

Annexure 3

ASSOCIATE CENTRE MANUAL

Preamble: Keeping in view the objectives of the IYA it was thought prudent that the association be all inclusive and involve / include organisations who have expressed their interest in associating with IYA, though their presence is within a limited State(s). Therefore, a non-voting associate member has been defined in the 18th Executive Council of the Association on February 27, 2019 in its meeting held at the India Habitat Center, New Delhi.

Definitions:

- 1. Association: Indian Yoga Association**
- 2. Associate Center (AC) (National only):** A local organization on-boarded as a center for conduct activities of the Association through a mutually agreed process.
- 3. Academic Center: to conduct processes to support academic activities**
- 4. Project Office:** A Project Office is an IYA office setup to execute the various projects
- 5. Event Organiser:** is an Associate Center that organizes IYA events specifically agreed to with relevant terms and conditions.
- 6. Facilitation Store:** A stores where all IYA Member Institutes / Associate Institutes / International Associates stock their publications / merchandise.
- 7. Skill Training Center:** A skill center recommended by IYA and empaneled by the Ministry of Skill Development and Entrepreneurship through National Skill Development Corporation (NSDC) for conduct of Skill Training programs.
- 8. Examination Center:** A center where examinations are conducted by IYA.
- 9. Blacklisted Associate Institute:** Any Associate Institute that defaults in any way or is found using fraudulent methods or is breaking the IYA code of conduct maybe blacklisted and added to the Blacklist registry; such Institutes can only re-apply for a Membership THREE years after such blacklisting.
- 10. Onboarding:** Any applicant will be approved by the IYA Secretariat, with due process and on-boarded as an Associate Center.
- 11. Inspection:** Onboarding may require an inspection of the applicant center
- 12. Member Institution (MI):** An Institutional Member of the Association as per Annexures 1, 2 and 3.

Process of Onboarding:

Referral: Any institute will be considered for Associate Center membership only if a member or a representative of the Governing Council, General Body, Executive Council or the State Committees of the Association refers them

Application: An applicant AC should submit the application in the given format with all supporting documents

Inspection: An IYA Secretariat team would inspect the documents / physical infrastructure of the applicant center as per the requirement through an onsite visit where necessary. Expenses for such visits will be borne by the applicant organization.

Cash Flow: All cheques for Memberships / service charges / donations should be drawn in favour of Indian Yoga Association App, New Delhi; Cash collections should be deposited regularly in to the IYA, New Delhi bank accounts or other IYA Bank account specified at the time of grant of membership

Membership and Accreditation Fees: Rs 25,000/- (Rupees Twenty Five Thousand only)

IYA Bank Details:

Bank Name: Punjab National Bank

A/c Name: INDIAN YOGA ASSOCIATION APP

A/c No.: 0153000110110795

IFS Code: PUNB0015300

Payments: Any payments due to the AC will be paid directly by IYA to AC account

Audit: The Associate Institute should follow strict accounting procedures including regular internal and external audit of all IYA accounts

Social Media: AC should maintain active Social Media accounts with regular updates and link to the Association Social Media

Reporting Mechanism:

- The AC will report to a designated office bearer of IYA
- The AC will submit monthly, quarterly, half-yearly and annual reports of IYA activities with photographs and data as per the requirement of the Project

Performance Indicators: The following will be the primary performance indicators:

1. Memberships: General, Professional and Life
Note: Associate Centers are not authorized to make Institutional Members.
2. Academic Activities
3. Research Activities
4. Events
5. Social Media Updates
6. Reports

Recognition: All approved Associate Centers will be awarded a provisional recognition for an year, extendable based on performance appraisal for periods of THREE years

subsequently; however, contribution is payable only once and is non-refundable even if Association Institute Membership is withdrawn or surrendered

Certification: Upon approval for associate Membership, the Associate Institute will be provided with a Certificate (FIVE Copies) that states the associate Membership of the Institute. This certificate will clearly bear the validity of the certificate

Associate Center (For Indian National Organisations only)

For such centers who wish to become an examination center for PrCB, Training center for Skill Training, Project Office for execution of projects, conduct IYA examinations, increase memberships or simply provide information

Prerequisites for a center:

A Center seeking Associate Center status should have a legal status in the country such as:

- Registered Societies / Trust Deed for Trust / Not-For-Profit Companies / Limited Companies / Private Limited Companies / LLPs / Partnership firms / Proprietorship firms / other Firms / Professionals, etc.

An organisation can associate with IYA as an Associate Member in one or many of the following ways:

1. **Local Office**
2. **Facilitation Stores**
3. **Study Center**

1. IYA Local Office

Purpose: To man a local IYA Office and conduct all IYA activities including Projects, Memberships, Information about IYA and its MIs

Activities

- Memberships
- Execution of Projects at local level
- Coordination of IYA Activities such as Skill Training, Study Centers, Examinations, IYA Projects, etc. within the AC jurisdiction
- Reporting to the Association through the designated office bearer

Physical Infrastructure

- 150 sqft. or more office area; this area will be long-term leased to IYA or developed exclusively in the name of IYA

The following facilities should be setup by the Local Office

- Exclusive Telephone / Mobile Connectivity
- Computers (at least TWO)
- Internet Connectivity
- TWO permanent paid staff / volunteers

Revenue Generation:

- Projects
- Events
- Sales of MI products

Geographical Jurisdiction:

- There can be only one IYA Local Office in a population of 10000 or 5 sq kms radius approximately; the final discretion will lie with the Association on extent of each Local Office

Essential Features:

The Local Office should essentially have:

- Office Board (the creatives/design will be provided by the Association and no alteration is allowed to the design)
- Standees designed by the Association (the creatives / design will be provided by the Association and no alteration is allowed to the design)
- Brochures / Pamphlets designed by the Association (the creatives / design will be provided by the Association and no alteration is allowed to the design). However, local language translation maybe given by the Local Office and approved by the Association

2. Facilitation Stores

Purpose: To man an IYA Facilitation Store that will stock publications of IYA / all IYA Member Institutions / Associate Centers / International Associates / Life Members and other IYA approved Literature / products

Activities

- Distribute IYA Publications / Products

Physical Infrastructure

- Minimum 100 sqft. of Shop area
- Shelves

The following facilities should be setup by the Local Office

- Exclusive Telephone / Mobile Connectivity
- Computers (at least ONE)

- Internet Connectivity
- ONE permanent paid staff / volunteers
- Swipe Machine (will be provided by IYA for monthly rental)

Revenue Generation:

- Sales of Products

Contribution:

- Associate Centers seeking to setup Facility Stores will have to contribute INRs. 50000/- (Rupees Fifty Thousand only) to the Association

Geographical Jurisdiction:

- There is no geographical jurisdiction for Facilitation Stores

Essential Features:

The Facilitation Stores should essentially have:

- Office Board (the creatives / design will be provided by the Association and no alteration is allowed to the design)
- Standees designed by the Association (the creatives / design will be provided by the Association and no alteration is allowed to the design)
- Brochures / Pamphlets designed by the Association (the creatives / design will be provided by the Association and no alteration is allowed to the design). However, local language translation maybe given by the Local Office and approved by the Association

3. Study Center

Purpose: To run a yoga study center for conduct of yoga classes for various certification programs supported by the Association

Activities

- Yoga Tutorials / Tuitions / Studies such as YCB, distance education, Skill Training Programs,
- Yoga Classes of different traditions of yoga as disseminated by different Member Institutions of the Association
- Examinations such PrCB, Distance Education, Skill Training, etc.

Physical Infrastructure

- Minimum of 300 sqft. or more classroom area; this area should accommodate a minimum of 10 students doing yogic practices such as asanas (postures) at a time; **for YCB examinations, PrCB will define its**

requirements; for Skill Training, NSDC will give a framework and empanelment will be done directly by NSDC; however, IYA will recommend the center for yoga skill training

The following facilities should be setup by the Local Office

- Teaching Faculty for practice and theory subjects
- Exclusive Telephone / Mobile Connectivity
- Computers (at least TWO)
- Internet Connectivity
- Course Coordinators (Yoga Professional Member of the Association)
- Video Conference Facility in the classroom
- Swipe Machine (will be provided by IYA for monthly rental)

Revenue Generation:

- Tutorials / Tuitions
- Examinations

Geographical Jurisdiction:

- There can be only one Study Center in a population of 10000 or 5 sq. km's radius approximately; the final discretion will lie with the Association on extent of each Study Center

Essential Features:

The Study Center should essentially have:

- Office Board (the creatives / design will be provided by the Association and no alteration is allowed to the design)
- Standees designed by the Association (the creatives / design will be provided by the Association and no alteration is allowed to the design)
- Brochures / Pamphlets designed by the Association (the creatives / design will be provided by the Association and no alteration is allowed to the design). However, local language translation maybe given by the Local Office and approved by the Association

Declaration Form (to be printed on a letterhead)

We hereby declare to abide by the code of conduct of Indian Yoga Association (IYA) in all our Yoga activities with respect to the members of our organisation. While we may conduct different activities in our organisation, as a member of the IYA community, we agree to conduct the following IYA as per the given guidelines of the IYA

We will conduct the below activities in our or organisation (Fill Checkbox with a tick if agreed to):

• IYA Courses	<input type="checkbox"/>
• Foundation Course in Yoga	<input type="checkbox"/>
• Certificate Course in Yoga	<input type="checkbox"/>
• Advanced Certificate Course in yoga	<input type="checkbox"/>
• Examination Centers	<input type="checkbox"/>
• Study Center for other institutional yoga courses	<input type="checkbox"/>
• Skill Training Center (Health Sector Skill Council OR Beauty and Wellness Sector Skill Council) For Skill programs, we further agree to work directly with the MSDE as per their norms	<input type="checkbox"/>
• IYA Yogasana Competitions	<input type="checkbox"/>
• IYA Projects	<input type="checkbox"/>
• IYA Office	<input type="checkbox"/>
• IYA Store	<input type="checkbox"/>
• Membership Center	<input type="checkbox"/>
• Information Center	<input type="checkbox"/>

Our organisation will also conduct other activities as proposed by IYA from time to time. I also agree that IYA may visit for verification for this self-declaration, anytime as per the convenience of IYA. Any expenses for such an inspection will be borne by my organisation.

Organisation Name:

Location:

Date: