

Memorandum of Understanding [MoU]

Event Name

[Date]

Organised by
Organizing Chapter Name

In Association with
Any other Professional Body

Preamble

- 1. The Indian Institute of Metals** was formed with an objective to promote and advance the study and practice of the science and art of making, shaping and treating of metals and alloys, to encourage , assist and extend knowledge and information connected with the art and science of making, shaping and treating of metals and alloys , whether by establishment and promotion of lectures , discussions, correspondence or publications of Transactions, by the holding of conferences and meetings for the discussion of papers, by the formation of libraries, by the foundation and endowment of professorships , studentships, scholarships and prizes or by encouraging research work or howsoever otherwise.

The Institute's **Head Office** is based out of the following address:

Metal House

Plot 13/4, Block AQ, Sector-V,

Salt Lake, Kolkata-700091

Currently, the Institute operates through its 47 Chapters, located pan India.

Any IIM Chapter, Government. P.S.U, Private Organization, NGO or similar type of Professional Body registered under the Societies Act or Companies Act may organize an educational or promotional event/ professional workshop/ seminars etc. jointly with IIM HO.

This Memorandum of Understanding (MoU) is entered into by and between the following entities on (Date)

➤ **Event Type:** **Event Type**

➤ **Title:** *Event Name*

➤ **Organised by:** *IIM Chapter's Name*

Advisor: The Indian Institute of Metals Head Office, Metal House, Plot No 13/4, Block AQ, Sector-V, Salt Lake, Kolkata-700091

The purpose of this MoU is to clearly identify the roles and responsibilities of each party as they relate to a particular conference/seminar/short term course, as organised by any Chapter, in association with IIM HO.

1.1 MoU Representations:

IIM Head office will be represented by the **Secretary General** or his representative.

IIM Chapter will be represented by the **Convener** and **Chairman**.

The Agreement shall be effective from the date it is signed between both parties. In particular, this MoU is intended to be adhered by all IIM Chapters on the following laid down conditions while organising any of such aforesaid events.

2. Obligations:

A] IIM HO Clause:

1. Prior approval by the President or Secretary General on behalf of the Council is a must prior organising any event/workshops/ symposiums/ conferences/ short term courses at Chapter level.
2. The Memorandum of understanding has to be signed between the proposing party who is organising the event along with IIM Chapter; and the President/ Secretary General of IIM duly approved by the Council.
3. After the execution of the agreement between IIM HO/IIM Chapter and organiser of the event, the **IIM HO may allow / undertake the following as and when required.**

- a) Listing in IIM Website
- b) Intimation to entire membership by email
- c) Listing in IIM Metal News before and after the conclusion of the event as a part of IIM Metal News monthly report
- d) Use of IIM PAN Card to receive funds and operating an account solely for the said event.

B] Chapter clause:

1. The chapter should inform all the details about the event to IIM H.O. including scope and committee formed for the proposed event.
2. Any two IIM HO representatives will be exempted from the delegate registration fees.
3. The chapter should submit the copies of the financial budget, the statement of accounts duly audited; activity report i.e., total no. of invitees / participants utilization of the fund in connection with the event.
4. The chapter should comply with the details of the event within six months from the event conclusion.
5. The chapter should adhere to all the statutory laws and local law, if any, for conducting the event.
6. It is to be noted that if there is any financial loss as outcome of the event performed by the chapter, IIM H.O. has no obligation or liability for the same.
7. Discounted registration fees for IIM Members.
8. It is agreed between the IIM chapters and IIM H.O. that the profit-sharing ratio should be in the following manner.

For a profit of INR up to 5 Lakh: 40% of the surplus to IIM H.O.
For a profit of INR 5.01 Lakh -10 Lakh: 35 % of the surplus to IIM H.O.
For a profit of \geq INR 10 lakh: 30% of the surplus to IIM H.O.
<i>*The above norms will apply to all events/workshops/seminars, except the flagship event IIM-ATM.</i>

Signatures & Date

Convener of the Event

Chairman of the Organizing Chapter

Secretary General, The Indian Institute of Metals