusion and References.

f) The full text should be in Microsoft Word format in size 12 font with single spacing on A-4 size.

g) The full text should not exceed 3000 words. A total of 8 figures/tables can be included along with the text at the appropriate place. Only a maximum of 20 references are permitted. Figures and Tables should have proper captions and numbering. The entire text (inclusive of tables, graphs and references) should not exceed 8 pages.

h) The submitted full text will become the property of the Kerala Society of Ophthalmic Surgeons and the Society will have the rights to use it including publishing it in the Kerala Journal of Ophthalmology.

i) If the work has not been published in KJO till the following Drishti, then the Chief author may publish it elsewhere. However, if the chief author wants to publish this work in another journal, he / she has to get written permission from the Editor KJO.

4. Padma Shri Dr. S. Tony Fernandez Award Session:

Video presentation can be done by a ratified member of KSOS for work done in Kerala.

a) The Chief Author shall be the Presenting Author in all cases. Under exceptional circumstances, one of the co-authors may present the video after obtaining prior permission from the Scientific Committee Chairman. In such situations, the video will not be considered for the Award.

b) A Single person can be Chief Author only in one paper in a particular session, and not more than three papers in all the award sessions put together (Excluding Posters).

c) Any individual who has won a particular award will not be eligible for that award again.

Guidelines for Dr. S Tony Fernandez Video Award

d) The final edited video should be sent by file transfer or Drive Sharing to the Chairman, Scientific Committee, KSOS Scientificcommitteechairman@gmail.com / online before 31 August. Videos received after this date will not be reviewed.

e) The Video must be in MPEG4 format 720 or higher as decided by the scientific committee.

f) All the submitted Videos will be reviewed by an expert panel and only the top 10 Videos will be screened for the Padma Shri Dr. S. Tony Fernandez Video Award Session. Videos will be judged according to educational value, originality, and expert use of medium.

g) The maximum duration of the video film should not exceed 8 minutes. The presentation should include a 30–45 second introduction during which all authors are credited and any financial interest is acknowledged. Use of copyrighted music or material is forbidden without written authorization.

h) The videos which are selected for screening at the Padma Shri Dr. S. Tony Fernandez Award Session will be utilized for academic and teaching purposes by the KSOS.

i) Video award will be given to KSOS members who are registered delegate for Drishti and the work should be done in Kerala

5. Dr Noel Moniz Memorial Anterior Segment Free Paper Session:

All presenters in this session should be ratified members of the KSOS and the work should be in the state of Kerala. The sub specialties included in this session are Cornea, Anterior Uvea, Lens and Ocular Adnexa.

a) The Chief Author shall be the Presenting Author in all cases. Under exceptional circumstances, one of the co-authors may present the paper after obtaining prior permission from the Scientific Committee Chairman. In such situations, the paper will not be considered for the Award.

b) A Single person can be Chief Author only in **one** paper in a particular session, and not more than three papers in all the award sessions put together (excluding Posters).

c) Any individual who has won a particular award will not be eligible for that award again.

d) If a paper is accepted, but not presented without valid reason, another person's chance is being denied and this will invite a strict penalty which may include debarring. The final decision in each such case will be taken by the Executive Committee of KSOS.

e) The study should have been done by the Chief author and Co-authors and should not have been published in any peer Reviewed Journal before. Once accepted the author will have to provide the hard copy and soft copy of the full text when asked following which they will become the **property of KSOS** and will be made available to the Journal Editor if needed for publication in the KJO.

Guidelines for presentation of papers for Dr Noel Moniz Memorial Anterior Segment Free Paper Session

The time allotted for the talk is 7 minutes and 1 minute will be provided for discussion.

Guidelines for preparation of full text:

a) The full text should be sent to the Chairman Scientific Committee before 31 August in Word format through email scientificcommitteechairman@gmail.com in addition to online submission.

b) The first page of the full text should quote the Title of your Paper, Abstract Code Number, your KSOS Membership Number, names of the Co-authors in the order of appearance and your official address for communication.

c) Ideally the full text should contain the following sub headings: Abstract, Aim of Study, Material and Methods, Results, Discussion, Conclusion and References.

d) The full text should be in Microsoft Word format in size 12 font with single spacing on A-4 size.

e) The full text should not exceed 3000 words. A total of 8 figures/tables can be included along with the text at the appropriate place. Only a maximum of 20 references are permitted. Figures and Tables should have proper captions and numbering. The entire text (inclusive of tables, graphs and references) should not exceed 8 pages.

f) The submitted full text will become the property of the Kerala Society of Ophthalmic Surgeons and the Society will have the rights to use it including publishing it in the Kerala Journal of Ophthalmology.

g) If the work has not been published in KJO till the following Drishti, then the Chief author may publish it elsewhere. However, if the chief author wants to publish this work in another journal, he / she has to get written permission from the Editor KJO.

6. **COC-RETNET Posterior Segment Free Paper Session:**

All presenters in this session should be ratified members of the KSOS and the work should be in the state of Kerala. The sub specialties included in this session are Retina, vitreous, posterior uvea and Optic nerve.

a) The Chief Author shall be the Presenting Author in all cases. Under exceptional circumstances, one of the co-authors may present the paper after obtaining prior permission from the Scientific Committee Chairman. In such situations, the paper will not be considered for the Award.

b) A Single person can be Chief Author **in one paper** in a particular session, and not more than three papers in all the award sessions put together (excluding Posters).

c) Any individual who has won a particular award will not be eligible for that award again.

d) If a paper is accepted, but not presented without valid reason, another person's chance is being denied and this will invite a strict penalty which may include debarring. The final decision in each such case will be taken by the Executive Committee of KSOS.

e) The study should have been done by the Chief author and Co-authors and should not have been published in any peer Reviewed Journal before. Once accepted the author will have to provide the hard copy and soft copy of the full text when asked following which they will become the **property of KSOS** and will be made available to the Journal Editor if needed for publication in the KJO.

Guidelines for presentation of papers for COC-RETNET Posterior Segment Free Paper Session

The time allotted for the talk is 7 minutes and 1 minute will be provided for discussion.

Guidelines for preparation of full text:

a) The full text should be sent to the Chairman Scientific Committee before 31 August in Word format through email scientificcommitteechairman@gmail.com / online

b) The first page of the full text should quote the Title of your Paper, Abstract Code Number, your KSOS Membership Number, names of the Co-authors in the order of appearance and your official address for communication.

c) Ideally the full text should contain the following sub headings: Abstract, Aim of Study, Material and Methods, Results, Discussion, Conclusion and References.

d) The full text should be in Microsoft Word format in size 12 font with single spacing on A-4 size.

e) The full text should not exceed 3000 words. A total of 8 figures/tables can be included along with the text at the appropriate place. Only a maximum of 20 references are permitted. Figures and Tables should have proper captions and numbering. The entire text (inclusive of tables, graphs, and references) should not exceed 8 pages.

f) The submitted full text will become the **property of the Kerala Society of Ophthalmic Surgeons** and the Society will have the rights to use it including publishing it in the Kerala Journal of Ophthalmology.

g) If the work has not been published in KJO till the following Drishti, then the Chief author may publish it elsewhere. However, if the chief author wants to publish this work in another journal, he / she has to get written permission from the Editor KJO.

7. Dr. KGR Nair Memorial Award Session:

Abstracts are invited for free papers in any subspecialty of Ophthalmology. **Any KSOS/AIOS member** is eligible to contest in this session, irrespective of whether he/she has won this particular award in the past. The member must be a **registered delegate** in Drishti.

a) The Chief Author shall be the Presenting Author in all cases. Under exceptional circumstances, one of the co-authors may present the paper after obtaining prior permission from the Scientific Committee Chairman. In such situations, the paper will not be considered for the Award.

b) A Single person can be Chief Author only in **one** paper in a particular session, and not more than three papers in all the award sessions put together (excluding Posters).

c) If a paper is accepted, but not presented without valid reason, another person's chance is being denied and this will invite a strict penalty which may include debarring. The final decision in each such case will be taken by the Executive Committee of KSOS.

d) The study should have been done by the Chief author and Co-authors and should not have been published in any peer Reviewed Journal before. Once accepted the author will have to provide the hard copy and soft copy of the full text when asked following which they will become the **property of KSOS** and will be made available to the Journal Editor if needed for publication in the KJO.

Guidelines for presentation of papers for Dr. KGR Nair Memorial Award Session

The time allotted for the talk is 7 minutes and 1 minute will be provided for discussion.

Guidelines for preparation of full text:

a) The full text should be sent to the Chairman Scientific Committee before 31 August in Word format through email scientificcommitteechairman@gmail.com / online

b) The first page of the full text should quote the Title of your Paper, Abstract Code Number, your KSOS/AIOS Membership Number, names of the Co-authors in the order of appearance and your official address for communication.

c) Ideally the full text should contain the following sub headings: Abstract, Aim of Study, Material and Methods, Results, Discussion, Conclusion and References.

d) The full text should be in Microsoft Word format in size 12 font with single spacing on A-4 size.

e) The full text should not exceed 3000 words. A total of 8 figures/tables can be included along with the text at the appropriate place. Only a maximum of 20 references are

permitted. Figures and Tables should have proper captions and numbering. The entire text (inclusive of tables, graphs, and references) should not exceed 8 pages.

f) The submitted full text will become the property of the Kerala Society of Ophthalmic Surgeons and the Society will have the rights to use it including publishing it in the Kerala Journal of Ophthalmology.

g) If the work has not been published in KJO till the following Drishti, then the Chief author may publish it elsewhere. However, if the chief author wants to publish this work in another journal, he / she has to get written permission from the Editor KJO.

8. **Dr S Mohandas Award Session:**

All presenters in this session should be ratified members of the KSOS and the work should be in the state of Kerala in the subspecialty of Glaucoma.

a) The Chief Author shall be the Presenting Author in all cases. Under exceptional circumstances, one of the co-authors may present the paper after obtaining prior permission from the Scientific Committee Chairman. In such situations, the paper will not be considered for the Award.

b) A Single person can be Chief Author only for a maximum of two papers in a particular session, and not more than three papers in all the award sessions put together (excluding Posters).

c) Any individual who has won a particular award will not be eligible for that award again.

d) If a paper is accepted, but not presented without valid reason, another person's chance is being denied and this will invite a strict penalty which may include debarring. The final decision in each such case will be taken by the Executive Committee of KSOS.

e) The study should have been done by the Chief author and Co-authors and should not have been published in any peer Reviewed Journal before. Once accepted the author will have to provide the hard copy and soft copy of the full text when asked following which they will become the property of KSOS and will be made available to the Journal Editor if needed for publication in the KJO.

Guidelines for Dr S Mohandas Award Session:

The time allotted for the talk is 7 minutes and 1 minute will be provided for discussion.

Guidelines for preparation of full text:

a) The full text should be sent to the Chairman Scientific Committee before 31 August 2020 in Word format through email scientificcommitteechairman@gmail.com in addition to online submission.

b) The first page of the full text should quote the Title of your Paper, Abstract Code Number, your KSOS Membership Number, names of the Co-authors in the order of appearance and your official address for communication.

c) Ideally the full text should contain the following sub headings: Abstract, Aim of Study, Material and Methods, Results, Discussion, Conclusion and References.

d) The full text should be in Microsoft Word format in size 12 font with single spacing on A-4 size.

e) The full text should not exceed 3000 words. A total of 8 figures/tables can be included along with the text at the appropriate place. Only a maximum of 20 references are permitted. Figures and Tables should have proper captions and numbering. The entire text (inclusive of tables, graphs and references) should not exceed 8 pages.

f) The submitted full text will become the property of the Kerala Society of Ophthalmic Surgeons and the Society will have the rights to use it including publishing it in the Kerala Journal of Ophthalmology.

g) If the work has not been published in KJO till the following Drishti, then the Chief author may publish it elsewhere. However, if the chief author wants to publish this work in another journal, he / she has to get written permission from the Editor KJO.

9. **TACO Poster session:**

Poster can be presented only by ratified **members or Associate members of the KSOS**, and the **work should have been done in Kerala**.

Guidelines for TACO POSTER session

a) All the posters are displayed as e-poster and so there will not be any physical posters.
b) You will have to submit a PDF and JPEG copy of the final poster by e-mail to the scientific committee chairman, scientificcommitteechairman@gmail.com Note: It should not be a Power Point presentation
c) PDF and JPEG files should be of high quality.
d) The posters must be submitted in A4 size (measures 21.0 x 29.7cm or 8.27 x 11.69 inches) with 300 dpi resolution and portrait orientation (vertical). The technical specifications may be modified by the Scientific committee from time to time.
e) You can mail the poster in PDF and JPEG format to, scientificcommitteechairman@gmail.com / online
f) Last date for submission of poster PDF and JPEG by mail is 31 August
g) If the Scientific Committee does not receive the poster by this date, it will not be included in the final programme.
h) You should be a registered delegate for Drishti for displaying the poster during the conference and for considering for TACO Poster award

i) Please note, **TACO Award will be given to KSOS members only** and work should be done inside Kerala. All other posters will get a participation certificate only.

10. Teachers of Tomorrow - Guidelines

a) This is to assess the teaching skills of post graduates who are doing MS/DO/DNB in institutions in Kerala.

b) 5 teams of 4 participants each mentored by a senior ophthalmologist will participate

c) Each team should not have more than 1 participant from one institution so as to give opportunity to maximum institutions in Kerala.

d) Each team will be given 4 topics on basic subjects, clinical topic, Investigation and recent advances. The topic should be precise and the participant should be able to cover it in 5 minutes.

e) The mentors will help the PGs in their team to prepare and present the topic. They shouldn't assist the PG while they are presenting.

f) 3 to 4 judges should be assessing the teaching skills of the PGs by asking 2 questions at the end of the presentation. The principle is to assess if the PG has succeeded in educating someone who is not well versed in the topic. Hence the questions should be to clarify any portion of the topic rather than assessing the knowledge of the PG in that subject. The topics will not be released early to the judges and other delegates. The Judges should refrain from making any comment on the presentations in between which will help the successive candidates to improve their presentation. The judges can give their comments on the performance of the PGS at the end of the whole programme.

g) Assessment will be made based on (1) the Introduction and conclusion of the talk, (2) Content (amount of data), (3) teaching style (body language and speech modulations), (4) Use of teaching aids and technology and (4) Overall rating. Minus marks will be given to those who overshoot time.

h) The Judges should not be from the institution where the participants come from.

i) In case of a tie the contestants will be asked to present on one topic chosen by the judges. They will be given 10 minutes to prepare on the topic and present with or without slides.

j) The decision of the Scientific Committee will be final.

19. GUIDELINES FOR SUBMITTING IC FOR DRISHTI

Instruction courses dealing with clinical sciences should present current, but reasonably established information.

Highly controversial or unproven concepts, may be more appropriately presented as papers or Posters.

A. Instruction courses will have one chief instructor and up to 5 co instructors
B. Each KSOS member can apply for only one instruction course as chief instructor
C. Duration of the instruction course will be 55 minutes which may include all the talks and discussion. The next 5 minutes will be for change over for the next course
D. Chief instructor and Ophthalmology Co instructors from Kerala should be KSOS members.
E. Chief instructor can include guest faculty from outside state or other specialties who need not be KSOS members
F. Travel and Accommodation for guest faculty has to be taken care of entirely by the chief instructor. KSOS will provide ONLY complimentary registration.
G. It is the duty of the chief instructor to get the consent from Co instructors and guest faculty and make sure the co instructors have only consented for 3 other IC.
H. It is the discretion of the co-instructor to choose the courses he/she wants to participate in and each person can participate in a maximum of 3 IC including his own.
I. If the co-instructor does not choose the courses, then the first 3 accepted courses (in the order of consent provided) shall be treated as the chosen courses by the co-instructor and the rest shall be withdrawn.
J. The chief-instructor is responsible to find an alternate co-instructor WITHIN 7 DAYS from the date of announcement of selected instruction course if the chosen co-instructor withdraws from the instruction course.
K. It is advised that the co-instructor informs the chief instructor his/her inability to participate in the instruction course.
L. Not more than 3 speakers in an IC should be from the same institution.
M. Chief instructor should ensure that in the course no more than 3 instructors are from the same institution.
N. Limited number of panel discussions will be accepted.
O. Instruction courses will be accepted based on the merit, freshness of concepts and benefit for attendees of the conference.
P. The scientific committee chairman might make some changes in the IC whenever required especially regarding guest faculty so that they can be utilized in multiple sessions
Q. Decision of KSOS scientific committee will be final

20. CERTIFICATES FOR DRISHTI

A. Delegates
B. Faculties
C. Award presenters
D. The signatories in the certificate shall be Incoming President, Hon General secretary, Scientific Committee Chairperson, and the Chief Organizing Secretary of the conference.

21. AUDIO VISUALS

The AV team will ensure that the presentations finish on time and screen can be blacked out after stipulated time. The chief instructor of the course will coordinate with the AV team for maintaining punctuality of the conference.

ANNEXURE 1 – SCRIPT FOR PHYSICAL DRISHTI INAUGURAL FUNCTION

INAUGURAL PROGRAMME SCRIPT

(This is a sample script from Drishti 2023)

Good evening, dear Friends, and Colleagues. On behalf of the Kerala Society of Ophthalmic Surgeons and the Drishti Organizing Committee of Thrissur, Palakkad and Malappuram, I extend a very warm welcome to all of you. We are about to start the Inaugural ceremony of the 50th Anniversary of the KSOS & its prestigious flagship Annual Conference, Drishti 2023. I request all of you to please be seated. After the official function, the very enthusiastic KSOS members, both young and young at heart, are getting ready to mesmerize us all with a grand cultural bouquet of songs, skits and dance. So sit back and enjoy the evening!

Before we start, let me welcome onto the dais the following dignitaries:

I request Our President, Dr SJ Saikumar to please escort The Chief Guest of the evening, Sri VR Krishna Teja,IAS, the Honourable District Collector, Thrissur, to occupy the dais.

Our Incoming President, Dr Thomas Cherian may please accompany Our Guest of Honour, the Eminent Visionary & Ophthalmic surgeon, Dr Taraprasad Das, to the dais.

Our Distinguished Guest, Dr Santosh Honavar, The Honorary Gen Secretary, AIOS, may please be accompanied by the Chairman Organising Committee, Dr CV Andrews to the dais

Requesting Dr. Gopal Pillai, HON Gen Secretary KSOS, Dr Sreeni Edaklon , CHAIRMAN,KSOS Scientific Comittee , and The Chief Organising Secretary, Drishti 23, Dr Bastin V A to please occupy their seats on the dais

Our senior members to be honoured today, Dr Arup Chakrabarti, Dr CK Ravi, Dr CV Radhadevi, Dr B K Jain, Dr Mahipal Sachdev and Dr KV Babu may please come forward and occupy the front row. Our Esteemed Chairperson Scientific Committee, AIOS, Dr Namrata Sharma is also here. Madam we thank you for coming. Please join us in the front row. Past presidents of AIOS are invited to come forward and occupy the seats reserved for them. All scientific session Award winners and Editors of the books to be released may also occupy the seats designated to them.

I now request the KSOS Secretary, Dr Gopal Pillai to invest the Presidential Collar onto Dr Saikumar

Let us have an auspicious start to the evening with a prayer by Dr Mallika Harikrishnan and Dr Samyukta Sadasivan. All may please rise.

Thank you. Please be seated. Now I invite the Chairman, Organizing Committee, Drishti 2023, Dr Andrews CV to welcome the gathering.

With that heartfelt welcome, I now invite the Hon General Secretary KSOS, Dr Gopal Pillai to give his report on the activities of KSOS for the last year.

Thank you, sir. That was indeed an eventful year, encompassing academic heights with the AIOS annual Conference to Community outreach Programs. Something for everyone.

The new President of KSOS takes charge today. I now invite our President Dr SJ Saikumar to deliver his farewell address and introduce our Incoming President, Dr Thomas Cherian.

I request Dr Saikumar to Install Dr Thomas Cherian as the 50th President of KSOS.

On this momentous occasion of the KSOS Golden Jubilee, Dr Sai Kumar will be also don our new President with the original Medallion of the first president of KSOS

Congratulations to our New president. Wishing you sir, and under your able leadership, KSOS, a very fruitful year ahead. Inviting you now to kindly deliver your Presidential address

Thank you, sir.

Today KSOS is honored to have one of the most popular IAS officers with us, Sri VR Krishna Teja, The Honorable District Collector of Thrissur. He is a great orator and his motivational speeches to children about his personal journey & experiences are viral all over the social media. KSOS has made a humble contribution to his noble endeavor to support COVID orphans through his office. Let me invite Dr Rohan Secretary LOC, to kindly introduce him

I now invite the Chief Guest to light the ceremonial lamp and formally inaugurate the Golden Jubilee Conference of KSOS, Drishti 2023 and deliver your inaugural Adress.

Thank you, sir. *As he needs to leave urgently, may I request our President Dr Thomas Cherian to kindly hand over our token of appreciation to him.*

Its our great honour to have one of India's finest Ophthalmologists with us today. His contributions to Ophthalmology are seminal at both national & International levels, and a source of inspiration and learning for many among us. I now request Dr Shaji Hussain secretary LOC, to formally introduce our Guest of honour, Padmashri Awardee,Dr Tara Prasad Das.

Very proud and honoured to request Prof TP Das to address us today.

Thank you, sir, for the Highly inspiring & motivational speech

The Honorary General Secretary, AIOS, Dr Santosh Honavar needs no introduction. His name is published every year in the Stanford list of top 2% researchers worldwide. He is the Dynamic

past Editor in Chief of IJO who raised it to one of the most widely read journals internationally, and is of course a highly regarded path breaking Ocular Oncology and Oculoplastic Surgeon. I request you to kindly address the gathering.

One of the notable features of our annual conference is the Oration & Lifetime Achievement awards. I request our Secretary Dr Gopal Pillai to kindly announce the name of the award winners in this Golden Jubilee function and I request the Chief Guest to please Honour them by presenting the awards

It is now time to announce the scientific committee awards of last Drishti. I request the Chairman Scientific Committee KSOS, Dr.Sreeni Edakhlon to announce the awards .

The Presidents awards are a way of honoring individual KSOS members and District Ophthalmic organizations doing exemplary work in Kerala. This year KSOS is proud to Honour Dr Babu KV, who has been waging a relentless war through the legal and RTI framework against unethical practices in Medicine and misleading advertisements in media, Due to his work many landmark judgements have come from courts of great significance to all of us. We are very happy to have this great crusader as a part of our organization. Please accept an Appreciation Award from the former president, Dr Saikumar

Thank you.

The Secretary Dr Gopal Pillai, may now kindly announce the Best District Club Winners to receive the award from the Immediate past President, Dr Saikumar.

Congratulations and best wishes to all the winners.

Every year we have a release of scientific publications on this stage. This year we release both scientific and literary productions of our KSOS members. I request Dr Sreeni to announce the title of the KSOS CME series this year and request the AIOS Secretary Dr Santosh Honavar to release it and hand it over to the outgoing president Dr Saikumar

The AIOS secretary will now release the Literary magazine of KSOS, Spandanam and hand it over to the Chief Guest/ Guest of honour, Dr TP Das. Dr Padmaja Krishnan, the Editor may please come to the stage and hand over the copy to be released.

The Drishti Golden Jubilee Souvenir, Suvarnarekha will be now released by the AIOS secretary and handed to The KSOS President, Dr Thomas Cherian. Dr Lathika VK, Editor may come to stage and hand over the copy for release

We are extremely thankful to the Chief Guest and Guests of Honour for spending their valuable time with us today. May I request our President, Dr Thomas Cherian to hand over a memento of Appreciation to our Guests

It is now time to acknowledge the services of the outgoing President and his team for KSOS over the past one year. May I request Dr Saikumar to hand over a token of appreciation to each member of the outgoing team. Dr Gopal Pillai, Gen secretary. Dr Biju John, Treasurer. Dr Sreeni Edakhlon, Chairman Sci committee. Dr Smita Narayanan, Editor KJO. Dr Mallika O U , joint

Sec. Dr Rohan Editor Website. Dr Thomas George memb Sci Comm. Dr Sujit Nayanar , Mmb Sci Comm. Dr Bastin V A, Memb, Sci Comm

May I now request our President Dr Thomas Cherian to hand over a token of our collective appreciation to our Outgoing President,

The painstaking efforts of the last Drishti Organizing team is also highly appreciated . Our President will now hand over a memento to the Organizing Secretary of Drishti 2022, Dr Vinodkumar Nalapat.

As we come to the end of this Inaugural Function, I request the Chief Organizing Secretary of Drishti 2023 , Dr Bastin VA to propose the Vote of Thanks

With this we come to the end of the official inaugural ceremony of the 50 th Conference of KSOS, Drishti 2023. The Entertainment programme is to start soon followed by the reception committee dinner

Please rise for the National Anthem.

ANNEXURE 2 – SCRIPT FOR VIRTUAL INAUGURAL FUNCTION FOR DRISHTI

In case the program is getting conducted virtually

(This is a sample of the virtual Drishti that was held in 2020 with limited guests)

Programme details – to be given to MC

Invite all dignitaries to take their designated seats on the stage

Silent Prayer

Welcome Speech : Dr Saju Joseph, Chairman, Organising Committee- Drishti 2020

Secretary's Report : Gen: Secretary, KSOS

Installation of New President : Dr Meena Chakrabarthi

Presidential Address : Dr Babu Krishnakumar

Introduction of Chief Guest : Organising Secretary, Drishti 2020

Inaugural Address : Dr Abraham Varghese, President IMA Kerala State 2019-20

Presentation of Awards : Sri. T.K.Alexander memorial Oration (Gen Secretary, Dr Mahesh to announce the name. Followed by video and reply by Dr P.N.)

	: Life Time Achievement Awards (both names to be announced by Dr Mahesh and award to Dr George Thomas given by Dr Abraham Varghese
	This is followed by video of award presentation to Dr M.S.Venkitachalam)
	: Scientific Committee awards (Dr Mahesh, the General Secretary, to read the names and request the Chief Guest to give the awards)
	: Best Ophthalmic Clubs for 2019-20 (to be announced by Dr Mahesh and given by Dr Meena Chakrabarthi)
Distribution of mementos	: to Chief Guest by President, KSOS
	: to President and Chief Organising Secretary of Drishti 2019 by Dr Meena Chakrabarti
	: to the outgoing President by Dr Babu
Vote of Thanks	: Chief Organising Secretary, Drishti 2020

Script for the MCs-

When several medical organisations were sceptical of organising the annual conference and handing over ceremony of its office bearers, KSOS have come up with a meticulously organised Annual conference and associated functions in a virtual platform. We could conduct several CMEs and cultural activities reaching many people online. We are about to commence the inaugural function of the activities of KSOS 2020-21 at Drishti 2020

I request all delegates to be kindly seated

- I request our President Dr Meena Chakrabarthi to escort our Chief Guest Dr Abraham Varghese to the dais. Dr Saju Joseph, the Chairman of the Local Org Committee of KSOS may escort the incoming President Dr Babu Krishnakumar to the dais. I request Dr. Mahesh G, Secretary. KSOS Dr Thomas Cherian, the Org Secretary of Drishti 2020 and senior ophthalmologist Dr George Thomas to kindly occupy their seats on the dais.
- The Secretary Dr Mahesh will now invest the Presidential Collar on Dr Meena Chakrabarthi.
- Please rise for prayer.

- I request the Local Organising Comm Chairman Dr Saju Joseph to deliver the welcome address.
- 2019-20 has given a tough time for entire mankind but KSOS overcame all the negativities and came up with several memorable activities. I request Dr G. Mahesh, the Secretary of KSOS to present a brief report of the KSOS activities of the last year.
- The incoming President of KSOS, Dr Babu Krishnakumar takes office today. I request the outgoing President Dr Meena Chakrabarthi to address the gathering and install the new president.
- Let us wish our New President a fruitful year ahead. I now invite Dr Babu Krishnakumar to deliver the Presidential address
- We are fortunate to have an eminent personality here today as our Chief Guest. He was in the forefront leading the Indian Medical Association, Kerala branch as its President in the fight against Covid 19. I request the Organising Secretary of Drishti 2020, Dr Thomas Cherian to formally introduce our Chief Guest Dr Abraham Varghese.
- I now request Dr Abraham Varghese, our Chief Guest to light the ceremonial lamp to formally inaugurate the activities of KSOS 2020-21 and deliver the inaugural address
- One of the notable features of The KSOS annual conference is the Oration delivered by the stalwarts in the field of ophthalmology and allied specialities. I request Dr Mahesh, the secretary of KSOS to announce the recipient of the Oration this year.
- The oration was awarded to Prof P.Namperumal Sami, the Chairman Emetus of Aravind Eye Care System at a function in Madurai early this month. We can witness excerpts from that function.
- As in the previous years our Society is bestowing the Life time achievement awards to two senior Ophthalmologists this year. I request Dr Mahesh to announce the names of the Lifetime achievement awardees this year and request our Chief Guest to hand over the awards to Dr George Thomas who is present here.
- The Life time achievement award was handed over to
  Prof M.S.Venkitachalam at Calicut last week. We can see video clipping of that function now.
- It is now time to give the scientific awards of Drishti 2019. I request Dr Mahesh to announce the names of the various awardees of last year's annual conference and request Dr Abraham Varghese to give the awards.
- The KSOS Secretary now will announce the President's award for the best district ophthalmic clubs this year. I request Dr Meena Chakrabarthi, the outgoing KSOS President to give these awards.

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