

Whereas an Association of Persons was formed in the name of JAMMU AND KASHMIR CHAPTER OF INDIAN ASSOCIATION OF PATHOLOGISTS AND MICROBIOLOGISTS (JK-IAPM) on 6th January 2025 at a meeting held in JAMMU. Whereas for diverse and other reasons it was thought fit to put into writing the purposes / objects of the Association and the manner in which the AOP to be managed and administrated, being orally agreed and decided on the 05th January 2025, and hence put into writing this 6th day of January 2025. Whereas all the members of this AOP at the meeting held in JAMMU on 6th January 2025 has authorized the President, 1. DR JYOTSNA SURI to draft and execute a suitable agreement and have authorized her along with the members of the head Chapter being mentioned herein above in this document.

NOW THIS AGREEMENT WITNESSETH THAT

1. The name of the Association of Persons shall be "ASSOCIATION OF ACADEMIC AND CLINICAL PATHOLOGISTS; JAMMU", hereinafter called AOP.
2. The Principal place of business and the registered address of this AOP shall be at PG DEPARTMENT OF PATHOLOGY GMC JAMMU
3. The Aims and Objects of the ASSOCIATION OF ACADEMIC AND CLINICAL PATHOLOGISTS; JAMMU shall be:

ENCLOSED AND DULY SIGNED BY ALL



Execution Admitted Hence Attested

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JAMMU AND KASHMIR CHAPTER OF INDIAN ASSOCIATION OF PATHOLOGISTS AND MICROBIOLOGISTS (JK-IAPM)

Approval of Memorandum, Constitution, Byelaws & Rules

This version of the Memorandum, Constitution, Byelaws & Rules of the JK Chapter of Indian Association of Pathologists and Microbiologists (JK-IAPM) has been drafted by the following members of the committee constituted for this purpose by the Executive Council and duly approved in the General Body Meeting held at Bangalore.

Office bearers:

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Chairperson, JK-IAPM

Prof. & Head, Deptt. Of Pathology, SMVDIME, Katra.

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Joint Secretary, JK-IAPM

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Dr. Rupali Bargotra

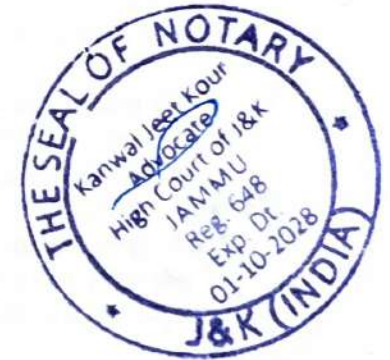
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Pathology is the study of disease. It is the bridge between science and medicine. It underpins every aspect of patient care, from diagnostic testing and treatment advice to using cutting-edge genetic technologies and preventing disease. A pathologists is also known as Doctor's Doctor
The seeds of the Association of Pathologists & Microbiologists were sown in the association of 'Teaching Pathologists of Bombay'.

Following an informal announcement in 1948, the 'Indian Association of Pathologists' was formally established in 1949 with the objective to promote advancement of Pathology, Microbiology, and allied sciences. Microbiology emerged as separate branch in 1970s and hence the name of the association was changed to the Indian Association of Pathologists and Microbiologists (IAPM) in 1972.

The association provides a platform to its members to deliberate, educate and present their research as well as update their knowledge in keeping with the developments in their fields of interest. Every association is governed by a set of rules and regulations as enunciated in its Memorandum, Constitution, Bye-laws and rules such that its objectives are met guided by these beacons of binding principles. While the path remains the same, these regulations often need to amended to accommodate and keep pace with changing times. Ever since its inception the association has subjected its regulations to such overhaul. More recently, these have occurred in 2004 and in 2017.

The association now desires to review and make necessary amendments for the following reasons:
Incorporate various resolutions that have been passed

- ❖ Changes in keeping with the vast developments in the subjects of Pathology and Microbiology by the way of development of sub-specialities and various advancements
- ❖ Consequent changes in the education in Pathology and Microbiology
- ❖ Current trends in management of diseases necessities participation of Pathologists and Microbiologists beyond the confines of the laboratory
- ❖ Need to affiliate and collaborate with other subjects so as to realise the laid down objectives
- ❖ Developments in information technology, digital technology has opened a hitherto different world in communication and education; which has been further proven by the circumstances resulting from the current pandemic
- ❖ Changes in laws and regulations of the land especially with regard to financial transactions and registration compliance

B Singh

Deepthi Mahajan
Sanvi

Kaldeep K
Lyobas

Sindhu
D. Sadi Baryatia
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TERMINOLOGY, GLOSSARY & ABBREVIATIONS

The following is a list of various terminology, glossary and abbreviations in alphabetical order, used in this document. The definitions, meanings and explanations relate only this document and in no manner is extensive nor can act as a dictionary.

- **Academic:** Relating to education and scholarship
- **Accounts:** Activity of record keeping and preparation & presentation of the financial statement such that financial transactions are tracked
- **Adjourn:** To officially end a meeting usually with a remark regarding the day for a future meeting
- **Adjournment sine die:** The final adjournment ending a convention for a series of meetings without a day specified for a future meeting
- **Adoption:** The act of choosing to take up, follow, or apply these Memorandum, Constitution and Bye-laws
- **Affiliation:** Officially attachment or connection of an organization or individuals to the association
- **Amendment:** A formal or official change made to the Memorandum, Constitution or Bye-laws and Rules or other legal document of the association
- **Approve:** Officially confirm or sanction by a committee or group of members
- **Articles:** The broad set of rules provided in the constitution
- **Assembly:** A meeting of the members of the association or a group of persons gathered together for a common purpose
- **Association:** A group of people organised for a joint purpose Used also refer to the Indian Association of Pathologists and Microbiologists in this document
- **Associate:** With regard to membership relates to a member with limited membership of the association
- **Audit:** Activity of verification and evaluation of financial statement with the purpose of determining the validity and reliability of accounting information
- **Award:** A mark recognition given in honour of an achievement
- **Ballot:** A system or instrument of voting secretly and in writing on a particular issue, generally a slip or sheet of paper, cardboard, or the like, on which a voter marks his or her vote. The use of any electronic system for this purpose is often referred to as an e-Ballot
- **Bye-laws or By-laws:** Set of rules made to govern the actions of the members including office-bearers and other functionaries to meet its objectives and to regulate the affairs of the association
- **Canvassing:** Systematic initiation of generally direct contact with individuals for the purpose of gathering support
- **Censure:** An official rebuke in some form that is indicated
- **Chair:** The presiding officer of a deliberative body or a meeting
- **Chapter:** A division of the (IAPM) comprising of primary members of the IAPM of any category belonging to a geographical region who have grouped to further the objectives of the association
- **Conference:** A formal meeting of the association, typically one that takes place over several days
- **Constitution:** A set of rules which imposes a minimum standard of control on the activities of the Association
- **Criteria:** A standard or principle for judging, evaluating, or selecting



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- **Deferred:** Withheld for a stated period of time
- **Delinquent:** Overdue in payment, thus offending by violating the appropriate bye-laws
- **Discipline:** The practice of obeying the Memorandum, Constitution, Bye-laws rules regulations and other directions of the association and the profession, using approved methods including punishment to correct disobedience
- **Dissolution:** The act or process of dissolving the association or any of its activities
- **Election:** A formal group decision-making process of the association by which the members choose an individual or multiple individuals to hold office.
- **Eligibility:** Fitness or suitability through satisfaction of appropriate requirements
- **Emergency:** A serious, unexpected, and often dangerous situation requiring immediate action including those that may be declared by the Government in power
- **Executive:** A branch of the association consisting of pre-determined members who are responsible for putting decisions or the memorandum, Constitution, Bye-laws and Rules into effect
- **Executive Council:** An advisory, deliberative, or administrative body of members of the association formally constituted and meeting regularly
- **Executive meeting:** Any meeting of a committee or organization which only pre determined members may attend unless others are requested to attend
- **Ex officio Member:** One who is member of a committee or board by virtue of holding a particular office or position. Ex officio members have the right to vote unless otherwise specified in the Bye-laws
- **Fellowship:** A position of honour provided by the association to an individual by virtue of knowledge, experience, competence, expertise in a particular field OR may also indicate financial support to pursue a course or training generally in the form of a merit-based award
- **Format:** The general plan of organization, arrangement of any activity of the association including documents.
- **General Body:** The group comprising of all the members of the association
- **GST:** Goods and Service Tax of India which is applicable according to the provisions of concurrent powers to both centre & states to levy GST (Centre to tax sale of Goods and States to tax provision of services)
- **Hearing:** A meeting of an authorized group of the association as may be decided appropriately for the purpose of listening to the views of members or others on a particular subject
- **Honorary:** Given as an honour only ,without the usual requirements, duties, privileges, emoluments, etc
- **IAP-ID:** International Academy of Pathology-Indian Division
- **IAPM:** Indian association of Pathologists and Microbiologists
- **ICP:** Organization of Indian college of pathologists
- **Journal:** A publication of the association that provides an account of research papers and other professional accounts that are accepted for publication after a due process
- **Jurisdiction:** The territory or sphere of activity over which these Memorandum, Constitution and Bye-laws are applicable
- **Majority Vote:** More than half of the number of legal votes cast for a particular motion or candidate
- **Meeting(S):** An official assembly of the members of the association or its pre-group, such as a committee, or council. The length of the meeting is from the time of convening to the time of adjournment.
- **Memorandum:** Description of the scope and purpose of the association
- **Minutes of Meeting:** Official summary of the proceedings of a meeting

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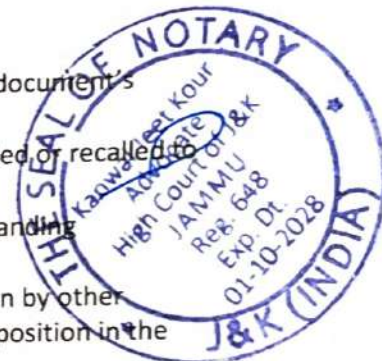
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- **News Bulletin:** A brief account or statement, as of news or notices or events, of the association issued for the information of its members
- **Nomination:** The act of officially suggesting someone or something for a job position, or award or recognition
- **Null:** No value or "zero" such as a "Null Year" indicating the year is not counted or considered to be non-existent
- **Office-Bearer:** A person holding a position of authority in the association appointed either through election, nomination or selection
- **Oration:** A formal speech of lecture generally as an honour delivered by the orator on a ceremonial occasion
- **Organizing Committee:** A group of people who meet to make decisions or plans for a larger group such as those related to organization of a conference
- **Plenary:** A session in a conference or meeting of the association where all members and delegates are required to attend, thus implying there are no concurrent sessions during this period
- **Postponed:** Delay or arrange to take place at a certain time later that was originally planned
- **Income tax:** Tax charged by the Government of India on the annual income earned by the association at applicable rates that are announced from time to time
- **Income Tax Returns:** A tax return is a form or forms filled with the Income Tax Department, Central Board of Direct Taxes, Department of Revenue, Ministry of finance, Governments of India that reports income, expenses and other pertinent tax information
- **Passed:** A decision that has accepted/ approved in a meeting
- **Preamble:** An introductory and expressionary statement that explains this document's purpose and underlying philosophy
- **Privileges:** A special advantage of facility or opportunity that may be provided, or recalled to certain individuals
- **Prize:** A reward to the winner of a competition or in recognition of an outstanding achievement
- **Propose:** To put forward a plan or suggestion for a position for consideration by other members in a meeting or to suggest the name of a suitable candidate for a position in the association
- **Quorum:** The number of proportion of members that must be present at a meeting of the association to enable it to act legally or approve on business
- **Ratify:** To officially confirm and make valid
- **Registered:** Entered or recorded with the appropriate Registrar of Societies and India and provided a registration number
- **Resolution:** A firm decision, that is accepted by the association to do or not do an activity/ or to follow or not follow a decision
- **Rights:** Privilege or advantage or opportunity to an individual that cannot be denied by the association
- **Rules:** A set of explicit or understood regulations or principles governing conduct or procedure within a particular area of activity
- **Second:** Formally support or endorse what has been proposed indicating that there is an at least another member who is in agreement within the due proposal
- **Schedule:** A plan for carrying out a process or procedure of the association that provides a list of lists of intended events and the timing or dates when these are to be carried out
- **Tenure:** The total number of years and office or position may be held
- **Term:** Duration of service in an appointed or elected office or position
- **Termination:** The act of ending

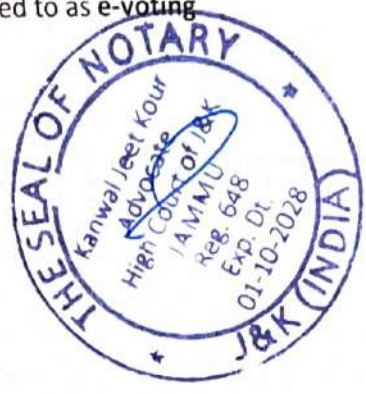


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- **Valedictory:** Relating to fare-well or leave-taking generally marking the end of an activity, especially conference, of the association
- **Voting:** A method approved by the association for a group of its members in order to make a collective decision to appoint one or more individuals to official positions or to express an opinion usually following discussions such as meeting. The use of any electronic system for the purpose of voting is often referred to as **e-voting**



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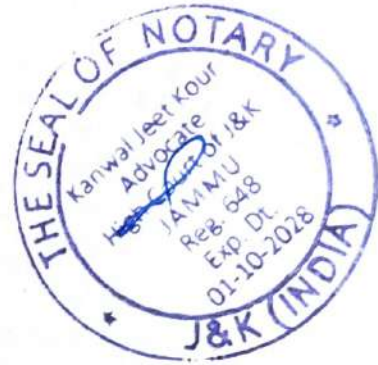
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Sham. Kapali Bargarhi *[Signature]*

RULES AND BYELAWS OF JK-IAPM
JAMMU & KASHMIR CHAPTER-IAPM

Part-I : Memorandum
Part-II : Bylaws



Part-I

MEMORANDUM OF ASSOCIATION

1. **Name** : "JK Chapter of IAPM".
2. **Address** : Department of Pathology,
Government Medical College
Jammu (J&K) India.
3. **Area of Operation** :- The area of operation shall be whole of Jammu & Kashmir.
4. **Objectives of Society**:
JK Chapter of Indian Association of Pathologists and Microbiologists hereby registered as
"JK Chapter of IAPM" is a non-profit, non-government, non-religious, society formed with the
objectives as following :-

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- a. To establish, promote and manage programs for advancement of research and teaching pertaining to Pathology and allied sciences.
- b. To collaborate and co-operate with other organizations of similar interest, inside and outside the country for promoting research and training in the discipline of Pathology and Microbiology.
- c. Protect and preserve the interest of its members.
- d. Conduct conferences, CME, workshops, seminars and demonstration to enhance awareness and promote interest in the field.
- e. To maintain a library and chapter office.
- f. To invest any money of the chapter not immediately required for any of its purpose or for any of its objectives in such manner as may from time to time be determined by the chapter.
- g. To do all such things, lawful as may be necessary, incidental, conducive or ancillary, as are cognate to the objectives of the chapter.
- h. To assist, subscribe, co-operate, affiliate, be affiliated to long amalgamate with other public body, whether co-operate, registered or not and having altogether or in para objectives similar to those of the chapter.
- i. To promote and assist in quality assurance and ethical practice of Pathology and Microbiology.

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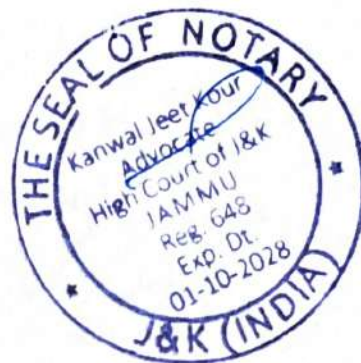
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Part-II

BY LAWS



- 1 **Name** : "JK Chapter of IAPM".
2 **Address** : Department of Pathology,
Government Medical College
Jammu (J&K) India.

3 **Area of Operation** :- The area of operation shall be the whole of Jammu & Kashmir.

4 **MEMBERSHIP:-**

There shall be three types of membership.

- Ordinary/ Life membership.
- Honorary membership.
- Affiliated membership

a) **Ordinary/Life membership**

An ordinary/life member of the IAPM shall become a member. This membership is open to all (with a basic MBBS degree) postgraduate students in Pathology, Microbiology & allied subjects (subjects to be decided by the General Body).

b) **Honorary membership**

This membership is by invitation. Members can be elected by the Executive Council in one of its meeting, subject to approval by the General body. Honorary member shall have the right of attending the meetings of the association and of taking part in discussions but shall have no voting right.

c) **Affiliated membership**

Affiliated members of IAPM or Post graduates can become affiliated members on payment of fee as decided by the council.

5. **ANNUAL MEMBERSHIP SUBSCRIPTION AND LIFE MEMBERSHIP FEE**

There shall be an amount fixed for life membership.

6. **TERMINATION OF MEMBERSHIP**

If membership of IAPM is terminated then that member shall cease to be member of JK-IAPM

7. **GENERAL PROCEDURE OF MEETINGS**

- The minutes of all the meetings shall be correctly kept by the Secretary after approval by the Council and passed by the General body.
- Decision of executive council shall be ratified by the General body.
- The Chairperson of a meeting may adjourn a meeting, if deemed necessary, particularly if the majority of the members present are in favour of adjournment.
- The Chairman shall, in case of equality of votes, have casting vote.
- A notice may be served, if necessary, on any member either by the Secretary directly or through an employee of the Association, or by post.
- QUORUM FOR THE MEETING:** If within 10 minutes or such time decided by the Chairperson, a quorum is not present, the meeting shall be dissolved, if it is convened at the requisition of the members. In any other meeting, if quorum is not present the Chairperson can adjourn the meeting for 10 minutes & reconvene the meeting to carry on the business within whatever quorum is available.

8. **COMPOSITION OF THE EXECUTIVE COUNCIL**

The executive council shall be composed of the following members of the Association:

- Chairperson.
- Vice Chairperson
- Honorary Secretary
- Honorary Joint Secretary

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K. Chelapalli

Sindhu

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(v) Honorary Treasurer

(vi) Organizing Secretary of the annual conference

No person can hold more than one post at the same time in the Association.

9. TERMS OF OFFICE OF THE EXECUTIVE COUNCIL

The Executive council shall be a continuous body.

10. ANNUAL MEETING OF THE COUNCIL

The annual meeting of the executive council shall ordinarily be held during the Annual conference.

11. POWERS AND FUNCTIONS OF THE EXECUTIVE COUNCIL

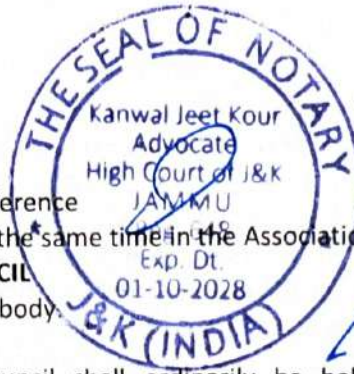
- To make regulations and issue instructions for the paper working, administration and maintenance of the Society and its publications.
- To appoint committees, subcommittees including disciplinary committees as and when necessary. These appointments shall be ratified by the next General body.
- To represent any matter which the committee considers involvement of the interests of the Society or its members are affected, before the Government, court or any other public body or legally constituted authority.
- To consider and decide applications for memberships, or resignation of members and to take disciplinary actions on members or staff appointed by the Society, subject to the approval of General body.
- To write off whole or part of the unrealizable arrears of membership fees, outstanding dues to the society and this shall later be approved by the General body.
- To appoint or remove salaried staff or employees of the association.
- To sanction TA and DA to members or officers called for special meetings.
- To exercise all other such Rules and Regulations authorized by the Society.
- To prepare all the budget, annual accounts of the Society.

12. DUTIES OF ORGANISING SECRETARY OF ANNUAL CONFERENCE:

- He/ She shall be the official person for all communications
- He/ She shall arrange all scientific activities in consultation with Chairperson of JK- IAPM
- He/ She shall provide free accommodation for office bearers
- He/ She shall be responsible for making provision for various Prizes and Certificates
- He/ She shall apply for Credit Hours to JKMC and comply with their rules and regulations
- He/ She shall be responsible for audit of accounts of annual conference and transfer of requisite amount to JK-IAPM

13. ELECTION OF OFFICE BEARERS :

- The election of office bearers shall be conducted by the Secretary by ballot except of joint secretary H. Q who will be elected by local chapter once in 3 years.
- The election for the posts of Chairperson and Vice Chairperson, Secretary, and Joint Secretary shall be held every 3rd year. All prospective candidates shall be members of the IAPM, having no subscription dues at the time of filling their nomination.
- The Secretary shall invite nomination for the office positions 15 days before annual meeting . The nomination shall be proposed and seconded by two members of the JK-IAPM and must be accompanied by a letter of consent from the members so nominated, Nominations, proposed and seconded by members with subscriptions dues will be invalid.
- The Secretary shall obtain the bio data in brief of each candidate and enclose it with the ballot paper and give to the members who are eligible to vote. The ballot papers will be collected and result declared. The elections can be conducted in online format also.



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- (v) If any candidate for election canvasses in any manner he/she is liable to be disqualified. His action will be reported by Hon. Secretary or any Member who has incontrovertible evidence of it to the Council.
- (vi) Every candidate for the posts of Chairperson and vice Chairperson should have at least 10 years standing as life members and have served the Association in one or more by ways of (a) being an Office Bearer, or (b) Organizing secretary/chairman of state chapter conference.
- (vii) For all other posts of JK-IAPM office bearers - a candidate should have at least 5 years standing as a life member.
- (viii) The scrutiny of the ballot papers shall be done by a committee consisting of the Secretary and two members nominated by the General body.
- (ix) The Committee will communicate the result of the election to the Chairperson who will declare the results in the annual meeting.
- (x) If for any office position, no candidate files a nomination, the Council will at its meeting on the day prior to the Annual conference, select a person and submit his/her name for approval.

14. AMENDMENTS TO THE-MEMORANDUM, RULES AND BYELAWS

Amendments to the Constitution, Rules and or Bye-laws, if any, suggested by members, must reach the Secretary's Office at least 4 months before the date of the special meeting and shall be, circulated to all members of the Council for opinion at least 2 months before the date of the meeting. Due notice of the proposed amendments must be given by the agenda of special meeting of the council. No such amendments shall be carried into effect unless agreed to by the votes of 3/4th of the council members present and confirmed by 3/4th of the members present at the next General Body Meeting specially convened for the purpose.

The Proceedings of the Council or of any committee, acting under the Rules and By-Laws, shall not be invalidated by any accidental omission to give any notice thereby required or by any vacancy amongst the members or by any defect in the election or disqualification of any members.

B Singh

Deepiti Mahajan

Lyabano Kulkarni

Smalhu Rupali Bargarha



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