



Telemedicine Society of India Training and Events Policy

Version Control

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Training and Events Policy

1. Title

The policy shall be called as Training and Events Policy

2. Commencement

This Policy guidelines shall come into effect from the date of approval by the Telemedicine Society of India Executive Committee (TSI EC) and General Body.

3. Preamble

The Telemedicine Society of India (TSI) recognizes training, capacity building, and scientific events as core to advancing telemedicine, digital health, and technology-enabled healthcare in India.

This Policy establishes a standardized framework for the planning, approval, implementation, monitoring, and evaluation of all trainings and events conducted under the aegis of TSI at National and State Chapter levels, ensuring alignment with its objectives, transparency in processes, and adherence to quality standards.

4. Purpose

This policy aims to:

- 4.1 Institutionalize a structured mechanism for organizing trainings and events
- 4.2 Ensure alignment with TSI's vision, mission, and strategic priorities
- 4.3 Promote high-quality scientific, academic, and capacity-building activities
- 4.4 Ensure transparency, accountability, and financial prudence
- 4.5 Facilitate national and international collaborations.
- 4.6 Standardize processes for planning and execution
- 4.7 Promote ethical, inclusive, and sustainable event practices

5. Scope

This policy applies to:

- 5.1 All internal and external training programs
- 5.2 Conferences, workshops, seminars, webinars, hackathons, and meetings etc
- 5.3 Capacity-building initiatives
- 5.4 Certificate programs, courses.
- 5.5 Events organized independently or in collaboration with partners

6. Definitions

For the purpose of this Policy, unless the context otherwise requires, the following terms shall have the meanings assigned to them below:

- 6.1. Event:** Any organized academic, scientific, or professional gathering including conferences, workshops, seminars, webinars, and meetings

- 6.2. **Training:** Structured learning activity aimed at enhancing knowledge, skills, or competencies
- 6.3. **Organizing Unit:** TSI National Office, State Chapter, or designated committee responsible for execution
- 6.4. **Approving Authority:** TSI Executive Committee (EC) or authorized sub-committee

7. Statement on Inclusive Language

All references to roles and designations in this policy document are gender-neutral and shall apply to individuals of any gender.

8. Guiding Principles

- 8.1 Transparency: Clear processes for planning, budgeting, and reporting.
- 8.2 Accountability: Defined roles and responsibilities for organizing teams.
- 8.3 Inclusivity: Equal opportunity for participation without discrimination.
- 8.4 Sustainability: Use of eco-friendly practices and responsible budgeting.
- 8.5 Knowledge Sharing: Events should contribute to collective learning and dissemination of outcomes.

9 Policy Provisions

9.1 Strategic Alignment

All trainings and events shall:

- 9.1.1 Align with TSI's objectives in telemedicine, digital health, AI, and healthcare innovation
- 9.1.2 Address capacity gaps among healthcare professionals **and other professionals in the field**

9.2 Approval Mechanism

- 9.2.1 All events must be approved prior to announcement or execution
- 9.2.2 Approval shall be based on submission of:
 - 9.2.2.1 Concept Note
 - 9.2.2.2 Scientific/Training Agenda
 - 9.2.2.3 Budget Estimate
 - 9.2.2.4 Organizing Committee details
- 9.2.3 Approval Levels:
 - 9.2.3.1 National events → Executive Committee approval
 - 9.2.3.2 State Chapter events → State EC approval with intimation to National Secretariat

9.3 Scientific and Academic Integrity

- 9.3.1 Content must be evidence-based and peer-reviewed where applicable
- 9.3.2 Faculty/speakers must be qualified and relevant
- 9.3.3 Conflict of interest must be declared

9.4 Inclusivity and Accessibility

- 9.4.1 Ensure equitable participation across geography, gender, and professional background
- 9.4.2 Promote inclusion of rural and underserved stakeholders
- 9.4.3 Provide digital access wherever feasible

9.5 Ethical and Legal Compliance

- 9.5.1 All activities shall comply with:
- 9.5.2 Applicable laws and regulations
- 9.5.3 Data protection and patient confidentiality norms
- 9.5.4 POSH (Prevention of Sexual Harassment) guidelines
- 9.5.5 Ethical standards in medical education and practice

9.6 Sustainability and Green Practices

TSI shall promote:

- 9.6.1 Paperless communication and digital materials
- 9.6.2 Environmentally responsible event practices
- 9.6.3 Reduction of waste and carbon footprint

10 Standard Operating Procedure (SOP)

10.1 Planning Phase

- 10.1.1 Conduct needs assessment aligned with TSI priorities
- 10.1.2 Identify target audience and expected outcomes
- 10.1.3 Develop a detailed concept note

10.2 Proposal Submission

The organizing unit shall submit:

- 10.2.1 Concept Note
- 10.2.2 Draft Agenda
- 10.2.3 Budget
- 10.2.4 Proposed speakers/faculty
- 10.2.5 Timeline

10.3 Review and Approval

- 10.3.1 Technical review by Training & Academic Committee
- 10.3.2 Financial review by Treasurer/Finance Committee/ Secretary
- 10.3.3 Final approval by EC/authorized authority

10.4 Pre-Event Preparation

- 10.4.1 Finalize agenda and speakers
- 10.4.2 Confirm venue/platform
(physical/virtual/hybrid)
- 10.4.3 Open registrations
- 10.4.4 Publicize through TSI channels
- 10.4.5 Arrange logistics (IT, travel, accommodation, etc.)

10.5 Implementation

- 10.5.1 Conduct event as per approved plan
- 10.5.2 Ensure proper documentation (attendance, recordings, materials)
- 10.5.3 Maintain professional and ethical standards

10.6 Monitoring

- 10.6.1 Real-time monitoring of participation and quality
- 10.6.2 Ensure adherence to approved agenda and timelines

10.7 Evaluation

- 10.7.1 Collect structured participant feedback
- 10.7.2 Assess achievement of objectives
- 10.7.3 Document outcomes and learning

10.8 Reporting

Within 15–30 days of event completion, the organizing unit shall submit:

- 10.8.1 Post-Event Report
- 10.8.2 Financial Statement
- 10.8.3 Participant Statistics
- 10.8.4 Key Outcomes and Recommendations

10.9 Financial Management

- 10.9.1 All events shall adhere to TSI financial rules and procedures
- 10.9.2 Budget must be approved prior to expenditure
- 10.9.3 All courses/training prices shall be at nominal rates or free of cost depending on events/courses/training.
- 10.9.4 All transactions shall be documented and auditable
- 10.9.5 Sponsorships, if any, must be transparent and compliant

10.10 Collaboration and Partnerships

- 10.10.1 Collaborations shall be formalized through MoUs/agreements
- 10.10.2 Roles, responsibilities, and financial arrangements must be clearly defined
- 10.10.3 TSI branding and intellectual ownership must be protected

10.11 Digital and Hybrid Events

10.11.1 Use secure and approved digital platforms

10.11.2 Ensure data privacy and cybersecurity

10.11.3 Maintain digital records and recordings where appropriate

10.12 Branding and Communication

10.12.1 All communications shall follow TSI branding guidelines

10.12.2 Events must acknowledge TSI appropriately

10.12.3 Media and publicity must be approved by authorized authority

10.13 Documentation and Record Keeping

The following documents must be maintained:

10.13.1 Approval documents

10.13.2 Agenda and materials

10.13.3 Attendance records

10.13.4 Financial records

10.13.5 Feedback and evaluation reports

10.13.6 Final event report

10.14 Non-Compliance

Failure to comply with this Policy may result in:

10.14.1 Withdrawal of TSI endorsement

10.14.2 Financial or administrative review

10.14.3 Other actions as deemed appropriate by the EC

11 Review and Amendments

This Policy shall be reviewed periodically and amended by the Executive Committee as required.