

**INDIAN ASSOCIATION OF DERMATOLOGISTS,
VENERELOGISTS AND LEPROLOGISTS KERALA**



IADVL KERALA

IADVL Kerala Standard Operating Procedures

IADVL Kerala

Registered on 13th March, 2013, at Kannur

under the Societies Registration Act (XXI of 1860)



IADVL KERALA EXECUTIVE 2021

President

Dr. George Kurien

President-Elect

Dr. Muhammed K.

Immediate Past President

Dr. Asokan N.

Hon. Secretary

Dr. Sandeep Lal V.

Vice-Presidents

Dr. Remadevi T.J.

Dr. Mohamed Nazeer K.V.

Hon. Treasurer

Dr. Vinod V. Nair

Joint-Secretaries

Dr. Vinitha V. Panicker

Dr. K.K. Rahul

Financial Guidelines of the Indian Association of Dermatologists Venereologists and Leprologists Kerala

Dr. Sandeep Lal V.

Honorary Secretary

Indian Association of Dermatologists, Venereologists and Leprologists Kerala,

14A, IMA House, Palarivattom P. O., Kaloore, Kochi - 682025

© Indian Association of Dermatologists, Venereologists and Leprologists Kerala All rights reserved



IADVL Kerala Finance Committee

Chairperson

Dr. K. Abdul Samad

Members

Dr. Anuja E. George

Dr. Mercy Paul

Dr. Bifi Joy

Dr. Sarita S.

Dr. Simi S.M.

Dr. Feroz Kaliyadan



CONTENTS

CUTICON Kerala	1
MID CUTICON Kerala	4
NATIONAL LEVEL MEETS	4
USE of IADVL Kerala LOGO	5
ORATIONS AND AWARDS	5
A. IADVL Kerala State Oration	5
B. Prof Dr B. K. Hareendran Nair Award (BKH Award)	6
C. PG Thesis award	7
D. Dr. PT Pillai Lifetime Achievement award	12
E. IADVL Kerala President's Appreciation Award	12
F. IADVL Kerala Best Practitioner Award	12
G. IADVL Kerala Best Teacher Award	14
H. Presentation of Award Papers– Case reports & Research Studies	18
I. Presentation of Free papers	21
J. E-Posters– Case reports & Research studies	22

I. CUTICON Kerala

The state branch shall organize an Annual State Conference; named CUTICON Kerala, hosted on its own or by any affiliated dermatology club or society. The naming format shall be CUTICON Kerala Year eg “CUTICON Kerala 2020.” “10th/18th or 20th State Conference of IADVL Kerala” shall be mentioned in the next line.

CUTICON Kerala shall have a two-day program in which organizational meetings (State Council and General Body Meeting) and scientific meetings shall be organized.

There shall be an inaugural function, where the newly elected President and other office bearers shall be ceremoniously installed.

CUTICON Kerala shall be open to all registered IADVL members.

The Organizing Committee shall in general follow the same pattern as in the case of DERMACON and should encourage their members to donate awards, medals and prizes to ensure large participation.

50% of the registration amount shall be given to IADVL Kerala. Any income over the expenditure (excluding registration fee) accruing from the CUTICON Kerala shall be shared equally between the affiliated dermatology club or society and IADVL Kerala.

The organizing affiliated dermatology club or society shall submit the audited accounts of CUTICON Kerala and transfer the state share of CUTICON Kerala to IADVL Kerala within 90 days from the date of the conference.

- 1) The venue shall be finalized during the incoming GB of the previous CUTICON Kerala
- 2) Total duration shall not be more than 2 days for the conference. Two or more parallel sessions of CME can be held one day prior to CUTICON Kerala, to be called as pre-conference CME.
- 3) If any national or zonal conference is going to be hosted by the IADVL Kerala, the CUTICON Kerala can be held along with it. But all business meetings and official functions of IADVL Kerala shall be held separately.
- 4) All IADVL members of the association, including PLM and International Life Members, are eligible to be delegates of CUTICON Kerala. Qualified dermatologists with recognized degree accredited by a national body who are not IADVL members can register with a higher registration fee.
- 5) All members of the State Executive and State Council shall assume office on the first day of the conference at the AGBM.
- 6) The Outgoing President of the outgoing executive committee shall oversee the implementation of the rules and regulation in conducting the CUTICON Kerala.
- 7) Conference halls shall not be named after pharmaceutical companies or their products. They may be named after prominent living or deceased members.
- 8) Speakers in their presentations in the conference shall disclose any conflict of interest, including financial or any other relationships with manufacturers of commercial products (including drugs, equipment and services). If there is no interest to declare, then a “no conflict of interest” declaration shall be made.
- 9) Scientific certificates shall be signed by the Outgoing President, Immediate Past President, President Elect and the Chairperson of the state academy and Chairperson of the Scientific Committee. The name of presenter and title of the presentation have to be written down by the organizers so that blank certificates are not handed over. The attendance certificates shall bear the signatures of the Outgoing President, President Elect, Outgoing State secretary, Chairperson and Secretary of the Organizing Committee of CUTICON Kerala.

Special privileges and assistance shall be provided to all the senior citizens above 65 years age throughout the conference.

ANNUAL GENERAL BODY MEETING (AGBM) FOR THE CLOSING YEAR

The meeting shall be held on the first day of CUTICON Kerala, after the EC Meeting. Its venue should be intimated to the state Secretary by the organizing secretary well in advance to enable him or her to inform all the members of the venue, date and time of the meeting.

The Organizing Secretary of CUTICON Kerala, in consultation with the State secretary, shall include this information in the brochure of CUTICON Kerala. A suitable hall with adequate capacity, i.e., 350 persons or more, according to the number of registered delegates, with a good Public Address system should be chosen. The dais should be able to seat 12–15 office bearers.

The meeting shall be presided by the President and conducted as per the agenda circulated by the State secretary.

The new office bearers shall be installed at this meeting. The proceedings must be audio–video recorded.

Inaugural program:

The inaugural function should be scheduled after the GBM of the closing year. Its details shall be finalized by consultations among the President, Immediate Past President, President Elect and State secretary. The local organizing committee shall appoint a team to look after the arrangements headed by one of the joint secretaries or any other senior functionaries who has experience of organizing inaugural programs. It shall be presided over by the new President. The chief guest shall be escorted by the organizing chairperson. The organizers may make suitable changes in the above protocol only with the concurrence of State President and State Secretary.

Seating arrangement

Layout of the dais arrangement during the inaugural function

1	2	3	4	5	6	7	8	9	10	11	12	13
OS	JS 1	VP 1	SS	PE	P	CG	IPP	OCP	SCP	ST	VP 2	JS 2

* Abbreviations used: OS- Organizing Secretary; JS1- Sr. Joint Secretary; VP 1- Sr. Vice President; SS- State Secretary; PE- President Elect; P- President, CG- Chief Guest; IPP- Immediate Past President, OCP- Organizing Chairperson; SCP- Scientific Chairperson; ST- state Treasurer, VP 2- Jr. Vice President; JS 2- Jr. Joint Secretary.

In case there are other dignitaries, they shall be seated next to the organizing committee Chairperson, between OCP and SCP.

The program should be as follows:

- 1) Prayer
- 2) Welcome address by the Chairperson of the Organizing Committee
- 3) Introduction of guests
- 4) Presidential address
- 5) Address by the Immediate Past President

- 6) Inauguration of the conference by the Chief Guest
- 7) Inaugural speech by the Chief Guest
- 8) Ceremonial installation of the President and office bearers of the current year:
- 9) Acceptance Speech, felicitation of the outgoing office bearers and introduction of the new office bearers by the new President
- 10) Brief introduction of the awardees citation to be presented by the State secretary
- 11) Felicitation and bestowing of the awards by the President
- 12) Vote of thanks by the Organizing Secretary of the conference
- 13) National anthem

COMBINED EC, STATE COUNCIL AND FIRST ANNUAL GENERAL BODY MEETING FOR THE COMMENCING YEAR

This meeting shall be held on the second day of the CUTICON Kerala. The CUTICON Kerala organizers shall intimate the Secretary of the venue well in advance to enable him or her to intimate the date, time and venue to members. The same information may also be included in the brochure of the conference. Since the venue of the meeting is usually the same as that of the AGBM of the closing year, the same arrangements can be made. A hall to accommodate about 350 delegates may be selected, with an arrangement for seating of 12-15 office bearers on the dais. This meeting shall be presided by the incoming President.

VALEDICTORY FUNCTION

This shall be held on THE SECOND day of the conference, after the scientific program has concluded in the main hall of the conference. Layout of dais arrangement during the valedictory function shall be the same as inaugural function. The organizers may make suitable changes in the above protocol only with the concurrence of State President and State Secretary.

The program of the function shall be as follows:

- 1) Welcome speech by the President of the organizing affiliated dermatology club or society
- 2) Address by the Chairperson of the organizing committee:
- 3) Address by the President
- 4) Address by the President elect
- 5) Presentation of the awards (the State Secretary shall arrange for certificates, medals, etc., and announce the names of winners)
- 6) Address by the Organizing Committee Chairperson or Secretary of the affiliated dermatology club or society
- 7) Appraisals and views of the delegates of CUTICON Kerala
- 8) Vote of thanks by the Secretary of the organizing affiliated dermatology club or society

II. MID CUTICON Kerala

The state branch shall organize an annual mid year state Conference; named MID CUTICON Kerala, hosted by any affiliated dermatology club or society or on its own. The naming format shall be MID CUTICON Kerala Year eg “MID CUTICON Kerala 2020.”

MID CUTICON Kerala shall have a one-day program in which organizational meetings (State Council and General Body Meeting) and scientific meetings shall be organized.

The Organizing Committee shall in general follow the same pattern as in the case of CUTICON Kerala.

III. NATIONAL LEVEL MEETS

The affiliated dermatology club or society of IADVL Kerala may host the National Conferences (DERMACON & MID DERMACON), Zonal Conferences (DERMAZONE South) or any other academic meet allotted to IADVL Kerala.

These meetings shall in general follow the guidelines of National IADVL in hosting these conferences.

These meets shall be conducted using the PAN Card, GST number and TAN number of IADVL Kerala.

A separate bank account may be opened for the specific purpose using the KYC of IADVL Kerala and office bearers of the Organizing Committee would be the authorized signatories. The bank account would have the name of said conference. The bank account would be closed at final settlement of accounts and excess amount be transferred to the IADVL Kerala account.

The share of National IADVL and other state branches, wherever applicable shall be disbursed by IADVL Kerala.

Due diligence shall be exercised regarding TDS deduction, GST, cess etc. in consultation with state treasurer and auditors of IADVL Kerala.

The account of such conferences shall be audited by the auditors of IADVL Kerala and presented by the treasurer in the general body meeting along with the annual audited report.

Income over expenditure from the conference would be shared between the state branch and the affiliated dermatology club or society in the ratio of 70:30.

IV. Use of IADVL Kerala logo

IADVL Kerala shall permit the Affiliated clubs and societies to use IADVL Kerala logo for all activities conducted with the prior consent of EC.

IADVL Kerala shall permit use of IADVL Kerala logo for programs conducted by organizations other than Affiliated Clubs and Societies by collecting one time royalty per event not less than Rs 5000/-. For these events prior approval of the content or motive of the program by the EC is mandatory. EC shall nominate an observer for the same. EC can also decide to waive off the royalty amount for nonprofit events.

V. ORATIONS AND AWARDS

A. IADVL Kerala State Oration

It consists of a cash award (Rs 25,000/-), a certificate and a plaque. It shall be delivered during CUTICON Kerala. Sponsor, if any, should transfer an amount to IADVL Kerala to be maintained by IADVL Kerala as a fixed deposit that generates the award amount every year. The awardee must be a Life member of IADVL Kerala. The awardee is selected by the state IADVL academy from the applicants. If the academy is of the view that none of the papers received is of the required standard, the award for that year may be withheld.

IADVL Kerala State Oration Evaluation Guidelines

Recipients must be a Life member of IADVL Kerala

1. Applications may be by self or by nomination by any other Life member of IADVL Kerala.

2. The applicant should have at least 10 years Post PG experience.
3. The oration shall be awarded only if the applicant has received a minimum of 20 marks in clause 5 a and minimum of 20 marks in clause 5 b and 5c together.
4. Applications must be accompanied by the following.
 - a. Oration Topic and Full text of oration should be sent for evaluation.
 - b. List of publications
 - c. Proof of previous scientific awards in the field of Dermatology, Venereology and Leprosy
 - d. Full copy of the most significant published work
 - e. Contributions to IADVL
 - f. Academic credentials
5. Award of marks will be as follows:
 - a. *Oration topic: Matter of oration, Quality of topic – 40 marks*
 - b. *Publications or presentations in International, National and State conferences on topic of oration to be marked as follows – Maximum – 40 Marks*
 - c. *Publications in Pubmed/ Scopus / Embase indexed journals - 3 marks each, Other Indices -2marks each*
 - d. *Presentation in International Conference – 4marks each,*
 - e. *National Conference -3marks each, State Conference – 2 marks each*
 - f. *Authorship of medical books/chapters on topic of oration maximum of 20*
 - i. *Text book (Editor or associate editor) – 10 marks each*
 - ii. *Chapter in a Textbook– 5 marks each*
 - g. *Other publications on other topics, 2 marks per publication to a cumulative maximum of 10 marks.*
 - h. *Authorship of medical books/chapters on other topics Maximum of 10*
 - i. *Text book (Editor or associate editor)– 10 marks*
 - ii. *Chapter in a Textbook– 5 marks each*
 - i. *Awards won: Max 20*
 - i. *International – 5 each (max -10)*
 - ii. *National – 3 each (Max 6)*
 - iii. *State – 2 each (Max 4)*
 - j. *Contribution to IADVL (Max 10)*
 - i. *National level office bearer (President/elect, Vice president, Gen. Secretary, Joint Secretary, Treasurer, Editor/Assistant editor of official journal) – 2 Marks each to a maximum of 6*
 - ii. *State level (President/elect, Secretary, Treasurer, Editor/Assistant editor of official journal) -1 Mark each to a maximum of 4*

B. Prof Dr B. K. Hareendran Nair Award (BKH Award)

It consists of a cash award (Rs 20000/-), a certificate and a plaque.

The awardee is selected by the state IADVL academy from the applicants. If the academy is of the view that none of the papers received is of the required standard, the award for that year may be withheld. Sponsor, if any, should transfer an amount to IADVL Kerala to be maintained by IADVL Kerala as a fixed deposit that generates the award amount every year. This award shall be given during CUTICON Kerala.

Eligibility Criteria:

- a) The award is given for the best original research paper by a young dermatologist.
- b) The applicant should be member of IADVL Kerala State and should not have completed 45 years of age as on the last date of application
- c) Research papers that have been published in indexed journals within last 2 years are eligible. (Proof of publication should be furnished)
- d) Thesis or dissertation work done during PG tenure will not be considered.
- e) The applicant should be the principal investigator in the original research mentioned.
- f) Proof of ethical committee approval indicating the criterion (e) should be submitted

BKH Nair Award Evaluation Guidelines

Only original works will be considered.

1. Awarding of marks

- a) Title - (5)
 - a. Clarity - 2.5
 - b. Appropriateness – 2.5
- b) Introduction - (10)
 - a. Current knowledge reviewed with appropriate references- 2.5
 - b. Justification for study – 7.5
- c) Objective - (10)
 - a. Primary/ Secondary objectives defined clearly -10
- d) Research question - (25)
 - a. Feasibility – 5
 - b. Interesting - 5
 - c. Novel - 5
 - d. Ethical – 5
 - e. Relevance - 5
- e) Methodology - (45)

Give points if the following aspects are mentioned in sufficient detail and are appropriate

 - a. Study design -10
 - b. Setting- 5

- c. Case definition - 5
- d. Inclusion & exclusion criteria- 5
- e. Subject Selection – 2.5
- f. Sample size calculation- 5
- g. Study procedure - 5
- h. Statistical analysis- 7.5
- f) Results - (45)
 - a. Descriptive statistics given in sufficient detail- 10
 - b. Proper sequencing of findings -10
 - c. Appropriate use of tables -10
 - d. Appropriate use of figures - 5
 - e. Statistical results given in sufficient detail - 10
- g) Discussion - (50)
 - a. Results that answer objectives summarized well -5
 - b. Results interpreted well - 10
 - c. Put the result in context with other works -10
 - d. Implications of the findings -10
 - e. Limitations of the study explained- 10
 - f. Logical next step discussed - 5
- h) References - (10)
 - a. Written in the appropriate style – 5
 - b. Marked the references appropriately in the text -5

C. PG Thesis award

It consists of a cash award (Rs 5000/-) and a certificate

Eligible applicants:

All those who are either PLM/ LM of IADVL Kerala

And

Has passed MD/ DNB postgraduate course in dermatology in institutions of Kerala.

And

Whose thesis has been approved by the concerned university within two years from the last date of submission of application.

A thesis submitted for competitive evaluation by other agencies including National IADVL and that has won prizes, may also be submitted for IADVL Kerala best thesis award.

A thesis once submitted for evaluation for IADVL Kerala best thesis award cannot be sent for evaluation in subsequent years. If the academy is of the view that none of the papers received is of the required standard, the award for that year may be withheld.

Who will evaluate?

IADVL Kerala state Academy chairperson can choose a three-member team. Team will be headed by the state Academy chairperson.

Other members may be selected from IADVL Kerala state Academy members or from PG teaching institutions outside Kerala, as per the discretion of the IADVL-Academy chairperson in consultation with the members. At least one of the above members should be from a teaching institute outside Kerala.

If a thesis guided by the IADVL Kerala state Academy chairperson happens to be submitted for evaluation, this has to be disclosed to the academy.

Academy members can choose another person from the academy itself or from a PG teaching centre to head the evaluation committee.

Other two committee members should also be selected in such a way that no conflicts of interests exist.

In case of a tie the award will be shared.

When to submit

Honorary General Secretary of IADVL Kerala shall invite applications (through mails to all IADVL Kerala members and HODs of all postgraduate teaching institutions) three months prior to CUTICON Kerala every year.

The last date of submission of application should be at least two months prior to the date of CUTICON Kerala.

Time frame for thesis evaluation

The applicants should produce a certificate from guide and head of the department certifying that the thesis was the original work of the applicant and was approved by the concerned university within two years (as on the last date of application).

The ethics committee clearance certificate should also be sent.

These two to be submitted as separate documents along with the thesis file. The thesis file shouldn't have any part which reveals the identity of the applicant, guide or institution.

The thesis file along with the certificates should be sent to the Honorary General Secretary of IADVL Kerala, who would verify the facts.

The Honorary General Secretary of IADVL Kerala will scrutinize the three documents for confirming the details including whether the title of prepared manuscript is same as that in ethics committee certificate.

Then the thesis files of all applicants may be sent to the IADVL- Academy chairperson/ thesis evaluation committee head within five days of last date of submission of application.

The evaluation committee should return the results to the Honorary General Secretary of IADVL Kerala within 20 days.

The Honorary General Secretary of IADVL Kerala will then inform the result to the Scientific committee Chairperson of the CUTICON Kerala and the selected candidate, maintaining confidentiality so that he/ she can get the presentation ready for the conference. The result will be formally announced in the closing GB of CUTICON Kerala.

How to prepare the thesis for submission

The thesis should be submitted in PDF format. The file shouldn't contain any part which reveals the identity of the applicant, guide or the institution.

The manuscript should have a structured abstract of maximum 300 words with the following subheadings- Objectives, Materials and Methods, Results, Limitations, Conclusion.

This should be followed by a main text of the following subheadings- Introduction, Materials and Methods, Review of Literature, Results, Discussion, Limitations, Conclusion.

Title, abstract, main text, references in Vancouver format, Tables, figure/ flow chart legends, followed by figure/ flow charts

Figure legends should be given below each figure as well. Table legends should be kept above the tables. Tables and figures should be numbered in the order as they appear in the text in Arabic numerals and should be properly cited in text.

Short forms used in the manuscript should be expanded the first time, they appear in text. Tables should be self-explanatory. The expansions for short forms used in each table should be included as foot notes.

These instructions for manuscript submission also should be sent by the Honorary General Secretary of IADVL Kerala, when the invitation for application is sent to all IADVL Kerala members and HODs of all postgraduate teaching institutions.

How to evaluate

The three members should evaluate the thesis independently with a pre-set score sheet. The average of three marks will be taken. In case of a tie, the final decision would rest with the head of the committee.

The marks may be split like this

1. **Title:** Is the title appropriate for the study and whether it reflects the aims and objectives of the study and study design- 5 marks
2. **Abstract:** this assesses whether the applicant was able to clearly convey the essence of the study including its limitations in a nut shell – 5 marks
Objectives: Are objectives clearly stated- (1 mark)
Materials and Methods: Do they clearly mention the essence of methodology (study setting, study period, study population, investigations performed, and the statistical methods used) – (1 mark)
Results: Are relevant details included? Whether numerical data expressed both in numbers and as percentage of total. Eg. Ten patients (10/50, 20%) (1 mark)
Limitations: Important limitations mentioned/ not (1 mark)
Conclusion: Whether the conclusion is consistent with the methodology and results of the study (1 mark)
3. **Main text**
Introduction: 5 marks
Has the applicant given a short paragraph describing the studied aspect with appropriate references (does it state the recent knowledge in the studied aspect?) – 1 mark

Are the existing lacunae in knowledge mentioned? - 1 mark

Was the author successful in conveying the relevance of carrying out the study? -2 marks

Materials and methods - 20 marks

1. Study design mentioned? Study setting mentioned? (community based/ tertiary care centre etc), Study period mentioned? (3 marks)
2. Does the methods section mention clearance from institutional ethics committee, written informed consent form study participant and in studies involving treatment with a procedure or drug, clinical trial registry number? (2 marks)
3. Does the paper clearly mention how the sample size was calculated with appropriate references? (2 marks)
4. Does the section clearly define the studied aspect and the parameters used? (10 marks)
5. Does the paper clearly mention the statistical analysis used? (3 marks)

Results -20 marks

1. Does the result section give a description of the study participants? (Number of participants, age and gender distribution etc.)
2. Are the results stated clearly (numerical values as well as percentages wherever applicable – eg. 18/ 100 (18%) study participants)
3. Are all relevant images given- clear clinical images, histopathology images etc. ?
4. Are important findings clearly stated with the use of appropriate tables or graphs?
5. Are important statistical values mentioned?

Discussion: -20 marks

1. Please see whether discussion is focused and relevant to the study.
2. Please check if results are compared with available literature
3. Please check whether all statements from literature are properly cited?
4. Were important studies available at the time of conducting the study included in discussion?

Limitations: Whether limitations of the study correctly identified and mentioned? – 5 marks

Conclusion: Whether conclusion mentioned is appropriate for the study design and results.? – 5 marks

Technical aspects -5

1. Are tables and figures cited in text?
2. Are tables self-explanatory? Descriptive table legend is given? Whether expansion of short forms used in each table expanded in foot notes?
3. References- Are they in Vancouver style?
4. Images: whether separate legend is written for each image and each part of image that are prepared as collage. Do histopathology/ immunohistochemistry images show stain and magnification in brackets in legend to image?

5. Is the manuscript prepared carefully without many grammar errors/ spelling mistakes?
6. Please see whether the manuscript is keeping with the prescribed word count (2500 words excluding abstract, references, tables and figure legends)

Novelty and relevance of study -10 marks

GRAND TOTAL- 100 marks

SI No	Title	Abstract	Introduction	Materials and Methods	Results	Discussion	Limitations	Conclusion	Compliance with technical aspects of manuscript preparation	Novelty of the study and relevance	Total
	Max: 5 marks	Max: 5 marks	Max: 5 marks	Max: 20 marks	Max: 20 marks	Max: 20 marks	Max: 5 marks	Max: 5 marks	Max: 5 marks	Max: 10 marks	Max: 100 marks

D. Dr. P.T. Pillai Lifetime Achievement award

A lifetime achievement award instituted in the name of Late Dr. P. Thankappan Pillai is awarded to a life member of IADVL Kerala, above the age of 65 years who has rendered outstanding contributions to the specialty of Dermatology Venereology and Leprology. It consists of a cash award (Rs 30000/-) and a citation. This award shall be given during CUTICON Kerala.

Sponsor, if any, should transfer an amount to IADVL Kerala to be maintained by IADVL Kerala as a fixed deposit that generates the award amount every year.

The three presidents (the current, the immediate past and the president-elect) as well as secretary and the treasurer will constitute the selection committee. Awardee may be selected by application or nomination. The selection shall be based on consensus among the five members of the selection committee. If there is any difference of opinion among the five members, the decision shall be based on simple majority. In case of a tie of votes, the President can exercise casting vote. The following parameters would be considered for choosing the awardee.

1. IADVL Organisational posts held: 25 marks
2. Conferences organised at National/State level: 25 marks
3. Social/Community service: 25 marks
4. Academic achievements and Publications: 25 marks

E. IADVL Kerala President Appreciation Award

EC can give up to five appreciation awards every year to the members who have rendered exceptional services, for the betterment of IADVL Kerala. Members of committees shall also be eligible. This award shall be given during CUTICON Kerala.

F. IADVL Kerala Best Practitioner Award

It consists of a cash award (Rs 20000/-) and a citation. This award shall be given during CUTICON Kerala.

Eligibility Criteria

1. Applicant should be a Life Member of IADVL Kerala in good standing.
2. Applicant must have minimum period of 15 years' experience in active clinical practice in Dermatology.
3. Applicant should not apply for any other IADVL Kerala instituted award during the same year and should not be a recipient of IADVL Kerala Best Practitioner award or IADVL Kerala Best Teacher Award.

4. Existing EC members of IADVL KERALA and members of the Award Judging committee are not eligible to apply for the award.

Application norm

1. Application should be sent by self or nominated by another life member of IADVL Kerala with all mentioned documents/proofs. This proposal should be seconded by 2 Life members of IADVL Kerala.
2. Application form duly filled with supporting documents/proofs should be sent to the Hon. Secretary of IADVL Kerala before 2 months of proposed date of CUTICON Kerala ie, Annual conference of IADVL Kerala.

The Honorary Secretary of IADVL Kerala after verifying the membership details and eligibility criteria shall forward the copies of the application forms to members of the committee formed for selecting the Awardee along with Judgement criteria for the award. The judges chosen shall evaluate the applications using the laid down guidelines and send their evaluation to the Honorary secretary who shall tabulate the evaluations and the Awardee shall be declared officially during the Closing General Body meeting of during CUTICON Kerala.

The Judging committee shall have 5 members

1. Current President IADVL Kerala
2. Current Secretary IADVL Kerala
3. Immediate Past President IADVL Kerala
4. Immediate President Elect IADVL Kerala
5. One Life member of IADVL Kerala nominated by the existing Executive Committee of IADVL Kerala

Selection Criteria

The applications whose membership details are officially verified by the Honorary Secretary of IADVL Kerala must be assessed using the guidelines consisting of following domains

Contributions to IADVL

A	Office bearer of IADVL	Local Branch (President /Secretary/ Treasurer)	2 each
		State Branch (President /Secretary/Treasurer)	4 each
		State Branch Executive other than PST	2 each
		National IADVL President /Secretary/ Treasurer	5 each
	Chairperson or Convenor of IADVL Kerala	(Committee/Academy/Task force)	1
	Other posts in national IADVL	Committee/Academy/SIGs	1(Member) 2 (Chairperson/ Convenor)

B	Organizing IADVL events (MIDDERMACON, DERMAZONE SOUTH,	Organising and Scientific Chairperson/ Organising Secretary	4
	Organizing IADVL Kerala events (MIDCUTICON Kerala, CUTICON Kerala)	Organising and Scientific Chairperson/ Organising Secretary	3
	SIG Events	Organising and Scientific Chairperson/ Organising Secretary	2
C	Authorship in IADVL/ other Dermatology Textbooks/ Indexed Journals	Editor in-chief Author of Chapters/Associate Editor Editorial Board member Contributions (Articles)	5 4 3 1
D	Faculty in IADVL CONFERENCES/CME/ WORKSHOP (excluding chairpersons and judges)	Regional Level State level National Level	1 2 3
E	Years of Practice	15-20 21-25 26-30 >30	2 3 4 5

A+ B Maximum 30

C + D Maximum 20

Community outreach activities and others

A	Community based Health Talk/Camps/Surveys/ Services	1 each -20 max
B	Office bearers of other recognized Professional bodies	1each -5 max
C	International / National Awards, recognition and Fellowships in Dermatology	2 each -10 max
D	Publications/Academic achievements in non IADVL domain	1 each – 5 max
E	Other achievements/ Awards from non IADVL domain	1each -5 max

G. IADVL Kerala Best Teacher Award

It consists of a cash award (Rs 20000/-) and a citation. This award shall be given during CUTICON Kerala.

Eligibility Criteria

1. Applicant should be a Life Member of IADVL Kerala
2. Applicant must have minimum UG/PG teaching experience of 15 yrs.

3. Applicant must either be a regular faculty in a NMC/DNB approved institution currently or within 3 years of retirement from a teaching institution.
4. Applicant should not apply for any other IADVL Kerala instituted award during the same year and should not be a recipient of IADVL Kerala Best Practitioner award or IADVL Kerala Best Teacher Award.
5. Existing EC members of IADVL Kerala and members of the judging committee are not eligible to apply for the award

Application norm

6. Application should be sent by self or nominated by another life member of IADVL Kerala with all mentioned documents/proofs duly proposed and seconded by 2 Life members of IADVL KERALA.
7. Application form duly filled with supporting documents/proofs should be sent to the Hon. Secretary of IADVL Kerala before 2 months of proposed date of CUTICON Kerala ie, Annual conference of IADVL Kerala

The Honorary Secretary of IADVL Kerala after verifying the membership details and eligibility criteria shall forward the copies of the application forms to members of the committee formed for selecting the Awardee along with Judgement criteria for the award. The judges chosen shall evaluate the applications using the laid down guidelines and send their evaluation to the Honorary secretary who shall tabulate the evaluations and the awardee shall be officially declared during the Closing General Body meeting of IADVL Kerala at CUTICON Kerala.

The Judging committee shall have 5 members

8. Current President IADVL Kerala
9. Current Secretary IADVL Kerala
10. Immediate Past President IADVL Kerala
11. Immediate President Elect IADVL Kerala
12. Chairperson/Chairperson of IADVL Academy or any person nominated by the academy in special circumstances

Selection Criteria

The applications whose membership details are officially verified by the Honorary Secretary of IADVL Kerala must be assessed using the guidelines consisting of following domains

Domain 1 - Academic domain – Max 40

			Points
A	Years of UG/PG Teaching	15-20	1
		21-25	2
		26-30	3
		>30	4
B	Additional Qualification Other than PG Degree/DNB		
		Ph.D./M.Phil.	1

		Fellowship of National Bodies approved by state/national Medical Council(ICMR/CSIR etc.)	2
		Fellowship of International Bodies approved by State/ National Medical Council (MRCP, FRCP etc.)	3
C	Presenting Papers/Posters	State Level CMEs/Conferences (Proofs to be annexed)	2each-10max
		National CMEs/Conferences Proofs to be annexed	3 each-15 max
		International conferences	5 each-20 max
D	University / Board Examinership	Examiner	1 each Max 5
E	Setting Question paper for University/ Board		1 each Max 5
F	Guideship	MD/DNB Thesis	2 each
		ICMR Projects	2 each
		Co-Guide	1 each
G	Academic Position	Professor	3 Max
		Principal/Dean/VC/DME/Joint DME	4 Max

Domain 2-Research and publications - Max 30

A	Research Grants	Principal investigator	Co-investigator
	IADVL	2	1
	State And Central Govt	3	1
	ICMR/ International	4	2
B	Publications in Peer review/Indexed journals as per existing NMC Guidelines (1 st author, 2 nd author, 3 rd author and corresponding author as per current guidelines)	1 st and Corresponding Rest of the authors	2 1
C	Publication of books	Chief Editor	Editorial board Author
	Book/Booklet in local language	3	2 1
	Chapter in Books (With ISBN/ISSN No) National publishers	4	3 2

	Chapter in Books -International Publishers	5	4	3
--	--	---	---	---

A – Maximum 5, B – Maximum 15 and C – Maximum of 10 points in each

Domain 3-Contributions to IADVL - Max 20

A	Office bearer of IADVL	Local Branch (President / Secretary/Treasurer)	2 each
		State Branch (President /Secretary/Treasurer)	4 each
		State Branch Executive other than PST	2 each
		National IADVL President /Secretary/Treasurer	5 each
	Chairperson or Convenor of IADVL Kerala	(Committee/Academy/Task force)	1
	Other posts in national IADVL	Committee/Academy/SIGs	1(Member) 2(Chairperson/ Convenor)
B	Organizing IADVL events (MIDDERMACON, DERMAZONE SOUTH, DERMACON)	Organising and Scientific Chairperson/ Organising Secretary	4
	Organizing IADVL Kerala events (MIDCUTICON Kerala, CUTICON Kerala)	Organising and Scientific Chairperson/ Organising Secretary	3
	SIG Events	Organising and Scientific Chairperson/ Organising Secretary	2
C	Faculty in IADVL	Regional Level	1
	CONFERENCES/CME/WORKSHOP	State level	2
	(excluding chairpersons and judges)	National Level	3

Domain 4 -Community outreach activities and others – Max 10

A	Health Talk/Camps/Surveys	1 each
B	Staff Advisor to the students/In charge of Academic / Extracurricular activities	1 each
C	Office bearers of other recognized Professional bodies	1 each
D	International / National Awards, recognition and Fellowships in Dermatology	2 each

H. Presentation of Award Papers– Case reports & Research studies

Calling for Award papers- Case reports & Research Studies

1. The organising committee of CUTICON/MIDCUTICON should call for submission of award papers well in advance, at least one month before the conference.
2. The Honorary Secretary of IADVL Kerala should circulate the information via email to individual IADVL members (both LMs & PLMs) and to head of the departments of Dermatology of all medical colleges (with post graduate course in Dermatology) within the state of Kerala.

Criteria for selection for presentation

1. Only Provisional Life Members (PLMs) of Kerala IADVL who are pursuing postgraduate course in medical colleges within Kerala can submit award papers.
2. Each medical college can send only one case report and one research study.
3. To qualify as a research study, the number of study subjects should be at least five. Case series with less than five study subjects should be presented in case reports section.
4. The title and the abstract should be sent to the email id provided by the scientific committee before the last date of abstract submission, which should be at least 2 weeks before the CUTICON Kerala / MIDCUTICON Kerala.
5. The abstract of case report (of not more than 300 words) may be prepared under the following subheadings: introduction, case report & highlights of the report. The abstract of the research study (of not more than 400 words) may be prepared under the following subheadings: introduction, objectives, materials and methods (kindly specify ethics committee clearance and consent from individual study participant), results, limitations & conclusion.
6. A letter of recommendation from the concerned head of the department mentioning that the presenting author was actively involved in the work up of the case must be attached along with the abstract.

Criteria for selection of Judges for evaluation

1. The scientific committee in consultation with the Chairperson of the IADVL Kerala state Academy shall select the judges for evaluation of case reports and research studies.
2. There should be separate judging panel for the case reports and research studies.
3. Each judging panel shall comprise of 3 judges.
4. The judges should not be current faculty in medical colleges from where the postgraduates are presenting.
5. At least one of the judges should be a professor retired from a medical college (who is a life member of IADVL Kerala) and one of the judges should be a practitioner (not working in a medical college) with at least 10 years post PG experience OR with at least 5 years post PG experience and at least two scientific publications.

Criteria for evaluation- common to both case reports & research studies

1. The first slide of the powerpoint shall contain only the title and the full name of the presenter.
2. The powerpoint should not contain any identifiers like name of the faculty, name of the medical college and no other pointers like a tertiary care centre or an oncology centre in South, Central or North Kerala, etc. If any such identifiers are included in the powerpoint or mentioned in the presentation, then this will amount to disqualification.
3. Privacy of the patients should be protected. Appropriate permission from patients for use of their clinical images should be taken. Eyes should be blacked out. Maintaining privacy and dignity of patients is the responsibility of presenter.
4. Any conflicts of interest should be clearly mentioned.
5. The time allotted for presentation of Case report is 6 minutes and for Research study is 7 minutes. A buzzer alarm should be rung at 1 minute before the time limit and a final alarm should be rung at end of time allotted.
6. If the presenter exceeds the time limit but concludes within another 1 minute, then 5 marks should be deducted from the total marks secured as a penalty. If the presenter exceeds 1 minute than the time limit, then the person will be disqualified.
7. An evaluation sheet in which the criteria for evaluation are printed shall be provided to all the judges with the marking scheme clearly mentioned. The judges must follow this evaluation criteria and the marking scheme.
8. The marks awarded by all the three judges shall be totalled by a tabulation committee constituted by the scientific committee. The first three places shall be decided for case reports and research studies separately, based on the total marks secured by the presenters.
9. The decision of the judges shall be final.
10. The organising committee shall provide Certificate of participation (in which the name of the presenter, title of presentation, whether case report or research study shall be printed) to all the presenters and Certificate of appreciation to the winners of first three places specifying whether they secured first/second or third place.

Criteria for evaluating Award papers- Case reports

The following criteria shall be followed by the judges for evaluating the case reports.

Each of the criterion shall carry maximum of 5 marks each and the maximum total marks shall be 50.

- i. Title: whether appropriate for the case presented?
- ii. Introduction: how well attention is drawn to the case to be presented?
- iii. Description of the case: whether the relevant positive and negative history is given, whether the skin lesions are described properly?
- iv. Investigation: Whether relevant investigations are mentioned? Whether attempts have been made to incorporate novel investigations?
- v. Flow of presentation: Whether the thought process involved in formulating the differential diagnosis, deciding the investigations to be done and arriving at final diagnosis

- clearly described? Whether the clinical differential diagnosis is appropriate to the case description?
- vi. Treatment: Whether treatment given and the response to the treatment mentioned?
Whether the current condition of the patient mentioned?
 - vii. Literature Review: Whether relevant recent literature review done and correlated with the case report presented? Whether references provided in the standard format?
 - viii. Novelty: Whether the reasons for highlighting the case are convincing enough? Whether the case is rare/ novel enough to be presented? Whether the case report provide lessons to learn?
 - ix. Slides in the powerpoint: general appeal, clarity, rule of six, colour combination, organisation
 - x. Quality of clinical photographs
 - xi. Clarity, Confidence & Communication skill shown in the presentation

Award papers- Research study

Copy of IEC approval showing that the presenting candidate was either Principal or Co investigator is mandatory.

Criteria for evaluating Award papers- Research study

The following criteria shall be followed by the judges for evaluating the research study.

Each of the criterion shall carry maximum of 5 marks each and the maximum total marks shall be 50.

- i. Title: whether the title is appropriate to the study presented? Whether the title includes the study population, intervention done and controls (in relevant design)
- ii. Introduction: What was the rationale for the study? What was the research gap identified? How convincingly this is explained?
- iii. Objectives: Whether the objectives follow FINER (Feasible, Interesting, Novel, Ethical, Relevant) criteria? Whether the objectives and title of the study match?
- iv. Methodology: Whether the Study design is appropriate to the objectives? Whether the study population is clearly mentioned with inclusion and exclusion criteria? Intervention, if any along with comparator mentioned? Whether the correct formula is used as per the study design? Whether the study based on which the sample size is calculated is mentioned and provided in the references?
- v. Results: Whether appropriate statistical analysis done? Whether the results are presented in a clear, concise & appropriate format? Whether appropriate tables, diagrams, graphs used to present the results and whether they are explained well? Whether all the results relevant according to the study objectives are presented?
- vi. Discussion: Whether adequate coverage of the results is done in the discussion part? Whether relevant recent literature mentioned and how well it is correlated with the study being presented? Whether interpretation based on p value and confidence interval is done? Whether limitations of the study are mentioned?
- vii. Conclusion & Highlights of the study: Whether the conclusion drawn is appropriate as per

the study objectives and study design? Whether the highlights of the study are convincing enough? How efficiently and convincingly the conclusion is presented? Whether relevant references are provided in the standard format?

- viii. Originality of the study: Whether there is any novelty in the area of study/study design/ objectives/ methodology? Whether the study contributes anything new to the existing dermatological literature? Whether ethical considerations are clearly mentioned and discussed?
- ix. Slides in the powerpoint: general appeal, clarity, rule of six, colour combination, organisation, diagrams, graphs
- x. Clarity, Confidence & Communication skill shown in the presentation

I. Presentation of Free papers

Calling for free papers

1. The organising committee of CUTICON Kerala /MIDCUTICON Kerala should call for submission of free papers well in advance, at least one month before the conference.
2. The Honorary Secretary of IADVL Kerala should circulate the information via email to individual IADVL members (both LMs & PLMs).

Criteria for selection & presentation of free papers

1. Only PLM/ LM of IADVL Kerala may be allowed to submit free papers for CUTICON Kerala /MIDCUTICON Kerala
2. The abstracts of the free paper in not more than 400 words should be submitted to the email id provided by the organising committee.
3. MIDCUTICON Kerala should have at least one session. Depending on the number of abstracts submitted and the quality of papers, the scientific committee can decide to have a parallel free paper session. In CUTICON Kerala, there shall be at least two free paper sessions, one on first day and the other on the second day. The session on second day preferably be earmarked for middle level or senior life members.
4. More preference should be given to free papers submitted by Life members (LMs) rather than Provisional Life Members (PLMs).
5. Free papers can be based on rare case reports, case series or short original research works. However, innovations and original works should be given more weightage while selecting the free papers.
6. Privacy of the patients should be protected. Appropriate permission from patients for use of their clinical images should be taken. Eyes should be blacked out. Maintaining privacy and dignity of patients is the responsibility of the presenting author.
7. The presenters of selected free papers should be intimated at least 2 weeks before the CUTICON Kerala /MIDCUTICON Kerala
8. Inorder to motivate members to present free papers, the organising committee of CUTICON Kerala /MIDCUTICON Kerala may decide to offer prizes to one or two best free papers.
9. The time allotted for presentation of free paper is 7 minutes followed by discussion of 3

minutes.

10. A certificate of presentation should be provided to the presenter by the organising committee, in which the name of the presenter and the title of the free paper is printed at least within two weeks of the CUTICON Kerala /MIDCUTICON Kerala.

J. E-Posters– Care reports & Research studies

Calling for E-posters

1. The organising committee of CUTICON Kerala /MIDCUTICON Kerala should call for submission of E-posters well in advance, at least one month before the conference.
2. The Honorary Secretary of IADVL Kerala should circulate the information via email to individual IADVL members (both LMs & PLMs).

Selection of E-posters

1. Any Life Member or Provisional Life Member of IADVL Kerala can submit abstracts for E-posters.
2. One person can submit only one E-poster. However, he/she can be the co-author of more than one E-poster.
3. The e-posters should be original works- either case reports or research studies.
4. The title and the abstract should be sent to the email id provided by the scientific committee before the last date of abstract submission, which should be at least 2 weeks before the CUTICON Kerala / MIDCUTICON Kerala.
5. The abstract of case report (of not more than 300 words) may be prepared under the following subheadings: introduction, case report & highlights of the report. The abstract of the research study (of not more than 400 words) may be prepared under the following subheadings: introduction, objectives, materials and methods (kindly specify ethics committee clearance and consent from individual study participant), results & conclusion.
6. The organising committee shall provide an abstract ID Number to the presenting author to be used in the e-poster.
7. Copy of IEC approval showing that the presenting candidate was either Principal or Co investigator is mandatory in case of research studies.

Preparation of E-poster

1. The template provided should be used to prepare the e-poster.
2. The slide/poster size should be 40.97” x 23.04” (16:9 aspect ratio).
3. Layout should always be in landscape orientation & recommended 1 slide maximum.
4. Minimum font: 28pt (this may seem large, but at this poster size it’s not).
Recommended font Types: Calibri, Arial, Times New Roman.
5. Save all mathematical formulae and equations to images (.jpg, .png) when embedding.
6. PowerPoint has to be saved as .pdf after naming it as “E-Poster- abstract id No.”
7. The e-poster should contain the abstract ID No. and the name of the presenting author.
The powerpoint should not contain any identifiers like name of co-authors or name of the

affiliated institutions. The title should not contain pointers like a tertiary care centre or an oncology centre in South, Central or North Kerala, etc. If any such identifiers are included in the e-poster, then this will amount to disqualification.

8. Total file size should not exceed 10 MB.
9. In case of any conflict of interest, it/they should be clearly mentioned and specified.
10. Up to 3 references can be listed at the end of the poster.
11. Commercial names of drugs/ chemicals/ equipment should not be mentioned.
12. Privacy of the patients should be protected. Appropriate permission from patients for use of their clinical images should be taken. Eyes should be blacked out. Maintaining privacy and dignity of patients is the responsibility of the presenting author.

Criteria for selection of Judges for evaluation

1. The scientific committee in consultation with the Chairperson of the IADVL Kerala state Academy shall select the judges for evaluation of case reports and research studies.
2. The judging panel shall comprise of 3 judges.
4. The judges should not be affiliated to the institutions in which any of the presenting authors or co-authors are affiliated.
5. At least one of the judges should be a professor retired from a medical college (who is a life member of IADVL Kerala) and one of the judges should be a practitioner (not working in a medical college) with at least 10 years post PG experience OR with at least 5 years post PG experience and at least two scientific publications.

Criteria for evaluation of e-posters-common to both case reports & research studies

1. Case reports and research studies shall be evaluated separately.
2. An evaluation sheet in which the criteria for evaluation are printed shall be provided to all the judges with the marking scheme clearly mentioned. The judges must follow this evaluation criteria and the marking scheme.
3. The marks awarded by all the four judges shall be totalled by a tabulation committee constituted by the scientific committee. The first two places shall be decided for case reports and research studies separately, based on the total marks secured by the presenters.
4. The decision of the judges shall be final.
5. The organising committee shall provide Certificate of participation (in which the name of the presenting author, title of presentation, whether case report or research study shall be printed) to all the presenting authors and Certificate of appreciation to the winners of first two places specifying whether they secured first or second place.

Criteria for evaluating E posters- Case reports

The following criteria shall be followed by the judges for evaluating the case reports.

- i. Title: whether appropriate for the case presented? – 2 marks
- ii. Introduction: how well attention is drawn to the case to be presented? - 2marks
- iii. Description of the case: whether the relevant positive and negative history is given, whether the skin lesions are described properly? - 5 marks
- iv. Investigation: Whether relevant investigations are mentioned? Whether attempts have

- been made to incorporate novel investigations? - 4 marks
- v. Treatment: Whether treatment given and the response to the treatment mentioned? Whether the current condition of the patient mentioned? - 3 marks
 - vi. Novelty: Whether the reasons for highlighting the case are convincing enough? Whether the case is rare/ novel enough to be presented? Whether the case report provide lessons to learn? - 5 marks
 - vii. Whether relevant recent references mentioned in standard format? -2 marks
 - viii. Quality of clinical photographs & overall appeal– 2marks

Maximum marks that can be awarded- 25 marks

In case of offline conference, 5 marks can be earmarked for discussion with the presenting author.

Criteria for evaluating E posters- Research study

The following criteria shall be followed by the judges for evaluating the research study.

- i. Title: whether the title is appropriate to the study presented? Whether the title includes the study population, intervention done and controls (in relevant design)?- 2marks
- ii. Introduction: What was the rationale for the study? What was the research gap identified? How convincingly is this explained?- 3marks
- iii. Objectives: Whether the objectives follow FINER (Feasible, Interesting, Novel, Ethical, Relevant) criteria? Whether the objectives and title of the study match? – 2marks
- iv. Methodology: Whether the Study design is appropriate to the objectives? Whether the study population is clearly mentioned with inclusion and exclusion criteria? Intervention, if any along with comparator mentioned? Whether the correct formula is used as per the study design? Whether the study based on which the sample size is calculated is mentioned and provided in the references? -5marks
- v Results: Whether appropriate statistical analysis done? Whether the results are presented in a clear, concise & appropriate format? Whether all the results relevant according to the study objectives are presented? - 5marks
- vi. Figures & Graphs: Whether appropriate tables, diagrams, graphs used to present the results and whether they are explained well? General appeal of the E-poster- 2marks
- vii. Conclusion & Highlights of the study: Whether the conclusion drawn is appropriate as per the study objectives and study design? Whether the highlights of the study are convincing enough? How efficiently and convincingly the conclusion is presented? -3marks
- viii. References: Whether relevant recent references are provided in the standard format? -2marks
- ix. Originality of the study: Whether there is any novelty in the area of study/study design/ objectives/ methodology? Whether the study contributes anything new to the existing dermatological literature? -5marks
- x. Ethical considerations: Whether ethical considerations are clearly mentioned? -1mark

Maximum marks that can be awarded- 25 marks

In case of offline conference, 5 marks can be earmarked for discussion with the presenting