

INFORMATION HAND BOOK



Venus International Foundation

(Regd. Trust in India dt. January 20, 2015)

No.1, Ganesh Nagar Main Road, Adambakkam, Chennai – 600088

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PAN : AABTV9686L
GSTIN : 33AABTV9686L1ZN

INFORMATION HAND BOOK

Information Hand Book of the Venus International Foundation

Author Name	Venus International Foundation
Name of the document	Information Hand Book
Purpose of the document	To provide an information about Organization Establishment, History, Facts, Structure, Governance and Management, Policies, Services, Main Activities and Procedures, Credibility and Finance
Approval for this document given by	Governing Council
Date of approval	9 th June 2021

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1. BRIEF HISTORY OF THE ORGANIZATION

Venus International Foundation is an Independent Trust – Adding Value to People by Advancing Professional Skills and Encouraging Career Development

Venus International Foundation – VIF is the country's leading Professional Organization dedicated to advancing Scientific and Industrial Meetings (Type: Workshop and Awards) to Build Vibrant Community to Exchange New Knowledge and Innovation to Stimulate Fresh Insights on different levels in a cordial and collaborative setting as a part of developing new professional skills.

Since 2015, VIF has contributed and has been a persistent pioneer in Scientific and Industrial Meetings. VIF is well known and respected for its combination of innovative and user-friendly approach and vigorous maintenance of integrity and impartiality. Characterized by a tradition of Quality and Reliability, with a 'Technically Competent – Relevant Experience and Sector Experts', the VIF, delivers the best performance with Detailed Programming – Control and Monitoring – Communication and Implementation Mechanisms, to push forward the boundaries to make an impact on people's lives. [6 Years – 28 Meetings – 85 Sessions – 160 Speakers – 3000 Professionals from 25 Countries]

The VENUS INTERNATIONAL FOUNDATION IS AN INDEPENDENT TRUST that adhere to the relevant Standards – Laws – Regulations and Policies. The VIF Governance promotes "Equity – Stakeholder participation – Pluralism – Transparency and Accountability" in a manner that is effective, efficient and enduring. The Board of Trustees (of VIF have a wide range of skills and interests which is reflected in the broad remit of VIF projects) and Advisors will determine the general policy of the foundation in discussion with the project and finance committees. Day-to-day management of VIF is carried out by R. Sathishkumar with small team of staff (8 full time and 6 part time) to this work.

➤ **VISION**

We strive to Add Value to People by Advancing Professional Skills and Encouraging Career Development, by which we help to realize their full potential

➤ **MISSION**

To contribute to society through distinctive approach to learning, research and innovation.

➤ **CORE VALUES**

Act with Integrity and Transparency – Commitment to Diversity and Caring For Individuals

Since the inception, VIF is pioneering. We have become known for the many ways in which we help Professionals to realize their full potential and contributing to a richer, happier society. Our Scientific Meetings are practical, relevant and contemporary. We are progressive and many of our achievements are ground-breaking. Individually and collectively, we take responsibility for our actions, work to the highest ethical standards and help each other to always do the right thing. We are thoughtful and sensitive, supportive and encouraging. As a Scientific community we are inclusive and united, careful to consider what enables each and every one of us to play our part.

1.1 Focus

To Develop Women's Leadership as a part of Women Empowerment. Our Scientific Events are aiming to provide a platform for Working Women Professionals to connect with Successful Leaders, Researchers, Experts, Peers to explore collaboration, partnerships and joint ventures.

1.2 Institute

Institute of Continuing Education – ICE is a part of the Foundation which is accessible to all, regardless of previous study or educational background. Our learning courses are designed to inspire and encourage further study for personal enrichment. Our aim is to make the learning environment a welcoming, supportive and rewarding one for all.

1.3 Centres

With the aim of generating new knowledge and better understanding, the centres organizes annual meets.

- Centre for Leadership Development
- Center for Health and Medical Sciences
- Centre for Advanced Research and Design

2. ESTABLISHMENT

- 2.1 Legal Name : Venus International Foundation
- 2.2 Constitution : Trust
- 2.3 Register No. : 18/2015/BK-IV
- 2.4 Date of Estd. : 20th January 2015
- 2.5 Address : No.1, Ganesh Nagar Main Road, Adambakkam,
Chennai – 600088, Tamilnadu, India

The Venus International Foundation bearing PAN AABTV9686L was constituted as per the Indian Trusts Act of 1882, and registered vide a deed No. 18 of 2015 of Book IV dated 20th January 2015 with Sub Registrar Office, Velachery, South Chennai Dist., Chennai Zone, Registration Dept., Govt. of Tamilnadu, India.

2.6 Income Tax Registration u/s 12AA of Govt. of India

Unique Registration Number (URN): AABTV9686L/05/17-18/T-0121

2.7 Trade Mark

VIF is regd. with Trade Marks Registry, India-600032 dt. 27th May 2015

2.8 ISO

VIF has compliance with ISO 9001:2008 by UASL, England vide No. QMS/02616/0615 dated 4th June 2015

3. ACCOUNTABILITY AND AUDITING

3.1 Accounts

The VIF Books of Accounts – Cash book – Deeds – Disbursements – Vouchers – Receipts – Register of moveable or immovable properties – Other documents or records are maintained regularly.

3.2 Audit

The VIF Accounts are audited every year by a Chartered Accountant as per the standards. The foundation is filing a 'Copy of the balance sheet and Income and Expenditure account' that are forwarded by the Auditor

4. TAX LIABILITY

4. 1. Income Tax

Name of the Act	:	Income Tax Act, 1961 of Govt. of India
PAN	:	AABTV9686L
12A URN	:	AABTV9686L/05/17–18/T–0121
Jurisdiction	:	NON CORP.WD 22(1)TBM, Tamilnadu, India

Latest Date of filing of the return: 20 November 2019

4. 2. Service Tax

Name of the Act : Central Goods and Services Tax Act, 2017 of
Govt. of India

GSTIN : 33AABTV9686L1ZN

Taxable Services : Event Management Services

Legal Name : Venus International Foundation

Trade Name : Venus International Foundation

Constitution : Society/ Club/ Trust/ AOP

Form No. : GSTR1

Form Description : Outward Supplies of Goods or Services

Center Jurisdiction : Commercial Taxes Department – Tamil Nadu
Range I/TL0501/Alandur New Division,
Chennai–South New, Tamilnadu, India

Latest Date of filing of the return : 20 May 2020

Note:

Shri/Ms. VENUS INTERNATIONAL FOUNDATION, No. 1, Ganesh Nagar Main Road, Adambakkam, Chennai–600088 having undertaken to comply with the conditions prescribed in Chapter V of the Finance Act, 1994 read with the Service Tax Rules, 1994 and any orders issued thereunder is hereby certified to have been registered with the Central Board of Indirect Taxes and Customs, Department of Revenue under the Ministry of Finance, Government of India.

4. 3. Filing Details

Name of the Applicant : Sathishkumar
Designation : Managing Trustee
PAN : BDKPS2367G
Resident of State : Tamil Nadu

4. 4. Trade Information

Type of Industry : Tertiary/Services
Classification : Services for People (Scientific Meetings Management)
Nature of activity : Scientific and Industrial Meetings Management
Product Code : 99859610 of Class No. 998596 with Sub Class No. 9985961
Reference : Section – 8, Business & Production services of National Product Classification For Services Sector Ministry of Statistics & Programme Implementation, Govt. of India

5. GOVERNANCE AND MANAGEMENT

5. 1 Board of Trustees

5. 1. 2 Name : R. Sathishkumar
Role : Founder / Author / Managing Trustee / Chairman

5. 1. 3 Name : M. S. Sudha
Role : Trustee / Treasurer / Director

5. 2 Governing Council

5.2.1. R. Sathishkumar – Chair

5.2.2. M. S. Sudha – Member

5.2.3. T. R. Ganeshbabu – Member

5.2.4. J. S. Prasth – Member

5.2.5. V. Arun – Member

5.2.6. P. Revathy – Member

6. BANKERS

6. 1 Account – I: State Bank of India

The Foundation has opened its first account (vide a Board Resolution dt. 13th May 2015) in the name of Venus International Foundation with State Bank of India “SBI” at Adambakkam Branch. Dr. R. Sathishkumar, Managing Trustee and Mrs. M. S. Sudha, Trustee is authorized to sign in the bank documents.

Beneficiary Name	: Venus International Foundation
Current Account Number	: 34939115516
Name of the Bank	: State Bank of India
Branch Name	: Brindavan Nagar Adambakkam
Branch Code	: 11753
IFSC Code	: SBIN0011753
MICR Code	: 600002158
SWIFT Code	: SBININBB298
Branch Address	: 89, Mahalakshmi Nagar, 1st main road, Adambakkam, Chennai – 600088

6. 2 Account – II: AXIS Bank

The Foundation has opened its second account (vide a Board Resolution dt. 27th March 27, 2018) in the name of Venus International Foundation with AXIS Bank, at Adambakkam Branch. Dr. R. Sathishkumar, Managing Trustee and Mrs. M. S. Sudha, Trustee is authorized to sign in the bank documents.

Beneficiary Name : Venus International Foundation
Current Account Number : 918020029072411
Name of the Bank : AXIS Bank
Branch Name : Adambakkam CHN TN
Branch Code : 003259
IFSC Code : UTIB0003259
MICR Code : 600211085
SWIFT Code : AXISINBB083
Branch Address : Plot No14/77, Balaji Nagar Main Road,
Adambakkam, Chennai–600088

7. VIF MEETINGS

The term 'Meeting Industry' is fairly new in its use and in comparison to other industries; it is relatively young but a fast growing, international and dynamic industry. Today, convergence is the new innovation. The emerging millennial professionals are hungry to learn and meet new contacts, which drives personal and professional development.

Gathering likeminded professionals together with a common interest and specific objectives in one place at one time, with expert thinkers from Government, Industry and Academia enhances globalization and emerge as a knowledge and innovation hub, that serves as an important part of learning and developing new skills (beyond the immediate economic impact).

What a participant will get out of attending a VIF Meeting?

With the aim of leveraging science and technology via generating new knowledge and better understanding, VIF conducts multidisciplinary Annual Meetings (Type: Workshop and Awards) to cultivate the vibrant exchange among communities and to engage delegates in new ways on different levels to connect People to People – People to Ideas – People with Markets – People with Opportunity.

In general, Meetings are an important part of the lives of many people! It brings people together and by the very objective of building community around a subject, they have a positive social impact. It is also possible to go beyond engaging the attendees at events and reach out to ensure surrounding communities, staff and other stakeholders benefit from the event.

7.1 Scientific Workshop

(Learning and Research Enhances the Ability of Professionals throughout Life)

VIF workshops create a learning-by-doing atmosphere through discussion/interaction among the working professionals (who has a desire to learn more, who are in a career transition, or are considering a career change). The workshop sessions/tracks are designed to make the day as productive/ comfortable as possible. Our workshops usually involve a limited number of people who deeply discuss a particular topic with creativity. It is more than knowledge transfer and a place to share experiences and develop skills.

7.2 Phase – I Technical Session (s)

7.2.1 Section – A: Learning

The delegates can have unique experience towards learning

1. New aspects/perspectives/latest information and can get intensive exposure to the topic through presentations led by field experts
2. Solutions to problems and advice to handle challenges
3. Spend time interactively, perhaps in facilitated activities, where the delegates generate some form of product (Eg.: Goals & Strategy for the coming year, etc.) at the end of the session.

7.2.2 Section – B: Discussion

The Delegates can

1. Involve in the cooperative discussion and can have opportunities to share issues related to the topic
2. Have access to experts and also can have opportunity to meet other people who share your interests
3. Debate issues related to the field and can share experiences/exchange perspectives; this can lead to higher productivity and fulfilment of professional goals

Exchange of ideas and present practical ways to apply a skill

Phase – II Awards Ceremony

8. THE VENUS INTERNATIONAL AWARD

(Recognition and Reward are the Greatest Asset)

The Venus International Award Recognizes Individuals for their Quality, Reliability and Competence to Apply Knowledge and Skills to carry out specific tasks.

8.1 The Award

The Venus International Award is a Certificate. It's a Non-financial Award. It is a Formal Authentication; A Seal of Approval; A Recognition; A Written Assurance to a Person

8.2 The Scheme

The Scheme has a Policy, Nomination Application, Expert Committee and Judging Process that are governed by the Board of Trust.

8.3 The Award Policy Document

The Venus International Foundation (VIF) is committed to providing equal opportunity to all with the highest regard to Independence, Credibility, Impartiality, Transparency, Integrity and Confidentiality. The Award Policy document has

8.4 Relevance

The Award Schemes are developed in response to sector needs. They are designed to be fit-for-purpose.

8.5 Truthfulness

The Award Schemes are developed with the aim that the outcomes achieve the intended results and any communication, is a true and fair reflection of outcomes.

8.6 Efficiency

All the components of an Award schemes are structured to deliver measurable, quality outcomes. It contains the necessary requirements to achieve the intended outcomes.

8. 7 General Eligibility and Criteria

8.7.1 Eligibility

The Awards are open to any nationality, who is in good standing at the time of the nomination, and in the age group of 27 – 70 years and has good academic record. The nominee must have completed a recognized Post Graduate/Doctorate Degree or its equivalent.

8.7.1 Criteria

Extensive Knowledge – Mastery of the Subject – Creative Thinking and Dedication to the Profession – Significant and Sustained Contributions to the Institution and/or the Community at large – Quality and Competence evidenced by continuing Intellectual Accomplishments and Pursuits

9. ADDRESS OF THE REGISTERED OFFICE

- The Office is situated at:
No.1, Ganesh Nagar Main Road, Adambakkam, Chennai – 600088
- Phone : 91 – 44 – 22531502
- E-mail Address : contact@venusinfo.org
- URL : <https://venusinfo.org>

9.1. Landmark

- Near Brindhavan Nagar – Near G.K. Shetty Higher Secondary School
- Near BSNL Exchange. It is the physical address since inception.

9. 2 Location and Access

Chennai is capital of Tamil Nadu, located on the Coromandel Coast off the Bay of Bengal and is the biggest commercial, cultural, economic, educational and industrial centre in South India. This beautiful city is the fourth largest and one of the prosperous cities of India which is well connected by regular flights and trains from other major cities. The VIF foundation is close to the Chennai Airport – 6 Km and Central Railway Station – 16 Km

- We have no other sub office or Regional Office anywhere.

10. WORKING HOURS OF THE OFFICE

10. 1 Monday – Friday

9.30 A.M. TO 5.30 P.M.

(Lunch hour: half-an-hour between 1.00 P.M. to 1.30 P.M.)

Closing time of the office: 5.45 P.M.

10. 2 Select Saturdays

10:00 A.M – 3:00 P.M

(Lunch hour: half-an-hour between 1.00 P.M. to 1.30 P.M.)

Closing time of the office: 3.00 P.M.

11. PUBLIC INFORMATION OFFICERS

Public Information Officer (PIO) deal with requests from persons seeking information and render reasonable assistance to the persons seeking such information, taking the assistance of any other officer, if considered necessary by him or her for the proper discharge of duties.

PIO will render reasonable assistance, where request for information cannot be made in writing, to the person making the request orally to reduce the same into writing. POI will dispose request for information under the Act, either providing the information requested or rejecting the request for reasons to be specified within the time period stipulated.

11.1 Public Information Officer

Name	:	M. S. Sudha
Designation	:	Director
Mobile	:	+91 9709765339
Email	:	director@venusinfo.org
Alternate Email	:	directorvifindia@gmail.com

11.2 General enquiries / Office

Telephone	:	044 – 2253150232
Mobile	:	+91 9840556456
Email Address	:	contact@venusinfo.org

11.3. Appellate Authority

Name : R. Sathishkumar
Designation : Chairman
Mobile : +91 9840387119
Email : chairman@venusinfo.org
Alternate Email : drsathishkr@gmail.com

WORKSHOP REGISTRATION FEE

VIF workshops are self-supporting event and the event registration fees are the major source of revenue for running the event. Following expenses of the events are covered by the event income (registration fees from the participants) and Foundation operating funds.

1. OFFICE REQUIREMENTS

- a) Office Rent and Maintenance
- b) Website Design (Domain, Hosting, SSL Certificate, Template/Theme, Content, Integrations & SEO etc)
- c) HR Compliance d) Stationery

2. INFORMATION TECHNOLOGY (IT) INFRASTRUCTURE

- a) Hardware (Personal Computers, Routers, Switches, and other equipments)
- b) Software
- c) Networking (Internet connectivity, Network enablement, Firewalls & security, Routers, Switches & Cables)
- d) Modular Office Workstation e) Surveillance/Security Cameras

3. OPERATIONS

- a) Electricity, Telephone, Internet b) Google Workspace
- c) Employees (Salary/Benefits) d) Taxes, Accounting and Auditing fee
- e) Printing f) Materials

4. FLOOR EXPENSES ON THE DAY OF EVENT

- a) Venue Hire/Hall Expenses b) Logistics c) Additional Staff & Labor
- d) Audio Visual Equipment/Major Rentals & staff
- e) Printing & Signage, Banners and Backdrops f) Stage Decoration g) Photography
- h) Food & Beverage i) Gifts/Premiums k) Packing and Postage

5. WEBSITE MAINTENANCE

- a) Ensuring the proper functioning of the Website
- b) Regular checking for issues and making updates in the Website
- c) Backing up the Website Data
- d) Renewal of Website Domain, Hosting and SSL Certificate etc