

**International Medical Sciences Academy,
World Headquarters, New Delhi**

Procedure for Convocation during IMSACON

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Assembly of New Fellows & Members:

The Honorary Members, the institutional Member Representatives, the IMSA New Fellows and IMSA New Members shall assemble at the convocation venue half an hour before the start of the Convocation wearing gowns and shall stand in a queue till advised to follow the procession in the sequence prescribed.

The Administrative Officer shall carry a document / register whereon he shall get the signatures of all the persons who shall be receiving the Scrolls at the Convocation as Honorary Fellows, Institutional Members, Fellowship and Membership of International Medical Sciences Academy.

Convocation Welcome Protocol:

The Vice President, the other Members of the Board, the Secretary General put on the gowns and stand at the designated place to receive the President.

The President arrives. He is welcomed by the Vice President, the other members of the Board, the secretary General and other office bearers of IMSA.

All will assemble together to receive the Chief Guest.

The Chief Guest arrives. He is welcomed by the President. The latter introduces the Chief Guest to the Vice President, the other members of the Board, the Secretary General and to other office bearers of International Medical Sciences Academy.

The Chief Guest and the President retire into the room for putting on the gown.

Meanwhile the New Fellows and Members stand in two rows as per the following sequence:

First the Honorary Fellows, followed by the Institutional Member designated representatives, Fellows and then the last New Members stand in two rows.

The procession walks in a sequence as follows: The secretary General leads the procession as single person followed by persons indicated below two together:

First:	The Secretary General
Second:	The President and the Chief Guest
Third:	The Vice President and the Sr. BOT Member
Fourth:	The Sr. BOT Members
Fifth:	Other BOT members
Sixth:	IMSA CEC Members
Seventh:	Honorary Fellows
Eighth:	Institutional Member Representative
Ninth:	New IMSA Fellows
Tenth:	New IMSA Members

The procession walks upto the Convocation Hall entrance.

The Organizing Secretary announces and requests all present in the Convocation Hall to stand.

All persons in the audience stand up when the procession enters the Hall and they keep standing till the President and the Chief Guest along with other IMSA Board members sit on the designated seats on the Dias. The procession is led by the Secretary General upto the Dias.

The Organizing Secretary requests the Secretary General to conduct the Convocation.

The second row persons on the Dias are already inside the hall at the designated places assigned for them. The guests, invitees and the audience occupy the seats before the procession enters the Convocation Hall.

The procession led by the Secretary General enters the Convocation Hall. All stand at their seats and remain standing till the dignitaries in the procession sit at the designated seats on the dias.

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Sitting Arrangement Protocol:

In the Convocation Hall:

2nd Row Spl. Invitees-IMSA Chairman India Region-Editor-Treasurer-CEC Members

Ist Row Sec. General-BOT members-VP-President-Chief Guest-CO/RC-BOT-BOT Member

DIAS

Front Row Hon. Fellows-New Institutional Member Rep.-New IMSA Fellows-IMSA New Members

Second Row Other Guest-Invitees

Third Row - Audience

Protocol for the Gowns:

There are three types of Gowns: The Satin Green, The Red and the gowns with the Blue stripes.

Gown for the President and the Chief Guest:

The Green Satin Gown is worn by the President and the Chief Guest. The gown also has a cap which is again only for the President and the Chief Guest. The gown has a big satin scarf which is for the President and the Chief Guest.

Besides the President wears a String round his neck which has the metal tabs.

Gown for the Board of Trustees:

The Red gown is worn by the members of the Board of Trustees and the Secretary General. The lady members shall wear a red scarf along with.

Gown for the New Fellows and New Members:

The Gowns with the blue stripes are to be worn by the New Fellows & New members. Besides all New Fellows & New members shall wear a black convocation cap.

The IMSA Trustees, the Secretary General, the Treasurer, and all New Fellows & Members shall wear a specific IMSA Badge.

The IMSA ties and IMSA badges are made available to all New Fellows & Members before the Convocation where they can buy the same for wearing and possession being Fellows & Members of IMSA.

The Convocation Programme:

The Secretary General is the chief programme coordinator and overall incharge of the Convocation event.

The Secretary General starts the proceedings of the Convocation. He occupies the podium first and announces a welcome.

“I welcome the President, the Vice President and the Chief Guest to this Convocation”.

The Secretary General then welcomes the eminent persons to be conferred the other BOT members, Honorary Fellows to be conferred, the New IMSA Fellows and the New IMSA Members.

“I welcome the members of the Board of Trustees, the eminent persons to be conferred Honorary Fellowship and all the New IMSA Fellows & the New Members, special invitees, distinguished guests and the candidates who are present to receive the IMSA Fellowship and IMSA Membership.”

“May I now request the President to declare the IMSA Convocation open”.

The President then declares the Convocation open.

“This convocation of International Medical Sciences Academy has been called to confer the Fellowship and Membership upon the candidates who have been certified worthy of election as Fellows & Members of the Academy by the members of the Board of Trustees of IMSA.”

The President pronounces “Let the candidates for the Fellowship be presented”.

The Secretary General shall go in front of the President and after bowing to him, will read the citation one by one and at its end shall say:

“May I, Mr. President, present to you Dr..... and pray that he / she may be awarded the Fellowship of the Academy.”

The citation should be printed and framed and to be handed over to the Honorary Fellows by the Secretary General.

The Honorary fellow shall rise from his / her seat when the citation is read and he walks to the President to receive the Honorary Fellowship from the President.

The Secretary General shall repeat the number of times the numbers of Honorary Candidates are there.

The Secretary General shall again bow in front of the President and retire to his seat.

At the end of the citation the President shall say

“By virtue of the authority vested in me as the President, I admit you to the Honorary Fellowship of IMSA, and in token thereof you have been presented with the Scroll.”

The candidate will receive his / her scroll and return to his seat.

Next the Secretary General will call out the names of the New Fellows and New Members one by one and request the person to come forward to receive his / her Scroll certificate from the President.

The Secretary General will then say

“Will the candidates who have been awarded Fellowship / Membership, Representatives of Institutional member of IMSA to kindly stand and take the Fellowship / Membership Pledge jointly.

All the awardees will stand at their seats.

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The Secretary General first will read the oath and the candidates will repeat the same after him. All awardees stand and follow the pledge.

The Pledge

1. I hereby voluntarily and unconditionally subscribe whole heartedly to the aims and objects of the Academy and to serve mankind through the Academy.
2. I hereby pledge myself as a condition of the Fellowship in the IMSA to abide by its constitution, and its rules and regulations and bye-laws, etc.
3. Further I pledge myself to work vigorously with enthusiasm in my field of speciality with honesty, dedication and scientific outlook and to advance constantly in knowledge, and to render willing help to my brothers / sisters in the profession;
4. Last but not the least I pledge myself to cooperate in advancing and extending the ideals and principles of the IMSA and to work for the health for all as possible by two thousand AD.

The Secretary General will present the records of the Fellowship / Membership to the President. The President will sign the register of records of the Scrolls at the end the presentation.

The Secretary General requests the President to kindly invite the Chief Guest to Address the Convocation.

The President will request the Chief Guest to address the Convocation.

The Chief Guest will then address the Convocation.

Vote of Thanks:

At the close of the Address by the Chief Guest, the Vice President will propose a 'vote of thanks' to the Chief Guest by saying:

"I move that the thanks of the convocation be tendered to the Chief Guest (by name) for the address.

One BOT member will second the motion in the following words:

"I second the motion".

Dissolution of the Convocation:

After the vote of thanks, the President, the Vice President, the Chief Guest, recipients of the Fellowship / Membership, Members of the BOT & CEC shall rise and the President shall then say:

"I now dissolve the Convocation".

The Secretary General will invite all the New Honorary Fellows, the new Fellows and the New Members to join for a group photograph.

Conclusion:

All the persons present in the Convocation Hall stand.
National Anthem will then be played.

The Secretary General shall request the President, the Chief Guest, the Vice President, BOT members, CEC members, the new Fellows and the new members to join the procession.

The Secretary General, The President, the Chief Guest, the Vice President, BOT members, CEC Members, will retire to the room in a procession in the same manner as they entered the Convocation Hall as they entered at the beginning of the Convocation Programme.

All this while, the special invitees, the guests and the audience remain standing in their respective seats till the end of the procession.

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Records of the Candidates Protocol:

A register is to be maintained with the names of all the candidates who are being conferred with the Fellowship / Membership of International Medical Sciences Academy.

All awardees who are present during the Convocation and whose names are called to receive the Scrolls shall sign the register in front of their names in the register.

At the end of the presentation, the Secretary General will put before the President the records of the Fellowship / Membership that have been conferred. The Record shall be signed by the President.

Communication of Conference Protocol:

The Organizing Committee of the Conference shall make available the printed Invitation cards to the IMSA Headquarters to be sent to the Invitees, the Honorary Fellows of IMSA, the new Institutional Member, the new IMSA Fellows & the New IMSA Members.

The Organizing Committee shall make available to the IMSA World Headquarters the programme of the Conference in time for the Headquarters to send the same to the Invitees, the Honorary Fellows of IMSA, the new Institutional Member, the new IMSA Fellows & the New IMSA Members.

The IMSA World Headquarters shall communicate to all its new Honorary Fellows, the new Fellows and the new members besides the special guests of the Academy and the invitees in writing by surface post and the e mail in order to ensure the communication is sent in time and ensuring delivery. Each will be sent by post the Invitation and the programme for the information of all the above persons.

The Invitations shall be sent to all the high ranking officials and the government office bearers of the associated respective departments presently occupying the seat.

The Headquarters shall maintain the record of all the communications and make a final list of above persons who would be attending the Convocation.