



# Swasthyam (IAPSM e-Bulletin) - An official Newsletter of IAPSM



## **Guidelines for submitting report on conference/CME/ Workshop Organized under the banner of IAPSM**

1. **Objective:** The purpose of this guideline is to submitting report Conferences/CME/ Workshop/seminars organized by the IAPSM or under the banner of IAPSM for publishing in IAPSM Newsletter and share it with all the IAPSM members.
2. **Scope:** It is applicable to all faculty, students, and other stakeholders IAPSM members.
3. Procedure

### **Submission :**

The Organizing Secretary of the concerned shall send the details to the IAPSM Newsletter editorial team by mail on [iapsmebulletin@gmail.com](mailto:iapsmebulletin@gmail.com)

### **Details can be included but not limited to:**

- a. Title of the event (Please include order/number of the conference)
- b. Name of the organizing institute/collaborator if any
- c. Dates
- d. Theme
- e. Theme of pre-conference if any
- f. Venue
- g. Number of Participants registered
- h. Inauguration Ceremony – Details of Chief guest/Guest of Honour
- i. Number of plenary sessions
- j. The topic of plenary sessions
- k. Number of abstracts received
- l. Number of papers accepted for Oral presentation
- m. Number of papers accepted for Poster presentation
- n. Name and mobile number of the contact person if any query
- o. Brochure
- p. Organizing Chairperson
- q. Organizing Secretary
- r. Photographs Inauguration ceremony & others as a separate file not less than 5 mb

### **Review and Validation**

- a. After receiving the email, the IAPSM Newsletter team is responsible for reviewing the submitted details.
- b. The designated IAPSM Newsletter member for that zone will contact IAPSM Executive Council members of that zone or IAPSM officials of that State for verification and confirmation of the work done by the particular IAPSM member.



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- 4. Review and Revision:** This guideline will be periodically reviewed and revised as needed to ensure it remains current and effective in achieving its objectives.



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## **Guidelines for Awards, Fellowship, Appreciation, Oration and recognition**

1. **Objective:** The purpose of this document is to provide guidelines and a structured process for identifying and reporting Awards, Fellowship, Appreciation, Oration and recognition by the IAPSM. It aims to document Awards, Fellowship, Appreciation, Oration and recognition by the IAPSM in the IAPSM Newsletter and share it with all the IAPSM members.
2. **Scope:** It is applicable to all faculty, staff, students, and other stakeholders who are IAPSM members.
3. **Procedure:**

### **Identification of the recognition:**

The IAPSM Secretary General/Joint Secretary shall send the details to the IAPSM Newsletter editorial team by mail at [iapsmebulletin@gmail.com](mailto:iapsmebulletin@gmail.com)

### **Details can be included but not limited to:**

- a. Name of the Awards, Fellowship, Appreciation, Oration and recognition by the IAPSM
- b. Name, designation and institute of the recipient of Awards, Fellowship, Appreciation, Oration and recognition by the IAPSM
- c. Conference, Year and place at which it received
- d. Photographs of receiving the award and of the certificate (not less than 5 mb)

### **Review and Validation**

- a. After receiving the email, the IAPSM Newsletter team is responsible for reviewing the submitted details.
4. **Review and Revision:** This guideline will be periodically reviewed and revised as needed to ensure it remains current and effective in achieving its objectives.



## **Guidelines for submitting report Important Collaboration of IAPSM with other organisations**

### **1. Objective:**

- This guidelines outlines the process for including Important collaboration of IAPSM with other organisations in the IAPSM Newsletter.

### **2. Scope:**

- This guideline is applicable to all organisations who collaborate with IAPSM
- This is also applicable to individuals involved in planning, organizing, and publishing the IAPSM Newsletter.

### **3. Procedure:**

- The team will collaborate with the IAPSM Governing council and request to provide necessary details and content regarding important collaboration of IAPSM with other organizations.

#### **1. Content:**

- The details should be obtained are as under:
  - Name of the organization
  - Type of the organization (Gov/Non-Gov, Central/State, National/International)
  - Date of particular collaboration event
  - Name and credentials of the signatories for particular MOU
  - Summary of collaboration event (maximum 250 words)
  - High-quality Photographs of the event

#### **2. Content Review:**

- The content submitted will be reviewed by the IAPSM Newsletter Editorial Team. The Editorial Team will ensure that the content is relevant, accurate, and adheres to the guidelines of the Newsletter.

#### **3. Incorporation into Newsletter:**

- After getting approval by the Editorial Team, the content will be incorporated into the appropriate section of the Newsletter.

#### **4. Formatting and Design:**

- The Editorial Team will format and design the content to ensure it aligns with the Newsletter's visual identity and readability standards.

#### **5. Proofreading and Editing:**

- The content will undergo proofreading and editing to correct any grammatical or typographical errors.

#### **6. Publication:**

- The Newsletter will be published on a quarterly basis through the official IAPSM communication channels, including the IAPSM website, IAPSM e-connect server and email.

#### **7. Archiving:**



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- A copy of each Newsletter will be archived for a reference purpose.

#### 4. Documentation:

- Records of all communications, submissions, approvals, and publications related to collaborated organization with IAPSM in the Newsletter will be maintained for reference.

#### 7. Review and Revision:

- This guideline will be periodically reviewed and revised as needed to ensure it remains current and effective in achieving its objectives.



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## **Guidelines for reporting activities under ACADEMIA IAPSM**

1. **Objective:** The purpose of this document is to provide guidelines and a structured process for identifying and reporting noteworthy achievements of IAPSM members. It aims to document their outstanding contributions, research, and educational accomplishments in the IAPSM Newsletter and share it with all the IAPSM members.
2. **Scope:** It is applicable to all faculty, staff, students, and other stakeholders who are IAPSM members.
3. **Procedure:**

### **Identification of the recognition:**

The In charge Academia IAPSM/ Coordinator shall send the details to the IAPSM Newsletter editorial team by mail at [iapsmebulletin@gmail.com](mailto:iapsmebulletin@gmail.com)

### **Details can include but are not limited to:**

- **IAPSM Online Courses**
  - Name of Course
  - Name of course coordinators and all team members
  - Content of course
  - Number of participants enrolled for current year
  - Brochure
  - Photographs if available
  - Any other details pertaining to the course
- **IAPSM Textbook**
  - Name of the book
  - List of Editors and contributors
  - Edition, Publisher
  - Photo
- **IAPSM e-Connect**
  - Channel wise List of coordinators, contributors and all team members
  - Channel wise Statistics
  - Topic of Lectures/Seminar/ Journal club/ Citizen Health (Completed and Upcoming)

### **4. Review and Validation**

- a. IAPSM Newsletter team will assess the details and may request additional information or clarification if needed.
- b. The designated IAPSM Newsletter member for Academia IAPSM will contact the Academia Course In-charge/coordinator for the details.

**5. Review and Revision:** This guideline will be periodically reviewed and revised as needed to ensure it remains current and effective in achieving its objectives.



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## **Guidelines for submitting report Noteworthy Achievements of IAPSM members**

1. **Objective:** The purpose of this document is to provide guidelines and a structured process for identifying and reporting noteworthy achievements of IAPSM members. It aims to document their outstanding contributions, research, and educational accomplishments in the IAPSM Newsletter and share it with all the IAPSM members.
2. **Scope:** It applies to all faculty, staff, students, and other stakeholders who are IAPSM members.
3. **Procedure:**
  - a. **Identification of Noteworthy Achievements:**
    - i. **Self-Nomination:** Any IAPSM member eligible for any noteworthy achievements should notify the IAPSM Newsletter via email with supporting documents.
    - ii. Nomination via Department heads, Faculty, staff, and other stakeholders can nominate noteworthy achievements of an IAPSM member by sending an email to the IAPSM Newsletter with supporting documents.
  - b. **Noteworthy achievements can include but are not limited to:**
    - i. Awards and recognitions received at medical conferences or other events.
    - ii. Successful contribution in the field of public health.
    - iii. Successful grant acquisitions
    - iv. Research publications in reputable journals.
    - v. Exceptional performance in the academic field.
    - vi. Development and implementation of innovative ideas such policy, good practices etc.
  - c. **Documentation of Achievements:**
    - i. A clear description of the achievement. (300words)
    - ii. The timeframe in which it was accomplished.
    - iii. Supporting evidence, such as research papers or certificates.
4. **Review and Validation**
  - a. After receiving the email, the IAPSM Newsletter team is responsible for reviewing whether the achievements submitted by the IAPSM member are eligible as noteworthy achievements or not.
  - b. IAPSM Newsletter team will assess the significance of the achievements and may request additional information or clarification if needed.
  - c. The designated IAPSM Newsletter member for that zone will contact IAPSM Executive Council members of that zone or IAPSM officials of that State for verification and confirmation of the work done by the particular IAPSM member.
5. **Review and Revision:** This guideline will be periodically reviewed and revised as needed to ensure it remains current and effective in achieving its objectives.





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## **Guidelines for submitting report the National/ Regional/ Institution-wide competitions under the IAPSM banner**

### **Objective:**

To provide a systematic procedure for the inclusion and promotion of the National/ Regional/Institution-wide competitions under IAPSM banner within the Indian Association of Preventive and Social Medicine (IAPSM) Newsletter.

### **Scope:**

This GUIDELINE is applicable to the Editorial Team responsible for creating and managing content in the IAPSM Newsletter.

### **Responsibilities:**

#### ***IAPSM Newsletter Editorial Team:***

- The Editorial Team is responsible for identifying, reviewing, and including information related to National/ regional/ institution Wide Competitions under the banner of IAPSM in the Newsletter. This is applicable for competition completed in the last three months or going to happen in the next three months.
- The team will collaborate with the competition organizers to gather the necessary details and content.

### **Procedure:**

#### **Identification of the Event:**

The Organizing Secretary/team of the concerned activity shall send the details to the IAPSM Newsletter editorial team by mail on [iapsmebulletin@gmail.com](mailto:iapsmebulletin@gmail.com)

Competitions should align with the objectives and interests of IAPSM and its members and the public health community.

The IAPSM logo should be clearly printed on the flyer/ brochure/ banner/ etc., related to the competition.

#### **The following details should be obtained:**

- ✓ Competition name and category (e.g., Research Paper, Project Showcase, Health Education Campaign).
- ✓ Description of the competition, including its purpose, eligibility criteria, and evaluation process.
- ✓ Submission guidelines, deadlines, and formats.
- ✓ Prizes and recognition for winners.





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- ✓ Details of the winners for already completed competitions
- ✓ Contact information for inquiries.
- ✓ The total word limit for the whole content is 300 words.
- For competitions like poster/ rangoli/ meme/ photo, etc., high quality photos (720 DPI or more) of the winning entries to be attached as separate attachments with the content note in the email.

### ***Review and Approval:***

- The gathered content should be reviewed by the Editorial Team to ensure accuracy, clarity, and alignment with IAPSM's objectives.
- Any necessary clarifications or revisions should be discussed with the competition organizers.
- The final content should be approved by the editorial team of the Newsletter.

### ***Inclusion in Newsletter:***

- Once approved, the information about the competition should be included in the relevant section of the Newsletter.
- Ensure that the content is formatted in a reader-friendly manner, with proper headings and subheadings.

### ***Promotion:***

- The Editorial Team should actively promote the competitions by sharing the Newsletter through IAPSM's communication channels, including social media, email newsletters, and the official website.
- Consider highlighting the competitions in special sections or articles within the Newsletter to attract maximum attention.

### ***Regular Updates:***

- Continuously monitor and update the information about the competitions in the Newsletter, especially deadlines and any changes made by the organizers.
- Maintain open communication with the competition organizers to ensure up-to-date information.

### ***Documentation:***

- All communication, content drafts, and approvals related to the inclusion of National Wide Competitions in the Newsletter should be properly documented and archived for future reference.

### ***Review and Revision:***

- This GUIDELINE should be periodically reviewed and updated to ensure its effectiveness and relevance to IAPSM's objectives and goals.



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## **Guidelines for Including Press Releases in the IAPSM Newsletter**

### **Objective:**

To establish a systematic procedure for the inclusion and dissemination of press releases within the Indian Association of Preventive and Social Medicine (IAPSM) Newsletter.

### **Scope:**

This GUIDELINE is applicable to the Editorial Team responsible for curating, reviewing, and publishing content in the IAPSM Newsletter.

### **Procedure:**

#### **1. Identification of Press Releases:**

- Press releases should align with the interests and objectives of IAPSM and its members and the broader public health community.

#### **2. Content Gathering:**

- The IAPSM Secretary General/Joint Secretary shall send the details to the IAPSM Newsletter editorial team by mail at [iapsmebulletin@gmail.com](mailto:iapsmebulletin@gmail.com)
- The Editorial Team can reach out to the source of the press release (individuals, organizations, or institutions) to request comprehensive information for inclusion in the Newsletter.
- The following details should be obtained:
  - ✓ Press release content, including the announcement, news, or event.
  - ✓ Source and contact information of the press release issuer.
  - ✓ High-quality images, if applicable.
  - ✓ Any additional resources or links related to the press release.
  - ✓ The press release should preferably contain the IAPSM logo and name
  - ✓ Details of the event to be mentioned explicitly
- Press release should be attached in the pdf format as a separate attachment along with the content file in the email.

#### **3. Review and Approval:**

- The gathered press release content should be reviewed by the Editorial Team to ensure accuracy, relevance, and alignment with IAPSM's objectives.
- Any necessary clarifications or revisions should be discussed with the press release issuer.
- The final content should be approved by the editorial team of IAPSM Newsletter.

#### **4. Inclusion in Newsletter:**

- Once approved, the press release should be formatted and included in the relevant section of the Newsletter.



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- Ensure that the content is presented in a clear and reader-friendly manner, with appropriate headings and subheadings.
5. **Promotion:**
- The Editorial Team should actively promote the press release content by sharing the Newsletter through IAPSM's communication channels, including social media, email newsletters, and the official website.
  - Consider featuring the press release prominently in the Newsletter to maximize visibility.
6. **Regular Updates:**
- Continuously monitor and update the press release content in the Newsletter as necessary, especially for any changes or developments related to the news or event.
  - Maintain open communication with the press release issuer to ensure up-to-date information.
7. **Documentation:**
- All communication, content drafts, and approvals related to the inclusion of press releases in the Newsletter should be properly documented and archived for future reference.
8. **Review and Revision:**
- This guideline should be periodically reviewed and updated to ensure its effectiveness and alignment with IAPSM's objectives and goals.

By following this guideline, the Editorial Team can consistently and effectively include the activity/events in the IAPSM Newsletter, thereby providing valuable news and updates to the IAPSM community and the broader public health audience.

The final decision to include any activity or event will be of the Editorial Board.



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**This guideline has been meticulously crafted by  
the Editorial Team of Swasthyam (IAPSM e-  
Bulletin) -an official Newspaper of IAPSM**

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