



Proposed Constitution

Physicians Research Foundation (PRF)

A Research Wing of A.P.I.

Turf Estate # 6 & 7, Off Dr. E. Moses Road, Opp. Shakti Mills Compound,
Near Mahalaxmi Station (West), Mumbai 400 011
Tel.: (022) 6666 3224 / 2491 2218 ■ Fax: (022) 2492 0263 ■ E-mail: api.hdo@gmail.com / api_ho@vsnl.com
www.apiindia.org

To,
All the members of the Association of Physicians of India

Dear Colleague,

I am happy to inform you that API has decided to start its new Research Wing called Physicians Research Foundation (PRF) as per the bye-laws of API constitution No. 4.2 and 4.3.

I am enclosing herewith a copy of the proposed constitution of the Physicians Research Foundation (PRF) approved by the Governing Body.

The constitution will be presented at the General Body meeting to be held on 19th February 2015 at Gurgaon.

With Warm Regards

Yours sincerely

Sd/-

Dr. Milind Y. Nadkar

Hon. General Secretary

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PREAMBLE

The constitution of the Association of Physicians of India (API) clearly enunciates in its 'Aims and Objectives' vide No. 4.2 "To encourage research including experimental work in the science of medicine" and No.4.3 "To organize, establish, conduct, superintend or control institutions to promoting, whether directly or indirectly the study of any research in problems relating to the science of medicine".

Hence in order to achieve these objectives, it has been decided to set up a Research Foundation in the name and style of Physicians Research Foundation, a research wing of Association of Physicians of India (API).

The said Physicians Research Foundation will give considerable thrust to the research in field of medicine in the country and also a lead in establishing standards and guidelines to health - related issues of the Indian ethnicity (region-wise) and promote health care delivery and improve the standards of patient care.

MEMORANDUM

1. The name of the Foundation shall be "Association of Physicians of India – Research Foundation". Here in called as Physicians Research Foundation (PRF).

2. Headquarters

2.1 The Head Quarters of the Physicians Research Foundation shall be the Head Quarters of the Association of Physicians of India in Mumbai

2.2 Operational office of the foundation will be at the place of the Director.

3. Aims and Objectives

- 3.1 To receive / to collect, examine, analyze and publish research works in different fields of internal medicine
- 3.2 To undertake, conduct, coordinate, promote, encourage medical research Including clinical research in India.
- 3.3 To design, promote, assist and coordinate scientific research activities with the established institutions, bodies and individuals with common interest
- 3.4 To provide technical and scientific guidance and help the individuals desirous of conducting medical research
- 3.5 Draw guidelines, suggest / provide topics for research and supervise the Research work.
- 3.6 To ensure research activity, that conforms to medical ethics, good clinical practice and the prevalent law of the land.
- 3.7 To establish ethics committees and appropriate bodies to monitor and Scrutinize research proposals and research projects in medicine as per the prevailing laws and norms.
- 3.8 To collate the information of research being carried out in India, as best as possible. To review the results of such studies and publish in the Journal of Association of Physicians of India and help the author in getting it published in international journals, if feasible.

The research so conducted may be printed, published and distributed in the form of pamphlets, periodicals, newspapers, magazines or any other literature or in the form of books. Such publications may be distributed free of cost or on payment.
- 3.9 To generate funds and accept donations, gifts and estate wills from Corporate houses and individuals and Trusts etc.
- 3.10 To provide fiscal assistance and give grants in - aid for research in medicine

- 3.11 To award prizes, medals and certificates of proficiency in medical research
- 3.12 To do all such other acts consistent with objects of the Physicians Research Foundation.

4. Rules and By-Laws of the Foundation

Definitions:

- 4.1 Association' means "The Association of Physicians of India (API)"
- 4.2 Foundation means Physicians Research Foundation of Association of Physicians of India or PRF.
- 4.3 'HQ' means Head Quarters of the Association of Physicians of India and Physicians Research Foundation in Mumbai.
- 4.4 Board means Board of Management of Physicians Research Foundation
- 4.5 Director means the Director of Physicians Research Foundation
- 4.6 Office bearer means the person holding the post of Chairman (President of API), Director, Joint Secretary from the place of Director, Hon. General Secretary and Hon. Treasurer, API.
- 4.7 Member means member of the Board of Physicians Research Foundation.
- 4.8 A 'Year' means from one Annual General Body meeting of API to the Other Annual General Body Meeting of API to be held in January/February each year.

5. Management

- 5.1 The affairs of the Physicians Research Foundation shall be managed by It's Board of 'Physicians Research Foundation'

Board of Physicians Research Foundation shall consists of -

- 5.2 Chairman – President of API
- 5.3 Director
- 5.4 Immediate past Director
- 5.5 Director – Elect
- 5.6 Jt. Secretary from the place of Director
- 5.7 Hon. General Secretary, API
- 5.8 Hon. Treasurer, API
- 5.9 Elected Members Six (6) – Elected on all India basis
Two members of the Board retire every year
- 5.10 Invited members
 - 5.10.1 Technical Expert Committee of domain experts
 - 5.10.2 Permanent invited members
 - Editor – JAPI
 - Dean - ICP
 - Editor – Textbook of Medicine
 - 5.10.3 Invited members (Maximum of two members in a particular meeting). The Director shall have the rights to invite. The invited members shall have no voting rights and shall be entitled to re-imbusement of expenses as per rules in practice

6. Tenure of Board of Physicians Research Foundation

Director - Elect - 1 year

Director – 3 years

Immediate Past Director -2 years

Jt. Secretary from the place of the Director - 3 years

Tenure of office for all the posts of Board of Physicians Research Foundation shall be three years. A year counted from one Annual General Body meeting of API to another Annual General body meeting of API.

7. Eligibility

7.1 Director: A member of API for at least 10 years with research experience and have 10 research publications in peer reviewed indexed journals.

7.2 Director Elect: A member of API for at least 10 years with research experience and having 10 research publication in peer reviewed indexed journals

7.3 Member: Member of API for at least 10 years with research experience and having 5 research publication in peer reviewed indexed journals

7.4 No member of API / ICP will contest for more than one post

8. Rules of Election: As applicable to API election

9. Disputes of election: As applicable to API - disputes of election

10. Meetings:

10.1 The Board of Physicians Research Foundation will meet periodically.

10.2 The Chairman presides

- 10.3 Director will conduct the meeting.
- 10.4 The annual meeting of the Physicians Research Foundation will be held in September along with Governing Body of API

11. Responsibilities of Director:

- 11.1 Director will be an ex-officio member of Governing Body of API.
- 11.2 The Director will present a report of the ongoing programmers and the Activities of the Physicians Research Foundation to the Governing Body of API.
- 11.3 The Director will prepare a comprehensive annual report of the Physicians Research Foundation to be presented at the Annual General Body meeting of API.
- 11.4 Director will send the Annual statement of accounts to API HQs as per statutory requirement.

12. Responsibilities of the Board of Directors

- 12.1 To communicate with the various medical colleges and medical institutes and request them for information regarding the research being carried out in those institutions and if agreeable, to get the results from the person who is conducting the research with the clause of confidentiality being kept uppermost by the Research Foundation. The information can be shared only when the results have been published and the people conducting the research have given written permission for disseminating that knowledge.

- 1. Establishment of:
 - a. **Ethics Committee:** At the central level and regional level so that the project submitted can be evaluated.
 - b. **Scrutiny Committee:** To confidentially get the proposals scrutinized from the specialists in that field (3-5 in numbers subject wise) and based on this report consider the feasibility of recognizing/granting financial assistance to such projects if feasible.

- c. **Data Monitoring Committee:** To appoint data monitoring and safety monitoring committees during the process of research. These members of the monitoring committee shall also ensure that the record of research is properly recorded and the research is being carried out on clinical practice guidelines
- d. **To format protocols and guidelines** for the topics of research in clinical medicine under the guidance of experts in the respective fields to be carried out by individuals/or as multicentric trials.
- e. **To assess and evaluate** the eligibility of institutions and individual research workers seeking grant in aid or scientific guidelines under the Physicians Research Foundation.
- f. **To receive research proposals** for study and sanction of grant under the following subheads:
 - Type of study proposals solicited
 - Processing of study research projects and decisions
 - Sanction of financial support and time period of study
 - Disbursement of amount based on the progress of the research protocol
 - Assess and review process of studies
 - To provide grant in aid for publication of such research work after completion.

12.2 Dissemination and follow up action of completed research

- 12.2.1 To formulate guidelines for the preparation and submission of study proposal.

- 12.2.2 Guidelines for preparation and submission of research project.
- 12.2.3 Prepare a bond format and memorandum of understanding between the Physicians Research Foundation and the research workers.
- 12.2.4 To receive the report in the sanctioned format of the research projects.
- 12.2.5 Travelling grant to the research workers for presenting their research in India initially and then internationally, if feasible.

12.3 Funds:

Research Foundation should be maintained, audited and managed separately:

Funds may be received from

- 12.3.1 To charge a sum of Rs. 100/- at the time of the joining of new member as corpus fund. This fund should be independent of all funds of API-ICP and should be audited every year.
- 12.3.2 Donation from donors.
- 12.3.3 Unrestricted grant in aid from pharmaceutical companies.
 - 12.3.3.1 Any pharma company which contributes more than 25 Lacs towards the corpus may nominate one name for being included as Patron(s) of the Research Foundation without any right or say or influence on the decision of the foundation.
- 12.3.4 To receive grant in aid from governmental organizations like ICMR, DBT and DST, and nongovernmental organizations like Trusts, Foundations and community organization.

- 12.3.5 To get contribution from the Ministry of Health, Govt. of India and various states where there may be epidemic and particular disease.
- 12.3.6 To achieve this objective of raising funds the foundation should get 80G Certificate from the Income Tax Department so that the donations so received are exempt from Income Tax
- 12.3.7 Funds to be generated internally like APICONS etc.
- 12.3.8 By Resolution by the Governing Body from other sources.
- 12.3.9 A separate Bank Account at Head Quarters to be opened by the Director and office bearers of Research Foundation.

13. Publications: Publications should strictly follow

- 13.1 Should bear the Logo of API.
- 13.2 Journals, periodicals brought out by the Physicians Research Foundation shall be circulated to all the members of API and scientific Institutions and such bodies.

14. Seating:

- 14.1 During the inaugural function of APICON – Director of the Physicians Research Foundation (PRF) will be seated on the dias.

15. Change in Rules and Regulations can be amended like in API Constitution.