

# **Bye-Laws / Rules**

## **NUTRITION SOCIETY OF INDIA**

Amended Bye Laws applicable from 1<sup>st</sup> January, 2017  
(Adopted from Original Constitution and Bylaws in 1966)



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**NATIONAL INSTITUTE OF NUTRITION CAMPUS**

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**REGISTRATION CERTIFICATE OF THE SOCIETY**



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## **CONSTITUTION**

Registered under the Andhra Pradesh Public Societies Registration act, 1350 Fasali

(Act I of 1350 F)

**Registration No. 125 / 1966**

**1. THE NAME OF SOCIETY:** It shall be the "**Nutrition Society of India**" hereinafter referred to as **NSI**.

### **2. LOGO**



**2.1. WEB SITE:** <http://www.nutritionsofindia.org/>

**2.2.** The Society is affiliated to the International Union of Nutritional Sciences (IUNS) through the **Indian National Science Academy (INSA)** which is the Adhering Body to IUNS under Category II. The Society **is a member of the Federation of Asian Nutrition Scientists**, which is also affiliated to the IUNS.

### **3. PERAMANENT OFFICE:**

**3.1. Permanent Office:** National Instittue of Nutrition Campus, Jamai-Osmania PO, Near Tarnaka X Road, Hyderabad - 500007, Telangana State, India.

**3.2.** The permaneent office shall be used for the following purposes: .

3.2.1. Mid-term EC meetings of the society shall be held at NSI permanent office only.

3.2.2. All membership forms, EC minutes, agenda, photographs including copies of proceedings, donated books shall be placed at the permanent office, and

3.2.3. The NSI chapters if desired can use this office for meeting purposes with the permission of the General Secretary.

**4. MISSION: To be the** representative organisation of the nutrition scientists of India and to promote the study of science of nutrition.

**5. OBJECTIVES :** The aims and objectives for which the Society is established are the following :

- i. To be the representative organisation of the nutrition scientists of India and to promote the study of the science of nutrition.
- ii. To organise lectures and scientific symposia at different centres of India and invite leading scientists both from this country and abroad to present new developments in different aspects of the science of nutrition and to exchange information and views. To publish the proceedings of these scientific discussions from time to time.
- iii. To carry out and foster research on important nutrition problems.
- iv. To sponsor and organise the holding in India of national and international conferences such as the Congress of Nutrition.
- v. To secure and manage funds and endowments for the promotion of the science of nutrition education of the general public.

## **6. MEMBERSHIP:**

**6.1. Categories of Membership:** The Society shall consist of the following categories of members. The Office-Bearers of the NSI will screen and examine applications for membership and recommend for admission to the Society during General Body Meeting.

**6.1.1. Ordinary Membership:** Any person with a basic degree in science and arts can become a member of the Society.

**6.1.2. Life Membership:** Any person with a basic degree in science and arts can become a life member of the Society.

### **6.1.3. Honorary Members:**

**6.1.3.1.** Reputed nutrition scientists from other countries can be honorary or corresponding members of the Society. Their names will be proposed to the General Body by the Executive Committee for ratification, before admission

**6.1.3.2.** Scientists from abroad, delivering the Gopalan Oration shall be conferred with honorary membership of the Society.

### **6.2. Application For Membership:**

Application form for ordinary and life membership of the society will be made available on website: [www.nutritionssocietyindia.org](http://www.nutritionssocietyindia.org) or can be obtained from the Finance

Secretary on request **(Form NSI-01)**. The completed application form, along with the membership fee should be sent to the Secretary, Nutrition Society of India, National Institute of Nutrition, Jamai-Osmania PO, Hyderabad–500007, Telangana, India. Membership fee is acceptable for each financial year.

**6.2.1. Membership fee :**

- i. Each ordinary member shall pay an annual subscription, the amount of which shall be determined by the Society from time to time. The subscription shall become due on 1st January each year.
- ii. Life membership fee shall be a lump sum payment, the amount of which shall be determined by the Society from time to time.
- iii. Honorary members are exempted from payment of subscription fee.
- iv. An ordinary member, whose membership fee is not received by 1st April, shall forfeit his privilege to participate in any activities of the Society which includes elections.
- v. An ordinary member, whose subscription fee is in arrears for two years, shall cease to be a member.
- vi. Revised membership Fees. (Revised in 2012)

S. No.	Categories	Fees
<b>Indian Nationals*</b>		
<b>1</b>	Ordinary Members (OM)	<b>Rs. 300-00</b>
	Annual Subscription (OM)	<b>Rs. 300-00</b>
<b>2</b>	Life membership	<b>Rs.2000-00</b>
<b>For Foreigners*</b>		
<b>1</b>	Ordinary Membership (Annual)	US \$ 100-00
<b>2</b>	Life membership	US \$ 300-00
*Admission fee is Rs.100=00 and US\$10		

**7. EXECUTIVE BODY**

The affairs of the Society shall be conducted by an Executive Committee. There will be an Executive Committee consisting of not more than 26 members to manage the working of the Society.

**7.1. The Executive Committee shall consist the following :**

S.No	Designation	No.	Tenure (yrs)
1	President	1	2
2	Vice Presidents	2	2
3	Secretary	1	2
4	Joint Secretary	1	2
5	Finance Secretary	1	2

6	Executive Committee Members	13	2
7	Organizing Secretary	1	1
	The Post No. 2 (one), 3, 5, 6 (four) will be from the Headquarters		
8	EX- Officio		
i.	Founder-President		Permanent
ii.	Director, National Institute of Nutrition, Hyderabad		Permanent
iii.	NSI Member representing Executive Committee of IUNS		Till tenure
iv.	Immediate Past President		2
v.	Immediate Secretary		2

- 7.2.** The Executive Committee including the President, Vice-Presidents, Secretary, Joint Secretary and finance secretary will be elected once in two years by a general body meeting of the members of the Society convened for this purpose. The Immediate Past-President and Secretary shall continue to be members of the Executive Committee till such time that the successor President assumes his office.
- 7.3.** The out-going Executive Committee will consider the nominations received for the new Executive Committee and submit the final nominations to the General Body for election at the Annual Meeting.
- 7.4.** The President is empowered to nominate three members to the Executive Committee, when needed.
- 7.5.** The President shall call for and preside over the Executive Committee and General Body Meetings. The Secretary will maintain the minutes of the meeting and organise the activities of the Society in consultation with the President.
- 7.6.** The quorum for the Executive Committee meeting shall be four members of the Executive Committee.
- 7.7.** The Convenors of different local chapters will be appointed by the Executive Committee. The term of Convenors shall be for two years. They will be eligible for reappointment (only for two terms continuously).
- 7.8.** All the office-bearers of the Executive Body are eligible for re-election to the same post consequently only for one more term. However, re-election to the same post may be sought after a minimum lapse of one term also. The President is eligible for re-election only for one more term.
- 7.9.** In the event of the resignation or death of any member of the Executive Committee, another member may be co-opted by the Executive Committee to fill the vacancy. Such a co-opted member will hold office till the next General Body Meeting. His continuation as a member of the Executive Committee shall be subject to his election at such a meeting.
- 7.10.** The Executive Committee shall have the powers to collect, invest and expend the funds on behalf of the Society. The Executive Committee can authorize two of its



members, one of whom will be the Treasurer, to open, operate and deal with bank accounts on behalf of the Society. The funds shall be spent only for the attainment of the objectives of the Society, and no portion thereof shall be paid or transferred directly or indirectly to any of its members through any means. The Secretary or in his/her absence, the Finance Secretary will have the power to spend funds upto Rs. 10,000/- at any one time, on behalf of the Society.

**7.11. Functions of the office bearers of the Society:** The functions of Office Bearer described here is as per the norms of the Society

**7.11.1. President** - The president shall be the executive head of the Society and shall preside over all meetings of the Executive Committee and the General Body of the Society.

**7.11.2. Vice-President** - The Executive Committee, in the absence of the President shall request one of the Vice-Presidents to perform the functions of the President.

**7.11.3. Secretary** - The Secretary shall be the executive officer of the Society. He/ She shall deal with all affairs of the Society except those of finance. He/she shall be responsible for day to day administrative work like attending to the correspondence, supervising the local office activities. He/she shall co-ordinate the activities of other office bearers of the Society, organize meeting of the Executive Committee and the General Body of the Society and maintain records. The Secretary shall act under the general directions and instructions of the executive body

**7.11.4. Finance Secretary** - The Finance Secretary shall deal with all matters concerning finance. Finance Secretary shall submit a financial statement audited by a qualified Chartered Accountant, to the Executive Committee, which shall thereafter be presented to the General Body. The final statement of the preceding financial year shall be displayed on the website of the society by end of May.

**7.11.5. Joint Secretary** - Shall work in co-ordination with the General Secretary / President for the smooth functioning of the Society. The Joint Secretary cannot take any policy decisions.

**7.11.6. Organizing Secretary** - The Organizing Secretary shall be responsible for the organization of the Annual Conference of the Society in consultation with the executive committee.

**7.11.7. Executive Committee** –The members of executive committee will be 13 in number and shall be elected. The Executive Committee members shall participate in the meetings of the EC and can give their inputs in the

discussions and they shall discharge responsibilities assigned to them by the EC from time to time.

**7.12. Interim Vacancy:** The Executive Committee shall have the power to fill any interim vacancy that may occur due to any eventuality in its membership. EC member/office bearer so appointed shall hold office for the remaining term only.

**7.13. Election of the Office Bearers and Executive Committee members:**

The President, the Vice-Presidents (First Vice-President and Second Vice-President), Secretary, Joint Secretary, Treasurer and 13 Executive Committee Members shall be elected by the General Body once in two years. The procedure for conducting the elections shall be as follows:

**7.13.1. Eligibility**

- i. Any life member who has completed one year of standing in the Society is eligible to contest the election to the EC and to propose or second a nomination or cast vote.
- ii. Only a member who has completed 10 years in the Society as on 31<sup>st</sup> March of relevant calendar year and had previously served at least one term as a part of the Executive Committee shall be eligible for contesting to the posts of President, Secretary and Finance Secretary.

**7.13.2. Election schedule**

- i. The Secretary, in consultation with the President, shall announce the schedule for elections. The call for nominations shall be made about 5 months before the General Body Meeting is scheduled to conduct elections.
- ii. The last date for receiving nominations shall be 3 months before the General Body is scheduled to conduct elections. The last date for withdrawal of nominations shall be 2 months before the General Body is scheduled to conduct elections.
- iii. The nomination forms bearing the name of the nominee and the post being nominated for, duly proposed and seconded by eligible members of the Society along with the consent letter of the nominee indicating his/her willingness to accept the office, if elected, shall be received by the Secretary.
- iv. Any life member of the Society is eligible to contest for the election, to propose or second a nomination. However, for being nominated as well as to propose/second, the member should have been on the rolls of the Society at least for three years prior to the year of election and should have no arrears of subscription including that for the current year.

- v. No member of the Society is eligible to file nomination for more than one post in the Executive Committee or to propose or to second more than one nominee for the same post.
- vi. Scrutiny of the nominations shall be done by the Secretary in consultation with the Executive Committee.
- vii. Election, if necessary, shall be conducted during the General Body Meeting.
- viii. The President of the General Body Meeting shall conduct the election during the General Body Meeting.
- ix. Election shall be by secret ballot. All members (Life or Ordinary) present at the General Body Meeting shall be entitled to vote, provided that the member is on rolls for at least one year and has no arrears of subscription including that for the current year.
- x. The President shall declare the results of the election at the General Body Meeting.

## **9. ZONAL/LOCAL CHAPTERS**

**9.1 Activities:** The Zonal/Local Chapters are the back-bone of the Society. These Chapters organize such scientific activities as Workshops, Symposia, Special lectures, Panel Discussions and extension activities like popular talks, radio talks, World Health Day, World Breast Feeding Week, National Nutrition Week, observe World Food Day, National Science Day and conduct Film/Video Shows, Exhibitions, Demonstrations, Quiz/Elocution competitions, Educational Camps etc. The Conveners of the Chapters send a report covering the activities undertaken by their respective chapters to the Headquarters at the end of each financial year. They also present a brief report at the National Conferences of the Society.

**9.2 Formation of New Zonal/Local Chapters:** A demand for the formation of the Chapter should come from the members residing in the concerned area. The following guidelines shall be adhered to in the formation of Chapters:

**9.2.1** The President may permit the formation of a Chapter in a centre if a minimum of thirty active members in that centre express in writing their desire to constitute themselves into a separate Chapter with an assurance that they are in a position to organise an active programme on behalf of the Society.

**9.2.2** Not more than one Chapter can be formed in any given centre.

**9.2.3** Whenever the membership falls below thirty, the Chapter will automatically cease to exist.

**9.2.4** The Convener of the Chapter will be appointed by the Executive Committee for a period of two years and extendable for another two years based on the

activities. The Secretary, who will be responsible for organizing the programme for the Chapter, will be elected by the members of the concerned Chapter.

**9.2.5** The Chapter could organise periodical meetings, lectures and seminars once a month or at least once in three months with information to Headquarters. Advantage may be taken of visits of important nutrition scientists to the area for organising such lectures. The certificates to the participants / delegates / speakers can be issued with NSI Logo only after approval of Headquarters. The report of the Proceedings may be sent to the Headquarters for incorporation in the Annual Report of the Society.

**9.2.6** The Local Chapters can open Account in national schedule banks with approval from the Executive Committee of NSI. Such a bank account should be opened only in the name of the relevant chapter as “NSI XXX Chapter”. The Chapter Convenor is empowered to collect funds as may be necessary to meet the expenses for the functioning as per the norms of NSI. The conveners operating such accounts have to submit annual audited statement, which is approved by the local general body of NSI to the Headquarters. Such collections received and expenses incurred, may be duly audited and approved by the members of the Society of the Chapter.

## **10. MEETINGS:**

**10.1 Executive Committee:** The Executive Committee shall meet at least once a year. The Secretary shall send notice of the meeting together with the proposed agenda to all the Executive Committee members before the meeting is to be held. The quorum for the Executive Committee meeting shall be 4 members.

**10.2 General Body:** The General Body of the Society consisting of all the members of the Society will meet once a year at the time of the Annual Conference. Minutes of the Executive Committee shall be the agenda for the General Body meeting. The Annual General Body Meetings of the Society will be held during the National Conferences. Functions of the General Body are:

- To elect the Managing Committee (Office-Bearers).
- To approve the expenditure statement of previous year and pass the budget for the coming year.
- To approve the report of the activities of the Society.
- The quorum for the general body shall be 30 members.

- 10.3** In the absence of the President at a meeting officially called by the President, one of the Vice-Presidents will conduct the meeting. In the absence of the President and the Vice-Presidents, one of the Committee members may be elected to conduct that meeting.
- 10.4** The President in consultation with the Secretary shall decide on the date and place of the General Body and Executive Committee meetings and agenda of business for discussion at such meetings. Members should communicate their suggestions to the Secretary.
- 10.5** Proposals for consideration of the General Body shall be communicated (3 months) in advance to the Secretary/Joint Secretary who shall, after consulting the Executive Body, place them before the General Body. The General Body may accept such proposals by majority. Every member shall have one vote and in case of a tie, the President shall have a second casting vote.

## **11. Scientific Meetings**

- 11.1** The primary objective of the Society is to contribute for the advancement of the science of nutrition. For this purpose, periodical meetings, lectures and seminars shall be organised. Advantage can be taken of visits of distinguished nutrition scientists for organising lectures and seminars.
- 11.2** The National Conferences of the Society may be held every alternate year at any of the Zonal/Local Chapters of the Society. At all other times, the meetings shall be held at the Headquarters of the Society.
- 11.3** Guidelines for organizing Annual National Conferences of the Society at any of the Zonal/Local Chapters of the Society:
- 11.3.1** The Convenor, in his/her absence, Co-Convenor of the respective Chapter (who is attached to an Institution) proposing to hold the National Conference of the Society, should submit a letter of support from their Organization (covering Institutional support, Proven ability to conduct national meetings, Manpower / logistics support, Administrative support to apply, receive and disperse funds) to the Society's Headquarters well in advance and he/she will be nominated as Organising Secretary for the respective National Conference organised outside Hyderabad.
- 11.3.2** The Society Headquarters shall make available a refundable seed amount of Rs.50,000/- to Rs.1.00 lakh to the Chapter hosting the National Conference to meet the initial expenses.

- 11.3.3** The seed money shall be refunded by the Organising Secretary to the NSI Headquarters before end of the concerned financial year.
- 11.3.4** The Organizing Chair of NSI National Conferences, at the end of the Conference, has to deposit the unspent collections (specially donations / sponsorships), in addition to refunding of the seed money advanced to them by the NSI Headquarters in the Society's Headquarters account.
- 11.4** Study Groups: The President of the Society, in consultation with the members of the Executive Committee, can form Study Groups to examine in depth nutritional problems of national importance. The responsibility of such a group would be to prepare an exhaustive document on the subject with adequate background information, which would serve as a blueprint for planning programmes, which may be useful to the government. The Executive Committee of the Society may take appropriate steps to obtain finances for operation of these study groups.
- 11.5** The activities at the National Conference include Gopalan Oration, Srikantia Memorial Lecture, Rajammal P Devadas Memorial Lecture, Dr.B.K.Anand Memorial Award, Symposia, Special Lectures, Young Scientists' Awards Sessions, Free Communications and Poster Sessions. Apart from the National Conference, a Pre- or Post-Conference Workshops will be organised for student community on the relevant topics.
- 11.6** Soft copy of proceedings/abstracts of papers presented at the National Conference is made available on the website of the society. The printed material will be available for free distribution among the registered delegates at the National Conference.
- 11.7** The Society will support the travel of a limited number of young members (below the age of forty five) whose papers are accepted for presentation in the Young Scientists Awards Sessions at the National Conference and who do not have institutional support for such travel.
- 11.8 Guidelines for Accepting Grants from Food Industries for Organising Annual Meetings**
- 11.8.1** Assistance may be accepted from private philanthropists and from commercial/industrial establishments. However, no assistance will be sought or accepted from manufacturers of infant milk-formula foods (Infant Milk substitute manufacturers).
- 11.8.2** Souvenirs, that may be brought out, will not carry any advertisements on infant formulae as this may amount to indirect endorsement.

**11.8.3** Assistance will not entitle the donor to participate in the scientific meetings.

**11.8.4** No advertisements of any kind from commercial/industrial establishments will be permitted in the conference halls and lobbies where scientific discussions are held.

**11.8.5** If facilities permit, a separate room or enclosure for exhibition of products and brochures of donors, away from the main conference hall may be made available. No exhibits will be permitted outside this separate enclosure. The room or enclosure where such products are exhibited will carry an announcement (disclaimer) on the following lines.

**“The products exhibited here and the statements in brochures and reading materials that may be distributed here, do not necessarily carry the approval or endorsement of the Nutrition Society of India”.**

**12. Website:** The website name of NSI will be **www.nutritionocietyindia.org**. The logo Home page design will be property of the society and cannot be permitted for use by anyone without the prior permission of the society. The minimum contents of the website should be as follows

- i. Executive Committee members (current year)
- ii. History of the society
- iii. Join the society
- iv. Constitution & Byelaws
- v. Directory of members
- vi. Newsletter / Information
- vii. Honors & Awards
- viii. Regional Conferences
- ix. Annual Conferences
- x. Accounts Information
- xi. Contact us
- xii. Linkages

**13. FISCAL YEAR:** The fiscal year of the Society shall be from the first day of April to the last day of the March.

#### **14. ARBITRATION**

Any grievance or dispute between any member and office bearer or executive body; or among members of the Executive Body relating to the construction, meaning, scope, operation or effect of the Constitution and bye-laws of NSI, or the breach thereof or any other important affairs of the society or dates and procedure of elections or validity of election or any other matter related to NSI and its activities shall be settled by arbitration, by a team of four Arbitrators to be nominated by the Executive body with immediate past President as member secretary, and three Eminent members of the society, who held office bearers positions in NSI in the past along with an independent legal person. The decisions of the board of Arbitrators can be in person or through conference call after circulating the relevant documents and the decision of the Arbitrators shall be final and binding on the members.

**15. DISCIPLINARY ACTION:** If any member of the Society wilfully disobeys the rules or orders of the Society or shall commit willful breach of order at any of the meetings or having unwittingly committed, shall persist in any disobedience or breach of order after being admonished by the President, or works against the interests of the Society or if, for any other reason, it shall appear to the Society that such person should not continue as a member, he/she shall be liable to be removed from the membership of the Society. Whenever there shall appear cause as aforesaid for disqualification/ removal of a member from the Society, the Executive Body, after due deliberation, shall propose it to a ballot at any general body meeting. Such a member will be deemed to be removed from the membership of the Society by a simple majority.

#### **16. AMENDMENTS:**

**16.1 Constitution:** - No amendment of the constitution shall be made except at an annual General Body meeting of the Society. No amendment shall be made unless two-thirds of the members present are in favor. Proposal for any amendment may be submitted to the Secretary by any member of the Executive Committee or by at least 50 members of the Society at least 4 weeks before the annual General Body meeting of the Society. The General Secretary shall intimate all the members of the Executive Committee the proposals so received at least 2 weeks before the annual general meeting. The Executive Committee shall consider all proposals and make appropriate recommendations for consideration by the General Body of the Society.



**16.2 Bye-Laws:** - No amendment of the bye-laws shall be made except at an annual general body meeting of the Society. No amendment shall be made unless it is adopted by a simple majority vote of the members present at the annual general meeting. The Secretary shall intimate all the members of the Executive Committee the proposals for any amendments at least 4 weeks before the annual General Body meeting. The Executive Committee shall consider all proposals and make appropriate recommendations for consideration by the General Body of the Society.

17 In case the Society has to be wound up, the property and funds of the Society that will remain after full satisfaction of the liabilities of the Society, will be transferred or paid to some other institution with similar aims and objectives.

## BYE-LAWS

### 1. SUBSCRIPTION

- 1.1 The annual subscription for the student membership shall be Rs.100/- For renewal of membership (with no past dues).
- 1.2 The annual subscription for the ordinary membership shall be Rs.300/- For renewal of membership (with no past dues).
- 1.3 In case of members who are living abroad on permanent or semi-permanent basis, annual subscription for ordinary membership shall be the equivalent of US \$ 100.00
- 1.4 For life membership, the subscription for persons living in India shall be Rs.2000/-. For persons living abroad permanently/semi- permanently, this shall be the equivalent of US \$ 300.00
- 1.5 Application Form will be available on website ([www.nutritionocietyindia.org](http://www.nutritionocietyindia.org)) / with Finance Secretary.

### 2. SOCIETY'S FUNDS:-

- 2.1 **Finance Secretary:** The Finance Secretary shall maintain the funds of the Society and must provide the following on website [www.nutritionocietyindia.org](http://www.nutritionocietyindia.org).
  - 2.1.1. The State Bank of India, Secunderabad and State Bank of Hyderabad, Lallaguda Branch, shall be the bankers for the Society.
- 2.2 The following receipts shall be kept in long term fixed deposits in one of the nationalized banks only.
  - 2.2.1. Life Membership fee of all
  - 2.2.2. Donations
  - 2.2.3. Endowment funds for the award of prizes/orations
  - 2.2.4. **Special funds:** A special ledger folio in the Account as special fund may be maintained for developing. Infrastructure, enhancing oration funds, promoting society activities than regional conferences etc. This fund should be developed from Unutilized/left-over funds of conferences organized under the auspices of the Society and Donations from members or other sources.
  - 2.2.5. **Oration and Memorial Award Support Corpus Fund:** A separate corpus fund created under the name and title of "Oration and Memorial Award Support

Corpus Fund” with an amount of Rs.10,00,000/- (Rupees ten lakhs only) out of the funds available in the Society’s Headquarters shall be maintained by the NSI Headquarters. The interest accrued on this fund be used for medal, domestic travel for the awardees of Gopalan Oration and Srikantia Memorial Lecture and prize money for the other awards, , if the expenditure exceeds over and above the interest accrued on corpus fund already earmarked for these Awards.

**2.2.6. Reimbursement of travel to the EC Members/Chapter Conveners:** The Organising Committee of respective Annual National Conferences shall provide upto Rs.10,000/- or actual air/train fare (Economy class for airfare and II Tier A/c for train) whichever is less for the EC Members/ Chapter Convenors to attend the annual conference. In the case of Chapter Conveners, this is applicable only to those active chapters, which submit their annual reports containing group activity of the Chapter (not related to individual / institution in which they serve). However, only active chapters which have submitted their annual reports containing the group activity (but not related to individual) undertaken by the Chapter, to the headquarters will be eligible for this claim.

**2.2.7. Reimbursement of travel expenses to senior (aged) scientists:** The NSI Headquarters shall co-opt upto 5 senior (aged) scientists to participate as special invitees in the Annual National Conferences and meet their travel expenses and the Organising Committee of respective National Conference shall take care of their local hospitality. The decision with regard to finalization of list of members to whom the facility requires to be extended for each of the conference shall be made by the EC in consultation with the Local Chapters/Organizers. The total amount for such grants should not exceed Rs.1.00 lakh per year and it will be met from the annual interest accrued on fixed deposits of the Society. The EC has recommended creation of a corpus with Rs.12-15 lakhs (to yield 1 lakh interest every year). The following guidelines have been formulated :

**2.2.7.1.** Among the registered delegates of the conference - immediately after the last date of registration, 5 senior most members would be selected excluding those who are already invited by the organizers as speakers/ chairpersons/ judges/ Pre-Conference Workshop faculty/office bearers.

**2.2.7.2.** They will be reimbursed (return Fare) their travel by economy class by air or A/c 2 tier/ or Bus Fare and cost of airport transfers etc., along with registration fee and cost of a guest house or reasonable accommodation subject to a maximum of Rs 20,000 per person (may be revised with time).

- 2.2.7.3. They will be intimated at least a month in advance so that they can avail of the lowest possible airfares in any airline.
- 2.2.7.4. The cheque will be given to the members – along with a shawl and a floral tribute during the GB meeting.
- 2.2.7.5. In case the number of registered delegates  $\geq 65$  are less than 5 as per criteria mentioned under (i) the age cut off can be lowered to 62 years or even 60 years. This decision would be made by the EC.
- 2.2.7.6. Senior members who have availed this benefit once will not be eligible for the succeeding 2 calendar years independent of whether they are attending / attended the conferences during those two years or not.
- 2.2.7.7. If there are less than 5 beneficiaries in a year, the unutilized funds would not be carried forward.

**2.3 Release of Grant to Local Chapters:** The NSI Headquarters shall release a grant to the extent of Rs.20,000/- to each active chapter to organize scientific / extension activities, which can be conducted in collaboration with other agencies. Such grant would not exceed Rs.20,000/- per activity. The Headquarters of the Society shall meet this expenditure out of the interest accrued on a corpus fund (to the extent of Rs.15.00 lakhs) that is proposed to be created for this account. On completion of the activity they should send the utilization certificate and retain the bills with them at least for five years. The following guidelines are formulated :

- 2.3.1 A grant to the extent of Rs.20,000/- per Chapter subject to a maximum of 5 Chapters per year on first-come-first serve basis may be granted, subject to availability of funds.
- 2.3.2 A resolution for organisation of the Workshop/Symposium by the Chapter should be made by at least  $\frac{1}{3}^{\text{rd}}$  of the members of the Chapter. There should be an academic institutional support for the seminar or symposium
- 2.3.3 The Chapter Convener intending to organise the Scientific Activity like Workshop/Symposium is expected to submit a brief proposal to the Headquarters, along with the resolution made by the members of the Chapter. The proposal should include nature of activity, expected outcome and estimated expenditure, source of funding, if any, from other agencies and organisations collaborating in the proposed activity.
- 2.3.4 The proposal will be screened either by the Executive Committee or Local Council of the Society, depending upon the period of submission of the proposal by the Chapter and dates of proposed activity and give clearance within three weeks for release of funds.

2.3.5 The Chapter Convener has to submit a copy of the Statement of Accounts to the Headquarters on completion of the activity and retain the relevant accounts with the Chapter for a minimum period of five years.

2.3.6 The Chapter should maintain a separate account for organisation of the said activity.

**2.4. Auditor:** The Treasurer shall cause proper books of accounts to be kept with respect to:

2.4.1. All sums of money received and expended by the Society;

2.4.2. All sales and purchases of goods by the Society, and

2.4.3. The assets and liabilities of the Society.

The books of accounts shall be kept at the Society office and shall be open to the inspection of the members of the Executive Committee. Chartered Accountants appointed by the Executive Committee shall audit the accounts of the Society every year.

2.4. Society Annual Report: The annual report of the activities, its audited statement of accounts, projected budget and program for the next year is to be finalized at the the annual meeting. This, after approval by the Executive Committee of the NSI shall be moved by the Secretary for approval of the General Body in the annual General Body meeting of the Society.

2.5. Annual Conference: Annual Conference of the Society shall ordinarily be held in November except in unforeseen circumstances.

### 3. ORATION AND LECTURE AWARDS (Given in every annual conference)

S. No.	Title	Year	Award details
1	Dr. C. Gopalan Oration	1976	Gold medal
2	Dr. S.G.Srikantia Memorial Lecture	1989	Silver plaque
3	Dr. Rajammal P Devadas Memorial Lecture	2009	Silver plaque
4	Dr. Bk Anand Memorial Award	2014	Silver plaque

**3.1. Dr. C. Gopalan Oration Award:** This Oration will be held annually. It is preferred to have this oration during the Annual National Conference of Nutrition Society of India. The award includes Gold Medal and a Certificate. The nominee for the Oration will be an outstanding person from any part of the world, who is an expert of high calibre in the broad field of food and nutrition, including agriculture, economics, sociology, public health administration etc. and nominated by the Gopalan Oration Trust as mentioned in the trust document

**3.2. Dr. S.G.SRIKANTIA MEMORIAL LECTURE AWARD:** This Memorial Lecture will be held annually. It is preferred to have this memorial lecture during the Annual National Conference of Nutrition Society of India. The award includes Silver Plaque and a Certificate. The nominee for the Oration will be an outstanding person from any part of the world, who is an expert of high caliber in the broad field of food and nutrition, including agriculture, economics, sociology, public health administration etc. and nominated by the Srikantia Memorial Lecture Award Committee.

**3.3. Dr. RAJAMMAL P DEVADAS MEMORIAL LECTURE AWARD:** Dr. Rajammal P. Devadas Memorial Lecture Award is given every year to an outstanding women nutrition scientist of Indian origin working in India who has made noteworthy contributions in the field of applied nutritional sciences. The application in a prescribed format can be submitted to the Secretary before 31<sup>st</sup> May of every calendar year. The nominee will be selected by the committee nominated by Executive Council. The selected nominee has to deliver the memorial lecture at Annual National Conference of Nutrition Society of India. The award includes Silver Plaque and a Certificate.

**3.3. DR. BK ANAND MEMORIAL AWAR D:** The award is for a senior scientist, aged more than 45 years on the date of the award, who has contributed in the area of understanding the role of nutrients in metabolism and human physiology. The candidates submit the applications in a prescribed format to the Secretary, NSI before 31<sup>st</sup> May of every calendar year. A panel of 4 independent reviewers selected by the NSI, will review of applicants/nominees for the award. The award will be conferred each year, by the President of the NSI, at the inaugural ceremony of the annual meeting of the NSI.

#### 4. AWARDS FOR RESEARCH PAPERS

S. No.	Name of the Award*	Eligibility	Profile
1	YOUNG SCIENTISTS' AWARD		
1.1.	Community Nutrition (Junior)	Below 35 years	Cash award of Rs.5000=00
1.2.	Experimental Nutrition (Junior)		Cash award of Rs.5000=00
1.3.	Community Nutrition (Senior)	Below 35 years	Cash award of Rs.5000=00
1.4.	Experimental Nutrition (Senior)		Cash award of Rs.5000=00
2	Ramanathan Award	Oral free communication	Rs. 2000=00
3	NSI Prizes	Oral free communication	Rs. 2000=00
4	Shri Haveli Ram Pasricha Prize	Poster Session	Rs.1500=00
5	Dr. K. Seetharam Bhat Memorial Prize.	Poster Session	Rs.1500=00

6	NSI Prizes	Poster Session	Rs.1500=00
* The following conditions will apply.			

#### 4.1. YOUNG SCIENTISTS' AWARDS:

Awards for best papers will be presented at the National Conference, in the following areas:

Community Nutrition : One Senior and One Junior Award  
 Experimental Nutrition : One Senior and One Junior Award

The winners of Senior Awards and Junior Awards receive a cash award and a Certificate.

##### **4.1.1. Criteria for Awards**

1. *For Senior Award:* The awardee should be between 35 and 45 years of age and be working in an organisation for a minimum period of 3 years. He/She should be the first author of the paper and be a life member or the member of the Society for at least 3 years.
2. *For Junior Award :* The awardee should be less than 35 years of age. He/She should be a life member or the member of the Society for at least one year and should be the First Author of the paper.
3. The work done should be original in content and directly or indirectly related to nutritional problems of national importance.
4. The author should indicate whether the paper should be considered for Community Nutrition or Experimental Nutrition category.
5. He/She should obtain a certificate from the Head of the Institute or the Department that the work was primarily carried out by the applicant. The paper should not have already been published in any scientific journal. However, there will be no objection to the paper being published elsewhere after the presentation, provided it is acknowledged that the paper was presented at the Annual Meetings of the Nutrition Society of India. Only the Abstract of the paper will be published in the Proceedings of the Society.
6. A member who has once won the prize under a particular Award, shall not be eligible for that Award for a second time, although such a member can be a co-author of a paper for the subsequent award.
7. No member can present more than one paper for the Award.
8. Co-author(s) need not necessarily be member(s) of the Society.
9. The research work on which the paper is presented must be the actual work undertaken by the main author only. If at a later date, it is detected that the work was not actually done by the person; stringent action will be taken by the Society, which can include withdrawal of the award with public intimation.
10. The papers, selected for awards, will be presented by the competitor at the National Conference of the Society and 10 minutes (8 minutes for presentation and 2 minutes for discussion) will be given to each paper for oral presentation.

11. In case, the Award is not given to a paper after oral presentation, a certificate of merit would be given.
12. Identity of the authors or place of work should not be disclosed in the entire text of the paper. The first page bearing authors' names and the last page with acknowledgements will be separated by the Society's Secretariat and coding will be done before sending the papers to the judges.

The competitors must send **Four Copies** of their manuscripts typed in double space along with the abstract, to the Joint Secretary, Nutrition Society of India, National Institute of Nutrition, Hyderabad-500 007, India, **before the stipulated date** every year. Entries received after the due date will not be entertained. There will be preliminary screening of the papers by a panel of three judges appointed by the Executive Committee and their decision will be final and binding on all concerned. Final selection for the prizes will be done on the basis of the presentations made during the meeting.

#### **4.1.2. Guidelines for Submitting the Papers for Award**

1. The research paper should have clear and specific objectives with an appropriate plan of investigation.
2. The methods employed should be appropriate to fulfill the objectives.
3. The sample size covered should be adequate.
4. Appropriate statistical methods should be employed.
5. Results should be clearly presented in tables and figures.
6. Discussion should be centred around the findings.
7. Conclusion(s) should be precise.
8. The candidate should clearly highlight the new findings either in the approach to the problems or in terms of adding to the existing knowledge in the field.
9. The paper should be written up in a standard format consisting of introduction, materials and methods, results, discussion and summary. **The paper should be between 12 and 15 A4 sized pages (including tables, figures and references)**, typed in double in space. The number of references should be within the limit of 15-20.
10. Competitors for the Senior and Junior awards should send a brief bio-data covering age, place of work, number of papers submitted for Scientific Societies' Meetings and names of awards received, if any, along with a list of publications.

#### **4.1.3. Payment of travel expenses to competitors**

Travel expenses (Second Class Train Fare) for attending the National Conference will be given to the candidates selected in this preliminary screening, provided their own institution is unable to support their travel for the meeting. A certificate from the Head of the Institution to that effect should be provided.



#### 4.1.4. Criteria for Evaluation of Award Papers

A Panel of Judges (3 persons) will be appointed by the Society's Headquarters for evaluation and selection of Papers for Awards. The term of the Panel of Judges is 3 years. The following criteria is adopted for evaluation of Award Papers:

Preliminary Screening		During Presentation	
	Marks		Marks
Originality	10	Presentation (style)	15
Adds to the existing knowledge	5	Adherence to time schedule	5
Quality and style	5	Slides/transparencies - clarity and appropriateness	10
Material and Methods appropriate	10	Contents of the paper	10
Tables and Figures	5	Discussion	10
Statistical analysis	5		
Relevance of the study in Indian context	5		
Language	5		
<b>Total</b>	<b>50</b>	<b>Total</b>	<b>50</b>

#### 4.1.5. Source of Cash Prize for Award Papers

The interest accrued on the fixed deposits made by the Society for this purpose shall be used for presenting awards to the best paper(s) presented at the annual meetings. The Cash Prize is Rs.5,000/- for each Award.

## 4.2. FREE COMMUNICATION SESSION – ORAL/POSTER PRESENTATIONS

The Scientific Committee of the National Conference invites all interested individuals to submit abstracts for presentation in the oral / poster sessions. It should be clearly indicated whether it is for presentation in the oral or poster session. The Scientific Committee shall screen the papers and confirm their acceptance for presentation at the Conference.

### 4.2.1. Guidelines for presentation of papers in Oral Session

1. The presenting author should be a member of the Society.
2. No member can submit more than one abstract for oral presentation.
3. Along with the Abstract, a forwarding letter from the concerned Department / Institute should be sent to the Organising Secretary of the National Conference of the Society.
4. Abstract of the paper must be submitted in electronic format by email to the Joint Secretary of the National Conference of the Society. Electronic format will be accepted only after receiving the hard copy.
5. Preference for presentation in oral / poster session should be indicated. Depending on the suitability and availability of time, the Scientific Committee will make the final decision.
6. Nine minutes (7 minutes for presentation and 2 minutes for discussion) will be given to each paper.

7. The decision of the Scientific Committee shall be final and binding on all the matter concerned.

#### **4.2.2. Criteria for Evaluation of Presentations for Award/Prize**

*The Society's Headquarters shall appoint a Panel of Judges (3 persons) for evaluation and selection of presentations for Award/Prize. The following criteria is adopted for evaluation of presentations:*

Grading :	1. Style of Presentation	15 Marks
	2. Adherence to time schedule	5 Marks
	3. Clarity and appropriateness	10 Marks
	4. Contents of the paper	10 Marks
	5. Discussion	10 Marks

#### **4.2.3. BEST ORAL AWARDS**

##### **4.2.3.1. RAMANATHAN AWARD**

The Ramanathan Award was instituted in the year 2001 which will be presented for the best paper presentation in the Oral Presentation at the National Conference. The presentations will be screened during the presentation by the Panel of Judges and recommend the best presentation for award. The winner receives a **cash award of Rs.2,000/-** and a **Certificate**.

##### **4.2.3.2. NSI Prize**

The NSI Prize will be presented for the best Oral Presentation selected by the Panel of Judges, at the National Conferences. The Award winner receives a cash award of Rs.2,000/- and a Certificate.

#### **4.2.4. Guidelines for Poster Presentation**

1. The poster should be prepared in English.
2. The poster should be self-explanatory. To be effective, the text should be kept to a minimum - be clear and concise.
3. Title should be brief, informative and readable (maximum length 1 to 2 lines).
4. Wherever possible, use photographs, diagrams and tables. Use bold font to enhance legibility.
5. Include author(s) name(s) and affiliations.
6. Do not include an abstract on a poster. Introduction: Include absolute minimum of background information, research questions, hypothesis and aims and objectives (Maximum 200 words). Results: Briefly describe qualitative and descriptive (Mean with SD) results and findings. Include Tables/Bar diagrams, photographs, graphs to support your findings (Maximum 200 words). Conclusions: Discuss as to how the results are conclusive, relevance of the finding and future directions.

7. Lettering used for the heading should be at least 2.5cm high and that of text at least 1.0cm but preferably larger. Use italics instead of underlying.
8. Poster presenters are responsible for mounting and removing their posters on the designated poster board.
9. Materials for putting the posters on poster board will be provided by the Secretariat.
10. The poster size should be within the limits notified by the Organising Committee.

#### **4.2.5. Criteria for Evaluation of Presentations for Prize**

*The Society's Headquarters shall appoint a Panel of Judges (3 persons) for evaluation and selection of presentations for Prize. The following criteria is adopted for evaluation of presentations:*

Grading :	1. Originality	:	20 Marks
	2. Methods Applied	:	20 Marks
	3. Results	:	20 Marks
	4. Conclusions	:	20 Marks
	5. Overall Quality	:	20 Marks

#### **4.2.6. BEST POSTER AWARDS**

(Ref. Approval of the General Body at 45<sup>th</sup> National Conference held at NIN, Hyderabad, on 22 Nov. 2013)..

##### **4.2.6.1. Shri Haveli Ram Pasricha Prize**

An Endowment Prize in the name of Shri Haveli Ram Pasricha was instituted in the year 1997, which will be presented to a best poster presentation at the National Conference every year. A sum of Rs.15,000/- donated by Ms.Swaran Pasricha was accepted and out of the interest accrued on this deposit, a cash award OF Rs.1,500/- and a Certificate are given to the recipient..

##### **4.2.6.2. Dr. K. Seetharam Bhat Memorial Prize**

An Endowment Prize in the name of Dr. K. Seetharam Bhat Memorial Prize was instituted in the year 2009. A sum of Rs.50,000/- donated by his family and research students was put in fixed deposit. Out of the interest accrued on this deposit, a cash prize of Rs.1,500/- and a Certificate are given to the best poster presentation at the National Conference every year.

##### **4.2.6.3. NSI Prize**

The NSI Prize will be presented for the best posters selected by the Panel of Judges, at the National Conferences. The Award winner receives a cash award of Rs.1,500/- and a Certificate.

#### **4.4. Best Performing Chapter Award**

The NSI Headquarters created a Corpus Fund of Rs.3,00,000-00 (Rupees three lakhs only) under the title "Best Performing Chapter Prize Corpus Fund" in the books of accounts of the Society from the amount donated by the Mumbai Chapter and instituted a "Best

Performing Chapter Prize". The interest accrued on this fund shall be used for award every year. The following guidelines have been formulated for award of this Prize:

- a) The activities should be group activities organized by the NSI Chapter and they should be scientific, knowledge exchange or extension activities. The activities related to individual / institutional level will not be considered for the award.
- b) Each Chapter should submit its report in the prescribed format (*given on the following pages*) covering the activities for the period April to March, to the NSI Headquarters by 30<sup>th</sup> September every year.
- c) A Panel of Judges/Special Committee comprising three senior members of the Society who are not associated with any of the Local Chapters constituted by the Headquarters will screen and assess the reports and award the Points.
- d) Criteria for selection would be based on the type of scientific and extension activities conducted by the chapter during the preceding year in their region of operation.

e) Suggested scoring for purpose of objectivity:

i) Conducting Workshops	...	20 Points/Activity
ii) Conducting Symposia	...	20 Points/Activity
iii) Panel Discussions	...	10 Points/Activity
iv) Special Lectures	...	10 Points/Activity
v) Special Events		
a) World Health Day	...	5 Points/Activity
b) World Breastfeeding Week	...	5 Points/Activity
c) National Nutrition Week	...	5 Points/Activity
d) World Food Day	...	5 Points/Activity
e) National Science Day	...	5 Points/Activity
vi) Any other special events	...	5 Points/Activity
vii) Film/Video Shows/Radio Talks/Popular Talks	...	5 Points/Activity
viii) Exhibitions	...	10 Points/Activity
ix) Demonstrations	...	5 Points/Activity
x) Quiz/Elocution Competitions	...	5 Points/Activity
xi) Popular Points	...	10 Points/Activity

f) The prize money will have an upper limit of Rs.20,000/- (Rupees twenty thousand only). The prize money should be utilized for the activities of the Chapter and a utilization certificate is to be submitted to the headquarters.

## **MEMORANDUM OF NUTRITION SOCIETY OF INDIA**

1. The name of the association shall be NUTRITION SOCIETY OF INDIA (NSI), hereinafter referred to as the `Society`.
2. The Headquarters of the Society will be situated at the National Institute of Nutrition, Jamai-Osmania PO, Hyderabad-500 007, Andhra Pradesh, India.
3. The aims and objectives for which the Society is established are the following :
  - i. To be the representative organisation of the nutrition scientists of India and to promote the study of the science of nutrition.
  - ii. To organise lectures and scientific symposia at different centres of India and invite leading scientists both from this country and abroad to present new developments in different aspects of the science of nutrition and to exchange information and views. To publish the proceedings of these scientific discussions from time to time.
  - iii. To carry out and foster research on important nutrition problems.
  - iv. To sponsor and organise the holding in India of national and international conferences such as the Congress of Nutrition.
  - v. To secure and manage funds and endowments for the promotion of the science of nutrition education of the general public.

We, the several persons, whose names and addresses are subscribed, are desirous of being formed into a Society in pursuance of this Memorandum. We also desire that the Nutrition Society of India be registered under the Public Society Registration Act.