



MEMORANDUM OF UNDERSTANDING

between

Organizers: Org. President/Chairman, Org. Secretary and Org Treasurer

Of

FIAGES, E FIAGES, FALS courses Zonal Meetings and IAGES workshops
AND

President, Hon. Secretary, Hon. Treasurer and Zonal Vice-President
of Indian Association of Gastrointestinal Endo-Surgeons (IAGES)

The above-mentioned Organisers will sign the Memorandum of Understanding (MOU) after being allotted the meeting/event as above by the Office of the President or the Executive or the General Body as applicable. A letter of allotment will be delivered to the Org. Chairman / Org. Secretary by the President of IAGES. Organizers will sign the MOU before they are eligible and allowed to announce the scientific event.

1. The Org. Chair / Secretary / Treasurer (hereto referred to as “They”) will open an account in bank upon receiving such a letter from the President. Such a letter will constitute specifics of the name of the bank, branch etc. All the three should be MEMBERS of IAGES.
2. They will provide details of the event – venue, scientific program etc. to the Office of the President, Hon Secretary, and the convener (in case of FIAGES, E

FIAGES & FALS) & the Zonal Vice President and keep them informed about the progress of preparation from time to time.

3. **All brochures relating to the conference must be prepared in the prescribed format and may be mailed or posted electronically only after written approval from the President, Secretary Zonal vice president & Convener. The event should also be put up on the IAGES website**
4. **Allotment of the speakers & operative faculty at the event is to be decided in consultation with President, Secretary, Convener & Zonal Vice President. For convenience a joint e mail may be sent by the organizing team. Their decision will be final.**
5. **The Zonal Vice President should be made a part of the advisory board; and all communication & developments should be informed to him/her. And zonal members shall be invited as faculty in all zonal events meeting.**
6. **Should the organizing team wish to obtain endorsement of their event from surgical bodies other than IAGES; it will be allowed only on sole discretion of President & Secretary. Such matters should be discussed and consented to by the latter prior to printing of brochure & announcement of the event .**
7. The organizing team will maintain detailed accounts of income and expenditure which should be reflected in the bank statements. The organizers may use their own PAN and TAN numbers that they may crater for their programme. Organiser is liable for temporary GST registration and compliance. Receipts and vouchers should be maintained to the last detail. Receipts of income should be maintained in detail including whether a contributor/sponsor has deducted TDS before crediting into event account. This document of deduction of TDS should be procured and submitted along with the audited statement of

accounts. PAN and TAN number of the contributor/sponsor should also be collected.

8. They should, (unless absolutely necessary) make all conference related payments like catering decoration etc by cheque after necessary deductions – TDS, Service tax etc. They should maintain detailed proper accounts along with all receipts & vouchers.
9. They will appoint an auditor who will audit the accounts of the event and will liaison with the Auditors of IAGES in Mumbai (Central Auditors). The auditor of the event if required, will furnish all details to the Central Auditors.
10. They will submit audited accounts to the Hon Treasurer with a copy to President and Hon Secretary (IAGES) within 3 months of completion of the event. Under circumstances beyond control e.g. outstanding income etc., they will submit unaudited accounts to the Hon Treasurer office with a copy to President and Hon Secretary citing the reasons for submission of unaudited statement of accounts. Audited statement of Accounts should be submitted within 3 months.
11. If after 6 months, the accounts cannot be audited; They will get the accounts audited with details of outstandings and close the account.
12. **A sum of Rs 50,000/- (Rupees Fifty thousand only) or 50% of remaining savings; whichever is higher will be paid back to the organization (IAGES) for all FIAGES & EFIAGES courses and a sum of Rs. 100000/- or 50% of the surplus savings whichever is higher shall need to be paid for FALS courses by the organizers. The said amount should be sent to Hon. Treasurer by Cheque/Draft immediately after or along with audited statement of Accounts. Loss if any; after returning above amount (as well as seed money if taken); WILL BE BORNE BY THE ORGANISERS.**

- 13. Travel bursary of Rs10,000/- or actual return ticket whichever is lower shall be paid to the faculty in the case of FIAGES / FALS & E FIAGES regardless of conference making a loss.**
- 14. The main thrust of holding an event is to disseminate knowledge. Elaborate time consuming Inaugural ceremonies are to be avoided & instead more time should be devoted for academic content. Lavish banquets & expensive entertainment events are to be avoided so that the finances are controlled & losses are not incurred.**
- 15. If an organizing secretary or chairman or member of the organizing committee of the event should stand for election to the Executive Committee of IAGES; and has failed to submit the accounts before last date of withdrawal of nomination for elections; he or she is liable to be to be debarred from his candidature.**
- 16. In the case of Fellowship courses (FIAGES, FALS, & EFIAGES); It is the organizing secretary's responsibility to hand over the list of the successful candidates to the convener and also organizer of the next National conference. It is his/her moral duty to ensure maximum attendance at the convocation. Attending the convocation should be made mandatory by the organizing secretary of the course. The organizing secretary of the annual conference has to extend early bird registration to FIAGES/FALS candidates/delegates & with the help of the local organizing secretary to ensure all delegates enroll for the convocation during registration for the fellowship course.**
- 17. The organizing team shall provide facilities for a stall for purpose of registration to the next IAGES National Conference; so that the participants may enroll. Requisite announcements must be made during the course of the programme.**

18. In all brochures of all the FIAGES/EFIAGES and FALS courses it should be clearly mentioned that “Fellowship shall only be awarded at the Annual convocation”. No “pass” certificate shall be given by the organizers to any candidate except the result that may be announced.
19. The MOU need to be signed and the signatories may be any two of the following three.

We hereby acknowledge the above-mentioned agreement on behalf of the Organising Committee of _____ and sign this MOU with Office Bearers of IAGES.

Signed ___ day of _____ 20__

Org Chairman

President IAGES

Org Secretary

Hon Secretary IAGES

Vice-President (Zonal)

Hon Treasurer IAGES