**AGENDA AND RESOLUTIONS TO BE PLACED IN AGBM FROM NEC MEETING HELD ON 10th and 11th July 2020**

**UPLOADED ON THE WEBSITE 23rd November 2020.**

**Dear Life members of IDA,**

**Greetings!**

**Enclosed please find the resolutions put up on the IDA website ( public Domain) for a duration of 6-8 weeks for your feedback. In case of any feedback please write to** [**IDAsecretary2019@gmail.com**](mailto:idasecretary2019@gmail.com)**.**

**The resolutions will be withdrawn on 30th January 2021 and then placed in the AGBM for which the intimation will be given 3 weeks ahead of the date through emails.**

**Season’s Greetings and a Blessed New year 2021 to all !**

**Regards**

**Dr. Jagmeet Madan**

**National President IDA**

**23rd of November 2020.**

**Midterm NEC Virtual Meeting**

**10th and 11th July 2020**

**AGENDA 3 :**

**RESOLUTION:**

**Ratification of the Formation of IDA Finance Committee – 2020**

1. Chairperson – National President
2. Co-Chairperson- National Treasurer

Members –

1. Immediate Past President IDA – Last Tenure
2. Immediate Past President
3. Immediate Past RD Chair
4. Vice President (Head Quarter)
5. Vice President – One
6. Vice President – Two
7. National Secretary
8. Present RD Chair
9. Senior NEC Member. Special Invitee – Statutory Auditor IDA, Legal Advisor IDA

**Composition of IDA FINANCE COMMITTEE – (2019-2021)**

* Chairperson, Dr Jagmeet Madan, National President, IDA
* Co-Chairperson, Ms. Ms. Ipsita Chakravarti, National Treasurer, IDA
* Ms. Rekha Sharma, Immediate Past President IDA – Last Tenure
* Ms. Sheela Krishnaswamy, Immediate Past National President, IDA
* Ms. Salome Benjamin, Immediate Past RD Board Chair, IDA
* Ms. Mitali Palodhi Vice President, HQ, IDA
* Ms. Anuja Agarwal, Vice President, IDA
* Ms. Shilpa Joshi, Vice President, IDA
* Ms. Sumona Mondal, National Secretary, IDA
* Dr. Geeta Dharmatti, Senior NEC Member, IDA
* Ms. Bamini M, Present RD Board Chair, IDA
* Special Invitee:
* Mr. Subrato Nath, Chartered Account and Auditor, IDA, HQ
* Mr. Indranil Chakraborty, Legal Advisor, IDA, HQ

**RESOLUTIONS AGENDA 4:**

1. It was resolved that the Capital Head of the consolidated Balance Sheet of IDA will be bifurcated into Corpus Fund (defined by a designated amount of membership fee per member and the total members of the association) and General fund.
2. It was resolved that The Corpus Fund cannot be utilised for any purpose and should be maintained by Head Quarter as a security and only interest of the same to be utilised.
3. It was resolved that the General Fund should be utilised under two parts – one part will be used for normal activities of IDA and the surplus fund can be used for the betterment of the association and to fund projects of IDA. This will ensure progress of the association.
4. It was resolved that norms need to be created regarding the maintenance and utilization of General Fund by the chapters for their normal routine activities. Each chapter will prepare an estimated budget for each financial year and share with the IDA Treasurer.
5. It was also resolved that all the resolutions should be passed both in NEC and AGM and entered as Bye Laws in the constitution with the help of IDA legal advisor.
6. It was resolved that IDA falls under category of “association of persons” and hence tax brackets of individuals is not applicable for the same. The balance sheet of IDA shows surplus income and not the profit. This surplus income should be earmarked for a defined Expenditure or Project for the betterment of the association and should not be added to the capital amount.
7. It was resolved that Indian Dietetic Association can apply for both 12A and 80 G for tax exemption.
8. It was resolved that the Statutory Auditor IDA will be a Special Invitee for mid-term NEC meeting every year to explain the Consolidated Balance Sheet and link it to the Estimated Budget for the Financial Year prepared in consultation with the Treasurer IDA.
9. The Consolidated Balance Sheet and the Estimated Budget for the Financial Year will be discussed in before the Finance Committee before placing it in the mid-term NEC for approval.
10. It was resolved that the Final Estimated Budget 2020-2021 should be created after 2019-2020 balance sheet is ready.
11. It was also resolved that every financial year Budget should be passed in NEC and then in AGM as per the SOP created.

**Other SOP for Financial allocations, Budget Heads and Expenditure:**

1. The National President can sanction an amount up to Rs. 50,000/-
2. All Committees are allowed to spend 50,000 INR per year, exceeding which it needs approval from NEC.
3. An amount up to Rs 10,000/- can be considered with the bill . Any amount above that should be supported with three quotations and the lowest quotation should be taken.

**PROPOSED SOP – EXPENSES ABOVE 50,000 INR AND UP TO THREE LAKH**

1. All the expenses exceeding 50,000 INR and up to THREE LAKH shall come to the Finance Committee and NEC as a proposal with justification for approval and sanction.

2. The proposals shall be sent in the month of September- October for approval to NEC by mail so that the proper provision can be made in the Budget for the next Financial Year Starting from 1st April.

3. Post approval, Three Quotations of vendors shall be called with well-defined details. All the Quotation shall be on the letterhead of the vendor with supporting documents including copy of self-attested GST Registration Certificate Or an Undertaking on letterhead where GST is not applicable and pan card.

4. The Proposal shall be placed before the Finance Committee and then taken to NEC for approval. The proposals less than three lakhs need not be taken to AGBM for approval.

**PROPOSED SOP – EXPENSES ABOVE THREE LAKH**

1. All Proposals exceeding THREE Lakh INR shall be sent to the Finance Committee and NEC as a proposal with details and justification in brief through mail. Once the approval is given, it will be followed by inviting the Quotations from competitive Vendors.

2. The process of inviting Quotations shall be done through Website Notification on OFFICIAL IDA Website ie. [www.idaindia.com](http://www.idaindia.com/) with desired pre-requisites and detailed specifications with 15 days notice.

 3. All the Quotations shall be obtained in sealed envelopes and placed in the Finance Committee meeting which can be held (Physically Or virtually) twice a year, preferably two months prior to NEC meetings.

4. The Chairperson and Committee representative involved in sending the proposal shall also be invited for quotation opening as a special invitee. A comparative statement should be made and placed before the NEC for the approval and taken to AGBM.

5. Post NEC approval the resolution (of Expenses Above THREE LAKHS) shall be shared with all life members; placed on the website in public domain for 2 months, to take the feedback and then, taken to AGBM. An Extraordinary General Body Meeting can be called in case of need for an early decision on the matter.

**AGENDA 1 Day Two**

**Resolutions from RD Board:**

1. RD Board to Collaborate with Pune Chapter for theme based Best Case Study Award annually to be given at IDACON 2020.
2. Resolved to network with convenors and trainers to increase the applications for RD across India
3. **Proposed Project – JYOTI SETU** – A Bridge to the Future with the aim of increasing RD applications every year and reaching out to Trainers and academicians.
4. **Triple T – Train the Trainer Programme and for Ujjwal – Train the intern Programme** shared were accepted with appreciation. The plan to work this out under the umbrella of the Education Committee was further endorsed. The inclusion of smaller voluntary groups to facilitate the training process was stated.
5. The Board suggested the conduction of a Special RD Exam: The schedule proposed was May/June 2022. The details would be put up on the IDA website.
6. **Work Accomplished so far: (January – June 2020)**
7. Documents describing proposed modifications and proposals prepared and provided as pre-read were shared approved and uploaded on the website.
8. Vision, Mission statement to give clarity of purpose and intended goals
9. Proposed changes in the syllabus
10. Proposed changes in the Competency Package
11. Proposed Contribution to JIDA
12. Proposed changes to Research Competency
13. Proposal for Triple T – Train the Trainer Programme
14. Proposal for UJJWAL – Train the Dietitian Programm
15. Proposal for JYOTI SETU – A Bridge to the Future RD Programme
16. SOPs have been formulated for ease of process uploaded on the IDA website.
    1. RD Board Announcements Protocol
    2. Process for Accreditation and reaccreditation of Hospitals
    3. Physical Audit Form
    4. RD Exam Eligibility
    5. RD Dietetic Internship Handbook for Students
17. Three Advisories that have been formulated and uploaded on the website as follows:
    1. Advisory for Interrupted Internship
    2. Advisory to Non-RD virtual internship for colleges
    3. Advisory docket regarding education material for COVID 19.
18. A very important part of work accomplished has been connecting with stakeholders and taking feedback via Google forms sent to RD trainers & RD interns
19. Contact information of all convenors, RD Reps and Trainers has been collected and a communication system has been established through mails and a broadcast list.
20. RD Rep’s details were collected and create google groups for ease of communication to the convenor, RD reps, RD trainers.
21. Contact information on current RD interns has been collected and the number of continuous and interrupted internships has been collected. This gave a precise picture about the expected number of candidates for the next exam as well as the ratio of students to trainers. The information obtained are as follows:

* Total Number of the chapter: 25
* 81 trainers are Registered with the Board.
* RD representatives from 21 chapters registered (New chapters and Bihar names are awaited)
* No of trainers in India in all chapter – About 81
* Students to appear for Exam RD 2021 year: about 112 + Experienced

1. Resolved to network with conveners and trainers to increase the applications for RD across India.
2. RD board appealed to the convenors to increase trainers from even smaller states and cities e.g. Goa, Kolhapur, Northeast India etc
3. Hospital Recognition Status

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| HOSPITAL RECOGNITION STATUS | | | |
| Chapter | Hospital | status | Comments |
| Telangana | AIG Somajiguda, Hyderabad | Approved |  |
| Sunshine Hospital, Secunderabad | Approved |  |
| KIMS Hyderabad | Approved |  |
| Yashoda Hospital , Malakpet, Hyderabad | Approved |  |
| Apollo Hospitals Secunderabad | Approved |  |
| New Trainers in the previously approved hospital | | | |
| Delhi | MAX Vaishali , New Delhi | Approved | Nidhi Sahai & Rutu Dhodapkar approved as trainers in lieu of Charu Dua |
| MAX Patparganj , New Delhi | Approved | Jyoti Arora approved as a trainer in lieu of Charu Dua |
| Approval pending for lack of physical audit | | | |
| Mumbai | Wockhardt Hospital, Central Mumbai | Pending | Physical Audit pending due to COVID |
| Apollo Hospital, Navi Mumbai | Pending |
| Kerala | Caritas Hospital , Kottayam | Pending |
| Chennai | Fortis Malar Hospital, Chennai | Pending |
| Recognition not granted | | | |
| Pune | Diamond hospital Kolhapur | Not Approved | No Kitchen |
| MP | Apollo Rajshree Hospital Indore | Not Approved | Qualification of Dietician not as per eligibility |
| Recognition kept pending due to certain Deficiencies | | | |
| Rajasthan | Mahatma Gandhi Hospital Jaipur | Pending | PA done, Some documents pending |
| Mumbai | Kokilaben Dhirubhai Ambani Hospital & MRI, Mumbai | Pending | PA done,need to employ dieticians qualifications as per eligibility |
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**Additional Resolutions for Recognition of Hospitals:**

* Kokilaben hospital’s application will be relooked at and the eligibility perused to understand the case better. The assistance required to help the hospital qualify will be provided in accordance to the vision mission of the RD Board.
* All hospitals which do not qualify will be thoroughly examined for the specified lacunae and the RD Board will assist them to upgrade and tide over the deficiencies by training or advice
* If the RD Board notices any hospital management of a hospital that has applied for RD Training employing non-qualified professionals, the RD Board will open a channel of communication with the management to advice a change of polices and encourage them to comply with standards required.
* Vetting the Hospital eligibility for RD Training will continue to subscribe to the high standards set and will be rigorous yet at the same time efforts will be made to help the hospital that aspires to train to overcome their deficiencies.
* The SOP of this is to be designed.

1. To work on the modifications so that the upgraded Research Competency can be in use for the next Batch of interns who will appear for RD exams in 2022. Thus, the framework for it has to be ready by October 2020.
2. Plans for RD Exam: The plans for the RD Exam 2021were shared as follows:
3. Exams: 13th Feb 2021. (112 RD Aspirants have completed the internship and are eligible for the 2021 exam).
4. Application Form will be available on website by 1st week August, 2020.
5. Complete application form – submit before October 31st.
6. Hall Ticket – issued on 2nd week Jan – 2021.
7. Results – 8 to 10 weeks after the Examination.
8. Certificate – will be issued in 4 to 6 weeks after the examination results.
9. Proposed increase of RD Exam fees to Rs. 2500/- as an increment every three years was acceptable to NEC.

It was resolved that B Voc should be considered for eligibility of RD Exam. It should be added to the existing prerequisites of qualification and the eligibility criteria of RD EXAMINATION. It will be revised and uploaded on the website.

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