



Guidelines for Affiliated Organizations

1. Eligibility

1. Any Indian Organization recognized by Embassy of India shall be eligible for affiliation with the Indian Cultural Centre (ICC).
2. The organisation shall not be associated with any political, religious or Anti-India activities.
3. It shall be set up with the aim of promoting arts, cultural, education, sports and or similar activities in a view to promote social harmony amongst its members.
4. The activities of the organisation shall be in full compliance with local regulation.
5. A copy of the constitution of the organisation shall be submitted with application form for affiliation showing the name and contact number of its executive committee and general members not less than 30 people.
6. ICC managing committee and the Embassy of Indian has the authority to grant or deny the affiliation at its own discretion without assigning any reason.
7. The renewal of affiliation is subject to the discretion of ICC and the Embassy of India.
8. Yearly annual report and audited financial report (or bank statements of its bank account if any) shall be submitted with the request for renewal.

2. Affiliation Fee

A non refundable amount of Qr.3,000/- (Qatari Riyals. Three Thousand only) shall be paid as affiliation fee per annum commencing from the date of affiliation.

3. Period of affiliation

Period of affiliation shall be on an yearly basis (1st. April to 31st. March) and renewable on payment of an amount of Qr.3,000/- as annual renewal fee. If affiliation is not renewed within a period of 60 days from the date of expiry, then the affiliation will be automatically treated as cancelled and facilities enjoyed by the organization shall be withdrawn.

4. Facilities offered

ICC offers the following facilities to the affiliated organizations.

- 4.1 Use of ICC meeting room (Chennai/Kolkatha/Kochi or similar) 12 times per year for holding simple meetings of not more than 20 people.
- 4.2 Use of ICC conference room (Mumbai/Delhi or similar) 4 times per year for holding meetings having not more than 150 people.
- 4.3 Qrs. 500/- discount in total amount for using Ashoka Hall once in a year
- 4.4 Timing of all such meetings shall conform to ICC opening hours i.e. 9.00 A.M to 12 Noon and 4:00 P.M. to 10:00 P.M. on all days except Fridays. For Fridays, the timing is 8.30 A.M TO 11.00 A.M and 4:00 P.M. to 9:00 P.M. only. In case if a situation warrants an extension due to unforeseen reasons, an amount of Qr.100.00 per hour will be charged.
- 4.5 The affiliated organization is entitled to print "Affiliated to Indian Cultural Centre under the aegis of Embassy of India" on their stationery subject to:
 - a) Sample of such stationery shall be submitted to the Embassy of India for their approval.
 - b) Letter font and size to comply with the standard format provided by ICC

If affiliation is not renewed, stock of stationery printed with "Affiliated to Indian Cultural Centre under the aegis of Embassy of Indian" shall be surrendered to ICC.

- 4.6 The affiliated organization is entitled to have their own banner for display in their programmes provided that the size of the banner match with the ICC standard size.

5 Events / Programmes

ICC will assist the affiliated organizations in obtaining permission from Qatari Authorities for cultural programs by way of issuing letters etc. Any fee payable to the government body shall be payable by the affiliated body.

It is mandatory to the affiliated organizations to provide details of their programs. Affiliated organization has to invite ICC officials for their cultural programs.

All affiliated organizations to ensure that they do not create any liabilities while arranging such programs.

All affiliated organizations not to solicit any funds by way of sponsorships on account of the Indian Republic and Independence days. This is the prerogative of the ICC. They can join in the joint celebrations organized by ICC to commemorate these national days.

6 Additional meetings

At any time if any of the affiliated organization would like to use the infrastructure facilities of the ICC, mentioned under 4.1, 4.2 and 4.3 above for more than their stipulated number then ICC offers a 50% discount on normal rate fixed by the MC from time to time.

7 Damages

Affiliated organizations shall refrain from making any damages to ICC buildings, furniture and fixtures, records, etc.
ICC shall be the final authority to assess and claim for any damages to the buildings, furniture and fixtures, records, etc.

8 Cancellation

If at any time ICC facilities reserved by an organization and not used or not cancelled at least 48 hours prior to the booking, then the reservation will be counted as used by the organization.

9 Press releases

For those functions of the affiliated bodies for which the ICC has obtained permission from the Qatari authorities, issued letters for permission, all press / publicity matter should be first approved by the Embassy of India, Doha.

10 Statutory Requirement

The affiliated body is required to submit to the Embassy of India, Doha and copy to ICC :

- A. Copy of Constitution or Aims and Objectives of the Association.
- B. Annual report within 3 months of their year end.
- C. To invite CCO / ACCO to oversee the selection procedure of officials.
- D. Updated Managing Committee list.
- E. Updated Members list.
- F. Audited financial report and/or the copy of bank statements.

11 Date of effect & amendment

These guidelines are in force with effect from 1st March 2010 and supersedes all the directives and guidelines issued earlier to this date.

The ICC Managing Committee has the right to amend or cancel any clause mentioned in these guidelines at any time without notice.