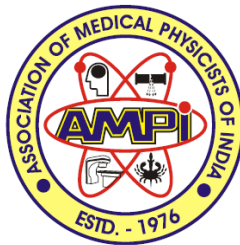


**REPORT  
OF  
THE CONSTITUTION  
OF  
SUBCOMMITTEE**



**ASSOCIATION OF MEDICAL PHYSICISTS OF INDIA**

**REPORT  
OF  
THE CONSTITUTION  
OF  
SUBCOMMITTEE**



**ASSOCIATION OF MEDICAL PHYSICISTS OF INDIA**

(Regd.No.421/1976 GBBSD, Public Trust F 4238)

JANUARY, 2016

## FOREWORD

I am deeply touched and honored by the confidence placed in me by the members of the Association of Medical Physicists of India [AMPI] and thank them with a great sense of gratitude and unswerving resolve to honour that trust. I also wish to express my deepest respect and appreciation to all the former office bearers and members of the AMPI for their vision and efforts in bringing this organization and the medical physics community in India to the present stage.

AMPI was founded in the year 1976 with the broad objectives of encouraging the application of physics in medicine and developing the profession of medical physics in India. We are celebrating 40 glorious years of AMPI in 2016 and I am glad and lucky to be President of this association. During these 40 years association has grown in strength and activities. Today we have more than 2300 members working in various fields in different capacities as teaching, training, research, administration, entrepreneur and health care providers. AMPI has its own reputed indexed journal, Journal of Medical Physics [JMP], with wide circulation and acceptance. In 2009, AMPI has added educational wing "College of Medical Physics of India [CMPI]". India is a very large country and therefore to involve and give platform to members in various parts of the country regional/state chapters of AMPI are formed namely Northern Chapter, Eastern Chapter, Western Chapter, Karnataka Chapter, Tamil Nadu & Pondicherry chapter and they are conducting meetings/scientific activities regularly. AMPI is affiliated to International Organization for Medical Physics [IOMP] and Asia Oceania Federation of organizations for Medical Physics [AFOMP].

***The role, responsibilities, competence requirement and activities of members of AMPI have increased many fold in last two decades and therefore for effective implementation of the aims and***

*objectives of AMPI for welfare of its members and profession, we have decided to form subcommittees so that the work is distributed, work is done in more professional and effective manner. After due discussions, consultations and deliberations various committees are formed with well-defined aims-objectives and tasks. I am confident that with coordination from AMPI EC and the team of competent/experienced expert members in the subcommittee, the task given to each committee will be accomplished and will be an added asset to AMPI in the years to come.* I am more than convinced that any organization cannot function without the active and dynamic participation of its members. Therefore, as a president of the AMPI with open mind and well set vision, I welcome the suggestions, guidance and constructive criticism from the members for the betterment of the AMPI and medical physics community.

*With a team of dynamic and active AMPI EC members, support and guidance of AMPI trust, cooperation of CMPI and dedicated editorial team of JMP, I assure you that we will work hard to fulfill the aims & objective of AMPI and to bring AMPI to the pinnacle of success.*

I wish the coordinators and members of the subcommittee all the success with assurance that AMPI office will provide all the support needed for completion of the tasks.



Prof. ARUN CHOUGULE  
PRESIDENT OF AMPI

## **ACKNOWLEDGEMENT**

This detailed report on “Constitution of Subcommittee” under the Executive Committee of the Association of Medical Physicists of India (AMPI) is the outcome of series of discussions and deliberations in the 273rd Executive Committee (EC) meeting of AMPI which was held on 26th September, 2015 at Bangalore immediately after taken over the charges by newly elected EC members and 274th Executive Committee meeting which was held on 21st November, 2015 at Thiruvananthapuram and also on the basis of advice of Special General Body Meeting held on 21st November, 2015 at Thiruvananthapuram.

At the very outset, I would like to express my deep gratitude to the President, Vice-President, Treasurer and the Executive Members of AMPI for their valuable inputs and critical suggestions provided during the last two EC meetings and subsequent communications in order to make this report to a present shape.

I also would like to place my sincere thanks to all subcommittee coordinators for proactively coming forward to serve in the particular subcommittee and taking additional responsibilities being executive members of AMPI. It was amazing to note that the members including senior members of the association taking part with greater enthusiasm and commitment to serve, strengthen and to give a shape to the subcommittee in order to improve and enrich the activities of the AMPI and I thankfully acknowledge them with gratitude for their special help .

I am indebted very much for the representative members from AMPI trust, college, journal and chapters who have attended the last 274th

EC meeting at Thiruvananthapuram and provided very valuable inputs for designing the subcommittee and formulating this report.

This report is also prepared based on the documents of several other similar organizations such as International Organization for Medical Physics (IOMP), American Association of Physicists in Medicine (AAPM), Institute of Physical and Engineering Sciences in Medicine (IPEM), Asia-Oceanic Federation of Organizations for Medical Physics (AFOMP), European Federation of Organizations for Medical Physics (EFOMP) etc. globally and this report is customized according to the need of our AMPI.

The great care has been taken to maintain the accuracy of the information contained in this report. This document will be revised when necessary in the light of experience and feedback from the members of the association.

Lastly, but above all, I wish to place on record my gratitude to all Members of the AMPI who are directly or indirectly encouraging, supporting and guiding me to serve better for this 40 year old esteemed Association.



(DR.V.SUBRAMANI)  
SECRETARY, AMPI

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# **1. OVERVIEW OF ASSOCIATION OF MEDICAL PHYSICISTS OF INDIA**

The Association of Medical Physicists of India hereinafter referred to as “AMPI” was established in 1976 as a non-profit public trust organization. The present objectives of AMPI are as follows;

- i. To promote the advancement of physics as applied to medicine especially radiotherapy, nuclear medicine and radiology and the biological sciences.
- ii. To take appropriate steps to carry out, support, and to encourage research and development as well as teaching in various fields associated with the application of physics in medical sciences.
- iii. To provide a forum for persons who are engaged or interested in the field of medical physics and to arrange scientific meetings and discussions.
- iv. To initiate measures to effectively disseminate worldwide information in this field to all members of the Association.
- v. To promote the academic status of medical physics and its educational regulations in the medical institution where Medical Physics work is carried out in India and to encourage appropriate authorities to implement the suggestions laid down by the Association.
- vi. To initiate action to maintain the standards in the practice of medical physics by certifying members of AMPI by conducting periodical examinations.

1. AMPI is affiliated to the Indian National Science Academy (INSA) and to the International Organization for Medical Physics (IOMP) as well as to its constituent member of IOMP regional chapter, the Asia-Oceania Federation of Organizations for Medical Physics (AFOMP). Currently, it has more than 2300 members comprising of Radiation or Medical Physicists, Radiation Oncologists, Radiologists, Biomedical Engineers and Technologists. The wide spectrum of membership reflects the multi-disciplinary nature of the medical physicists and the AMPI.
2. AMPI since its inception is periodically organizing the scientific activities in the form of annual conferences, seminars/ workshop/ symposia for improving professional standards of practicing Medical Physicists, students and researchers across the country. It is important to mention that AMPI started in 1976 as a “Medical Physics bulletin” for providing a platform to share knowledge and information within the members. In 1996 the Medical Physics Bulletin was converted into indexed scientific journal namely “Journal of Medical Physics” (JMP’) and even today published every quarterly. It has now been accepted as a leading journal and it has reputation globally.
3. AMPI also established its academic wing namely College of Medical Physicists of India (CMPI) in the year 2009, to improve the academic standards and also to maintain the standards of professional practices by conducting competency examination for accreditation and certification similar what is being carried out at Canada, Europe, USA and Australia.
4. The General Body of the AMPI is the supreme authority which controls all the activities of the association and further delegates its powers as conferred by its constitution to its Executive Committee [EC] for

carrying out the professional, scientific, academic, administrative and financial related matters.

5. The AMPI has different wings namely, the Executive Committee (EC), the Board of Trustees (BOT), editorial board of Journal (JMP) and the board of College (CMPI) and its Chapters which carryout various activities pertaining to AMPI under Executive Committee.
6. Following are the elected members of various wings of AMPI currently in place.

### **Executive Committee (2015-2017)**

President	Prof. Arun Chougule, Jaipur, Rajasthan
Vice-President	N.Balasubramanian, Rothak, Haryana
Secretary	Dr. V. Subramani, New Delhi
Treasurer	Dr. E.Varadharajan, Chennai
Member	Dr. Lalit Mohan Agarwal, Varanasi, UP
Member	Dr. Atul Tyagi, New Delhi
Member	Dr. K. Thayalan, Chennai
Member	Dr. C. Varatharaj, Bangalore
Member	Dr. P. Raghukumar, Trivandrum, Kerala
Member	Dr. Arabinda K. Rath Bhuvaneshwar, Odissa
Member	Vinod Pandey, Haldwani, Uttrakand
Member	Suresh Pangam, Hyderabad
Member	S. Karthikeyan, Bangalore
Member	Dr. Om Prakash Gurjar, Indore, MP
Member	Dr. Vinod Kumar Dangwal, Patiala, Punjab

### **Board of Trustees (2015-2017)**

Chairman	Satya Pal Agarwal, Mumbai
Convener	Dr. Pankaj Tandon, Mumbai
Member	Dr. Deepak Deshpande, Mumbai
Member	Dr. Kamlesh Passi, Luthiana, Punjab
Member	Dr. Radhakrishnan Balan Nair, Chennai,

### **Editorial Board of Journal**

Editor-in Chief	Dr.A.S.Pradhan, Mumbai
Associate Editor	Dr. Sunil Dutt Sharma, Mumbai
Associate Editor	Dr. Tharmar Ganesh, Gurgaon &
35 Members comprising 16 international and 19 national Members	Switzerland, USA, UK, Canada, Australia, Austria, Sultanate of Oman, Germany & India

### **Board of CMPI (2014-2017)**

Chairman	V. K. Sathiyarayanan, Pune
Vice-Chairman	Dr. Tharmar Ganesh, Gurgaon
Chief Examiner	Dr. Sunil Dutt Sharma, Mumbai
Registrar	Dr. Dayananda Shamurailatpam, Mumbai
Secretary/Treasurer	Dr. K. J. Maria Das, Lucknow
Member	Dr. Pratik Kumar, New Delhi
Member	Dr. Jamema Swamidas, Mumbai

## **2. CONSTITUTION OF SUBCOMMITTEE**

### **2.1 Background and Introduction**

The administrative management is a backbone of any organization or association and it is responsible for performance improvement, strategic action plan and execution to achieve the organization's goals and objectives. The committee, which is a collection of members with aims and objective, is required to provide the guidance and directions towards accomplishment of goal by sharing the responsibilities for decisions and achieving ownership of them.

The AMPI was constitutionally established the "Executive Committee" (EC) as backbone of the association which has now travelled over 40 years since 1976 and sustained till today with excellence. However the scope of the association has increased due to ever expanding advancements in technology and the responsibility of medical physicists in health care during the last two decades.

The profession of medical physics evolves rapidly and therefore its association is also required to evolve into the newer dimensions so as to fulfil the aspirations and needs of its members. At present, there are number of activities from different wings of association namely AMPI trust, journal, college and chapters growing, but now requires to be channelized accordingly. Therefore the need for constituting subcommittee becomes necessary for smooth and effective functioning of the AMPI. The subcommittee formation was deliberated during the 273<sup>rd</sup> Executive Committee meeting which was held on 21<sup>st</sup> September, 2015 at Bangalore and 274<sup>th</sup> Executive

Committee meeting which was held at Thiruvananthapuram. The subcommittee is to serve as a conduit for the Executive Committee of the association. The main purpose of each subcommittee is to make suggestions, advice and recommendations in formulating the procedures and guidelines in their specific areas for approval or decision by EC for effective functioning of the association.

This report provides the guidelines to subcommittee's functions and roles and responsibilities for making it useful for every member in the association. This report will eventually form a part of AMPI constitution after due deliberations and approvals and becomes the documents for foundation of the association's future accomplishments.

## **2.2. Subcommittee's Composition and Structures**

- (i) Each subcommittee is set up on the basis of fulfilling one of the objectives of the Association.
- (ii) The each subcommittee is composed of one coordinator from AMPI EC and members [Upto 15] depending on the workload in the respective subcommittee. These subcommittees are responsible for and will report to the Executive Committee. However, EC is the decision-making body which will oversee the activities of the subcommittee.
- (iii) The coordinator of the subcommittee already chosen among the elected executive members. The coordinator will be responsible for the subcommittee activities and will be reporting the outcome to the executive committee through the Secretary, AMPI.

- (iv) The subcommittees are open to other non-elected AMPI members in order to provide the opportunity to involve more members and also to make use of member's expertise and experience in their specific areas; however the members in the subcommittee have been co-opted by Executive Committee through the respective coordinators. Due considerations was given to accommodate all state and regional chapters of the association as a national committees.
- (v) There is no formal meeting required for the subcommittee, however, exchange of the views and ideas can take place through various official communication systems. However meetings may be held when majority of the committee members gather at a place during conference/CME etc as per their suitability.
- (vi) The subcommittee members will not be entitled to any reimbursements of expenses from AMPI. In case, the co-ordinator could not attend the executive committee meeting, he or she may nominate a member from that subcommittee to present the progress report of subcommittee's activities to the Executive Committee and the same nominated member travel expenses will be re-imbursed by the association as applicable to other elected executive members.
- (vii) The subcommittee will operate through emails within the members and its recommendations shall be made by minimum one-third of the subcommittee membership. The coordinator will make efforts in maintaining electronic records of those emails for any requirement of the executive committee reference.



- (viii) The term of office of the subcommittee generally will be for a period till the elected Executive Committee will be in place. The Subcommittee will also get reviewed and reconstituted at the time of periodical fresh election of EC. However, Executive Committee will have power to review and reconstitute any subcommittee in whole or in part whenever deemed necessary.
- (ix) Presently, there are six subcommittee hereinafter referred to as (i) Education and Training Committee (ii) Professional Development Committee (iii) Science Committee (iv) Publication Committee (v) Administrative Committee (iv) Finance Committee constituted and each committee has its objectives and purposes, membership and terms of reference including roles and responsibilities.

## 3. EDUCATION AND TRAINING COMMITTEE

### 3.1. Objectives & Purpose

The objective of this committee is to promote the academic status of Medical Physics and its educational regulations in the medical institutions where Medical Physics work is carried out in India and to encourage appropriate authorities to implement the suggestions given by the Association. The purpose of this committee is to ensure and maintain educational quality and competency standards to the members through association activities.

### 3.2 Membership

**Name of the Co-ordinator: Suresh Pangam**

<b>Sr.No</b>	<b>Name of the Members</b>	<b>Place of the institution</b>
1	Dr. S. D. Sharma	Mumbai
2	Dr. K. J. Maria Das	Lucknow
3	Dr. N. Vivekanandan	Chennai
4	Dr. K. R. Muralidhar	Hyderabad
5	M. Muthukumaran	Chennai
6	Sudesh Deshpande	Mumbai
7	Suresh H. Chaudhari	Mumbai
8	Sai Subramanian	Hyderabad
9	Dr. S. Sathiyam	Bangalore
10	Jerry Amalraj	Bangalore
11	Dr. Senthil Kumar	Chennai
12	Rituraaaj Upreti	Mumbai
13	Hemant Ghare	Nagpur

### **3.3. Committee's Roles and Responsibilities**

- (i) To formulate and implement activities related to medical physics education and training for students, residents and medical physicists-on-job
- (ii) To develop and recommend the curriculum framework for medical physics educational programmes.
- (iii) To develop and recommend the policy statement on “basic requirements for education and training programmes.
- (iv) To develop and recommend the appropriate medical/ radiation physics curriculum for physicians in radiation medicine specialties to national regulatory authorities.
- (v) To develop and recommend the appropriate medical/ radiation physics curriculum for radiation technology courses to national regulatory authorities.
- (vi) To encourage and conduct hands-on training programmes on basics and advanced practices for Medical Physics residents and medical physicists-on-job.
- (vii) To develop and disseminate the educational resources for students and residents of medical physics.
- (viii) To develop and promote the research education for members of the association.

## 4. PROFESSIONAL DEVELOPMENT COMMITTEE

### 4.1 Objectives & Purpose

The objective of this committee is to promote the advancements of physics as applied to medicine especially in Radiotherapy, Nuclear Medicine and Radiology practices.

The purpose is to improve the standard of practice and to ensure that medical physicists will be able to practice independently and safely through appropriate professional standards achieved through the association.

### 4.2 Membership

**Name of the Co-ordinator: Vinod Pandey**

<b>Sr.No.</b>	<b>Name of the Members</b>	<b>Place of Institution</b>
1	Dr. S D Sharma	Mumbai
2	S.Panneerselvam	Chennai
3	Dr. Manoj Semwal	New Delhi
4	Dr. Pratik Kumar	New Delhi
5	Dr. P K Hota	Odisha
6	Rituraaj Upreti	Mumbai
7	Raghvendra holla	Kochi
8	Anil Kumar Maurya	Lucknow
9	Reshama Bhaskaran	Kerala
10	Suresh Pangam	Hyderabad
11	Dr. Devakumar	Vellore
12	Dr. V. K. Dangwal	Patiala
13	Anandgiribabu	Hyderabad

### **4.3 Committee's Roles and Responsibilities**

- (i) To plan and organize the programmes for continuous professional development for medical physicists in India
- (ii) To formulate and implement the action plan on promotion of the status and recognition of medical physics profession in India.
- (iii) To develop AMPI policy statements on roles and responsibilities and career progression for medical physics practices in India.
- (iv) To develop AMPI policy statements on workforce requirements for medical physics practices in India.
- (v) To develop a code of practice for medical physicists working in hospital environments.
- (vi) To carry out the national survey and assess the existing clinical facilities and practices of medical physicists and to suggest measures for improvement in the development of independent department of medical physics in medical institutions.
- (vii) To develop standard, guidelines and protocols on medical physics procedures and services including dosimetry and QA protocols for medical physicists in India.
- (viii) To develop codes of practices on calibration, radiation safety and protection for Medical Physicists in India.
- (ix) To assess and suggest measures in establishing radiation safety committee composition and its functions and recommend to national regulatory bodies for implementation in the medical institutions.

## 5. SCIENCE COMMITTEE

### 5.1 Objectives & Purpose

The objective of the committee is to provide the forum for persons who are engaged or interested in the field of Medical Physics and to arrange scientific meetings and discussion. The further objective is to take appropriate steps to carryout, support and to encourage teaching as well as research and development in various fields associated with the application of physics in medical sciences.

The purpose of the committee is to enhance the scientific activities and to ensure sustained excellence in research knowledge transfer through the association.

### 5.2 Membership

**Name of the Co-ordinator: N.Balasubramanian**

Sr.No	Name of Members	Place of institution
1	V. K. Sathyanarayanan	Pune
2	Dr. Aruna Ganesan	Chennai
3	Dr. V. K. Dangwal	Patiala
4	Dr. P. Raghukumar	Kerala
5	Saraswati Citra	Chennai
6	Dr. Nirmal Kumar Painuly	Lucknow
7	N. Janarthanan	Hyderabad
8	Dr. Rajesh A. Kinhikar	Mumbai
9	Dr. Dayananda Sharma	Mumbai
10	Dr. Arun S. Oinam	Chandigarh
11	S. Kartikeyan	Bangalore
12	Dr. Abhjit Mandal	Varanasi
13	Devinand Singh	Kolkata

### 5.3 Committee's Roles and Responsibilities

- (i) To improve the science of medical physics nationwide by disseminating systematized knowledge derived from observation, study and experimentation.
- (ii) To promote and enhance the science of medical physics by exchanging the knowledge and information among members through conducting the national level scientific meetings such as annual conference, workshops, symposia, CME and refresher courses etc.
- (iii) To assess and suggest the need for national level minimum number of scientific meetings such as workshops, symposia, CME and refresher courses per year for medical physicists in India.
- (iv) To assess and assign the credit point system for members who are attending scientific meetings of the association and other relevant organizations of similar nature to have some impact in the national accreditation and certification process.
- (v) To choose and bring out the scientific meetings invited speaker's and other important lecture's handouts or presentations and recommend for electronic publication in the website for benefit of the members of the association
- (vi) To encourage and support the regional and state chapters for conducting the scientific meetings by funding or endorsement in order to promote the science of medical physics.
- (vii) To explore the possibilities of instituting various the fellowship programmes for young medical physicists to

upgrade their knowledge and skills and undertaking training programme in advanced facilities in a reputed centers in India and abroad.

- (viii) To promote research skills and knowledge and to exchange of its information among the members of the association by facilitating funding opportunities for the frontier and innovative research projects in the field of medical physics.
- (ix) To establish and encourage the research collaborations with professional bodies for the benefit of the members of the association.
- (x) To formulate recommendations and policy for the strategic development of research with aims of enhancing research performance by the members of the association.



## 6. PUBLICATION COMMITTEE

### 6.1. Objectives & Purpose

The objective of the committee is to initiate measures to effectively disseminate worldwide information in this field to all members of the Association. The purpose is to improve the medical physics publications based on the knowledge generated as a result of research, educational, professional and scientific activities of the association published.

### 6.2 Membership

**Name of the Co-ordinator: Dr. Om Prakash Gurjar**

<b>Sr.No</b>	<b>Name of Members</b>	<b>Place of institution</b>
1	Dr. A. S. Pradhan	Mumbai
2	Dr. S. P. Mishra	Lucknow
3	Dr. Paul Ravindran	Vellore
4	Dr. S. D. Sharma	Mumbai
5	Dr. Apurba Kabasi	Kolkata
6	Dr. E. Varadharajan	Chennai
7	Dr. C. Varatharaj	Bangalore
8	S. Vikaraman	Noida
9	Nithya L.	New Delhi
10	Dr. Anil Kumar Pandey	New Delhi

## **6.3 Committee's Roles and Responsibilities**

- (i) To develop and update the policies and procedures for all non-editorial aspects of the publications of the association.
- (ii) To plan and initiate for new publication of national newsletter of the association after due approval from the executive committee.
- (iii) To review and propose the nominations of editorial board members and other such appointments as deemed necessary to the executive committee.
- (iv) To liaise with editor-in-chief of the journal to improve the policies of publications editorial board.
- (v) To review and recommend the publication agreement with publisher of the official journal and other publications related to the association.
- (vi) To propose and recommend the charges for subscription, trade advertisements from corporate members.
- (vii) To identify the need of other forms of publications such as books, monograms, committee reports of the association.
- (viii) To prepare and submit a statement of financial operations and proposed budget for the journal for the ensuing year to the finance committee through secretary of the association.
- (ix) To initiate the process for selection of new editorial board members of the journal, when required.
- (x) To closely work with editors of publication to provide necessary resources for the publication related work.

## **7. ADMINISTRATIVE COMMITTEE**

### **7.1 Objectives & Purpose**

The objective of the committee is to manage the day-to-day activities of the association affairs. The purpose of the committee is to develop the plan, organize, communicate and execution of the decisions made by the executive committee and report to the members of the association.

### **7.2 Membership**

**Name of the Co-ordinator: Dr.V.Subramani**

<b>Sr.No</b>	<b>Name of Members</b>	<b>Place of institution</b>
1	Dr. D. D. Deshpande	Mumbai
2	Dr. K. Thayalan	Chennai
3	Dr. Arun Chougule	Jaipur
4	Dr. A. K. Rath	Bhubaneswar
5	Dr. P. Kaliappan	Chennai
6	Dr. Rabiraja Singh	Vellore
7	Dr. Manoj Semwal	New Delhi
8	Dr. Dilip Kumar Ray	Kolkata
9	Dr. Challapalli Srinivas	Mangalore
10	Dr. Lalit Mohan Aggarwal	Varanasi
11	Vijay Choube	Nagpur
12	Vinod Pandey	Haldwani

### **7.3 Committee's Roles and Responsibilities**

- (i) To review administrative policies and procedures of functioning of the committee and code of practice and conduct of members of the association.
- (ii) To review and update activities related to the membership of the association
- (iii) To identify the issues and concerns of the chapters and chapters compliance with main body and recommend for the actions to the executive committee.
- (iv) To review and evaluate the applications for the establishment of new chapters of the association.
- (v) To invite, consider and review the applications or nominations for the national awards, honors and grants of the association. Also to oversee and ensure that appropriate plaque, citation, certificates and other forms of national professional recognition is provided.
- (vi) To collaborate with international organizations of similar nature to improve the standards and policies in educational, scientific and professional activities.
- (vii) To co-ordinate, respond and oversee the matters related to governments, regulatory agencies and legislative affairs of the associations and AMPI constitution.
- (viii) To make arrangement for conducting election of the association as required.

- (ix) To arrange the payment/dues for the annual subscription affiliation fee to international organizations such as IOMP and AFOMP.
- (x) To develop and manage the association website and web-based learning for disseminating information to the members of the association.
- (xi) To formulate the methods and policies to preserve documents, photographs and deed and trust papers related to association.
- (xii) To prepare the annual (performance) reports of the association for the General Body.
- (xiii) To explore and suggest the measures in purchasing AMPI office space.

## 8. FINANCE COMMITTEE

### 8.1 Objectives & Purpose

The objective is to optimally utilize the funds in fulfilling the association goals.

The purpose is to monitor and advise executive committee on all the financial affairs of the association.

### 8.2 Membership

**Name of the Co-ordinator: Dr.E.Varadharajan**

<b>Sr.No</b>	<b>Name of Members</b>	<b>Place of institution</b>
1	Dr. S. P. Agarwal	Mumbai
2	Dr. K. J. Maria Das	Lucknow
3	N. Balasubramanian	Rothak
4	Dr. Pankaj Tandon	Mumbai
5	Dr. V. Subramani	New Delhi
6	Dr. K. M. Ganesh	Bangalore
7	R. K. Bisht	New Delhi
8	Devinand Singh	Kolkata

### 8.3 Committee's Roles and Responsibilities

- (i) To develop and plan fundraising activities from corporate members and other organizations.
- (ii) To prepare the annual budget, allocate and utilize the funds for all activities of the association.

- (iii) To prepare and recommend the overall financial operations of the associations.
- (iv) To monitor the assets and investments of association.
- (v) To develop guidelines and procedures concerning the association's income and expenditure.
- (vi) To recommend whether expenditure should be taken from general funds or trust funds for the association activities.
- (vii) To monitor the integrity the submission the annual financial auditing reports of all financial activities of the association.
- (viii) To review and select the auditing firm to perform an annual audit of the books and records of the association.

## 9. CONCLUSION

The Executive Committee of the AMPI in its two meetings held recently, not only took the stock of its achievements and progress, but also made strategic planning for effective functioning of AMPI. After detailed discussion and deliberations, the Executive Committee of AMPI made recommendation for constituting various subcommittees to have more pragmatic approach and collective participation of the members for balanced representation at national level.

This report makes an endeavour to address the key issues in constituting the subcommittee and describes the duties and responsibilities of the subcommittee in detail. Therefore six subcommittees are constituted to further co-ordinate and collate with EC. The each co-ordinator of the subcommittee will act as a liaison officer between members of the subcommittee and the AMPI EC and he or she will be responsible for smooth conduct and functioning of the subcommittee and report to EC of AMPI.

The formation and functioning of the subcommittees are aimed to fulfil the objectives and goals of AMPI and the aspirations of the members, keeping in view of the Vision document of AMPI which will eventually take its shape and ultimately become a part of constitution after due deliberations and discussions and approvals.

Therefore now this report is placed for the members information and implementation.

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