

## Annexure 4

# INTERNATIONAL ASSOCIATE MANUAL

### **Preamble:**

As per the MOA and R&R of the Association:

### 2.2 AREA OF OPERATION

The area of operation of the Association shall be all over the world.

### FUNCTIONS

xiv) Establishment of branches of the Association anywhere in the world for fulfillment of the objectives.

### **Definitions:**

1. **Association: Indian Yoga Association**
2. **International Associate (IA) (International only):** An organization outside India 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 International Associate that organizes IYA events specifically agreed to with relevant terms and conditions.
6. **Facilitation Store:** A stores where all IYA Member Institutes / International Associates / 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 International Associate:** Any International Associate 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 International Associate.
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 International Associate membership only if a member or a representative of the Governing Council, General Body or the Executive Council of the Association refers them

**Application:** An applicant IA 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 collections for Memberships / service charges / fees should be deposited regularly in to the IYA, New Delhi bank accounts or other IYA Bank account specified from time to time

IYA Bank Details:

Bank Name: Punjab National Bank

A/c Name: Indian Yoga Association App

IFSC Code: PUNB0015300

Bank Address: 5, Sansad Marg, Delhi -110001

Bank Account Number: 0153000110110795

SWIFT Code: PUNBINBBISB

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

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

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

**Reporting Mechanism:**

- The IA will report to a designated office bearer of IYA
- The IA 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: International Associates are not authorized to make Institutional Members.
2. Academic Activities
3. Research Activities
4. Events
5. Social Media Updatations

## 6. Reports

**Recognition:** All approved International Associates 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 International Associate 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

### **International Associate (For Organisation outside 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 International Associate status should have a legal status in the country such as:

- Registered Society or Trust or a non-profit company and a legal entity as per laws of the land

#### **Contribution:**

International Associates will contribute \$ 1000/- (USD One Thousand only) one-time fees to the Association

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 IA jurisdiction

- Reporting to the Association through the designated office bearer

### **Physical Infrastructure**

- Should have a campus / venue of 5 acres or a built-up area of 25000 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 / International Associates / 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

### **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:**