



## MEMORANDUM OF UNDERSTANDING

between

Organizers: Org. Chairman, Org. Secretary and Org. Treasurer Of  
**FIAGES, EFIAGES, FALS, Lap Chole skill course and Lap Hernia skill course  
or Zonal Meeting/Workshop or any event endorsed by IAGES**

AND

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

The above-mentioned Organizers hereby 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 is hereby delivered to the Org. Chairman / Org. Secretary by the President of IAGES. Organizers can announce the scientific event only after signing this MoU.

1. The Org. Chair / Secretary / Treasurer (hereto referred to as "They") can operate from an existing bank account ( provided it is used only for the event during the duration of the event ) or open a new bank account to manage the event. The specifics of the name of the bank, branch, etc should be conveyed to the President, IAGES. 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, EFIAGES & FALS) & the Zonal Vice President and keep them informed about the progress of preparation from time to time.
3. **All brochures relating to the course must be prepared in the prescribed format and may be mailed or posted electronically only after written approval from the President, Secretary & 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 email 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 procure for their program. Organizer 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 course 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 except Safe Lap Cholecystectomy and Hernia Skill Courses. 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 outstanding and close the account.

12. **FIAGES / EFIAGES courses**

**A sum of Rs 50,000/- (Rupees Fifty thousand only) or 50% of the surplus savings, whichever is higher shall be paid by the organizers to the association (IAGES) for all FIAGES & EFIAGES courses. Returnable seed money of Rs 100000 (one lakh rupees) is available to the organizers to help them to initiate the preparations on request to IAGES secretariat.**

**FALS courses**

**A sum of Rs. 100000/- (One lakh only) or 50% of the surplus savings, whichever is higher shall be paid by the organizers to the association (IAGES) for all FALS courses. Returnable seed money of Rs 200000 ( two lakh rupees) is available to**

the organizers to help them to initiate the preparations on request to IAGES secretariat.

#### **IAGES National Congress**

For IAGES National Congresses, from IAGES 2020 onwards, Rs. TEN LAKHS (10,00,000/-) or 50 % of the surplus savings, whichever is higher shall be paid by the organizers to the association (IAGES). 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 the above mentioned amount (as well as seed money if taken); **WILL BE BORNE BY THE ORGANIZERS**. Refundable Seed money of 10 lakhs will be available to the organizers on request to IAGES secretariat.

#### **For Safe Lap Cholecystectomy Skill Course**

IAGES will provide a Grant of Rs 1 lakh to the Organizers (non-returnable amount) to help them initiate the preparations. At the end of the Course, the Organizers of the Course will submit the accounts to IAGES. The Organizers will also share 50% of the profit with IAGES. If there are any losses, like any other course the local organizers will bear it.

#### **For Lap Hernia Skill Course**

IAGES will provide Seed Money Rs 1 Lakh to the Organizer, which is returnable before the end of the Course. At the end of the Course, the Organizer will submit accounts to IAGES with 50% of the Profits to IAGES. The Organizer will bear if there are any losses.

#### **For PG MAS course**

Teaching grant of Rs 1 lakh shall be provided by IAGES to the organizers after the completion of the program, subject to fulfillment of the criteria mentioned in the guidelines.

13. **SEED MONEY FOR FELLOWSHIP COURSES:** For FIAGES and EFIAGES courses, seed Money of Rs 1 Lakh is available to the Organizing Team, which has to be returned to IAGES at the end of the program. For FALS Courses Rs 2 Lakhs is available as seed money from IAGES to the Local organizing Committee, which has to be returned to IAGES at the end of the program.
14. Organizers shall pay the actual fare for travel to the President, President Elect, Hon. Secretary, Hon.Treasurer, Chairman of Boards i.e..FIAGES, EFIAGES, FAGIE, FALS.
15. Travel bursary of Rs.15,000/- or the actual fare spent whichever is lower shall be paid to the faculty in the case of FIAGES / FALS & EFIAGES regardless of the course making a loss.
16. The main objective 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.

17. **Organizing chairman or secretary or member of the organizing committee of the course/conference will be eligible for any post of IAGES Executive Board (subject to fulfillment of the election eligibility criteria); under the liability of submitting the finalized accounts of the events before the last date of withdrawal of nomination. Failing to submit the accounts of the event before the above said timeline, the candidature will be automatically disqualified to appear on the ballot.**
18. **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.**
19. **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.**
20. In all brochures of all the FIAGES, EFIAGES, FAGIE and FALS courses it should be clearly mentioned that "Fellowship shall only be awarded at the convocation ceremony held at the subsequent National congress". It will be sent by post only after 2 years if a candidate cannot attend any of the convocations of 2 consecutive National congresses. No "pass" certificate shall be given by the organizers to any candidate except the result that may be announced.
21. This 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 Organizing Committee of \_\_\_\_\_ and sign this MOU with Office Bearers of IAGES.

Signed \_\_\_ day of \_\_\_\_\_ 20\_\_

Org. Chairman

Sign :

Name :

President IAGES

Sign :

Name :

Org. Secretary

Sign :

Hon Secretary IAGES

Sign :

Name :

Name :

Vice-President(Zonal)

Hon Treasurer IAGES

Sign :

Sign :

Name :

Name :