



ASSOCIATION OF MINIMAL ACCESS SURGEONS OF INDIA - AMASI

A Section of Association of Surgeons of India - ASI

ASSOCIATION OF MINIMAL ACCESS SURGEONS OF INDIA MEMORANDUM OF UNDERSTANDING FOR FMAS Skill Course

1. ASSOCIATION OF MINIMAL ACCESS SURGEONS OF INDIA hereinafter called AMASI being the First Party and ORGANISING COMMITTEE OF FMAS SKILL COURSE hereafter called OC being the second party, we the first party and the second party hereby enter in MOU as per the following details.
2. Executive Committee of AMASI (EC) shall be the authority to represent the first party. Honorary Secretary of AMASI shall carry out all instruction of the Executive Committee of AMASI and is the authorized signatory of the first party.
3. The authorities to present the second party shall be office bearers of Organizing Committee of the FMAS Skill Course. Organizing Secretary of the FMAS Skill Course shall act on the advice of the Organizing Committee. He is authorized to sign for the second party. The Organizing Committee is responsible for the proper conduction of the FMAS Skill Course.
4. The venue of the FMAS Skill Course at the place already decided will be at the discretion of the OC, subject to endorsement of EC of AMASI.
5. AMASI is holding the full right of authority to sanction any academic activities where the name 'AMASI' and Logo of AMASI will be used in any form either digital, print of both.
6. All the banners, brochures, print materials, electronic materials associated with the event should bear the logos of both AMASI as well as ASI.
7. A letter seeking such permission must be addressed to Secretary, AMASI HQ before announcing the programme.
8. If the second party wishes to hold a program in any guest institution, a letter of consent from Head of the institution must be attached with request letter.
9. If the second party wishes to hold a program individually in private institution, he / she must attach a brief about the institution.
10. If the second party proposes to hold any program jointly with other association, a letter of consent form of the partner association must be attached with request letter.
11. AMASI HQ will complete the official processing of such request latest by two weeks after receiving such request.

Signed (Hon Secretary of AMASI)

Signed (Organizing Secretary of

FMAS Skill Course)



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12. The second party shall make arrangements for the conduction of the FMAS Skill Course. It includes providing halls of adequate capacity, audiovisual equipment and management, suitable podium, endotrainers, materials and personnel for assistance.
13. All the faculties at such FMAS Skill Course have to be bonafide members of AMASI. Exceptions can be made for faculties belonging to other specialities like anesthetists, gynecologists, urologists, gastroenterologists, etc. after prior intimation to the first party.
14. The second party shall arrange for the local transport of the faculties provided by AMASI and their accommodation and food.
15. The Second party shall not display any audiovisual material at the venue to promote meeting, conferences, workshops of any other professional body without intimating the first party.
16. The second party shall not utilize the FMAS Skill Course for personal propaganda, promotion of their private hospital, political propaganda or purpose other than academic dissemination of knowledge.
17. The Second Party shall forward a detailed program listing all the members of the OC, the schedule of lectures/operations and the faculties involved to the first party at least 6 weeks before the commencement of the event.
18. The first party will display the event and its schedule including links for registration for the event if provided by the first party on its website. For this, the full details have to be submitted by the second party to the first party at least 6 weeks prior to the event.
19. If such a facility is available, the first party will send an email circular to its members who have registered their emails with the first party intimating them of the event provided the second party submits such details in appropriate format to the first party at least 6 weeks prior to the event.
20. The Second Party shall maintain close liaison with the First party. Organizing Secretary shall provide full details of the facilities available for the FMAS Skill Course to Hon. Secretary of AMASI at least 1month in advance.
21. The Organizing Secretary shall submit a report to Hony. Secretary AMASI after conclusion of the FMAS Skill Course. It should include FMAS Skill Course photographs, The report should reach Hony. Secretary, AMASI within fifteen days.
22. All the printed and electronic materials related to the FMAS Skill Course should bear the logo of AMASI as well as ASI.
23. This Memorandum of Understanding has to be signed by the Organizing Secretary of the FMAS Skill Course on behalf of the Second party. Hony. Secretary of AMASI has to sign on behalf of the First

Signed (Hon Secretary of AMASI)

Signed (Organizing Secretary of

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party. If the Organizing Secretary of selected FMAS Skill Course fails to sign the Memorandum of Understanding at least 15 days prior to the event, invitation stands cancelled and Second Party shall not use the logo or name of the first party for any such event.

24. Financial transactions:

- a. No Separate account to be opened in any bank for the skill course purpose. AMASI already has a separate account for the Skill course purpose.
- b. All the transaction shall be done from AMASI Headquarters by cheque or NEFT transfer mode.
- c. All the expenditure above Rs.50/- should have bill. In case of exceptions like auto bills etc, the same should be mentioned in written.
- d. If ANY BILL exceeds Rs. 30,000/- , Company PAN No mandatory. Otherwise deduct 20% as TDS from the total bill value.
- e. A PHOTOCOPY/SCAN OF EVERY bill to be sent to AMASI headquarters for making payment (which will be done by cheque or NEFT transfer by the AMASI headquarters) and subsequently the Original bills to be submitted AMASI staff during the skill course program.
- f. All registrations for the FMAS course, with or without examination, shall be done online at the website link provided by AMASI. Once the MOU is signed by both the parties, the announcement for the Skills Course along with the link shall be displayed on the website. No registration shall be done by the OC in physical format.
- g. From AMASI Headquarters one staff will be there during and a day after the skill course to whom all the skill course bill to be handed over.
- h. Day to day expenditure to be maintained with date and the format as follows:

S.No	Date	Items	Nature of Expenditure	Bill No	Remarks
1.					
2.					

25. The program of lectures is fixed and for uniformity, no changes are allowed in the topic. The program has to be strictly followed as submitted by the Hon. Secretary of AMASI.

Signed (Hon Secretary of AMASI)

Signed (Organizing Secretary of

FMAS Skill Course)