

# 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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## 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 <sup>th</sup> October 2018

### 1. BRIEF HISTORY OF THE ORGANIZATION

VIF stands for the Venus International Foundation. The trust is registered under this name and it is the full legal name.

VIF, a trust dedicated to advancing innovation and excellence for the benefit of humanity, is a leading professional organization. It is aiming to serve academic, research and practicing professionals those are working on the frontiers of Healthcare, Science and Technology

**Vision** : Add Value to People

**Mission** : Think Progress and Push for Progress

**Core Values** : Act with Integrity - Team Work - Transparency

#### 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 Education

VIF vide its Institute of Advanced Studies (IAS), helps mid carrier or working professionals to meet their continuing education requirements and develops products and services. VIAS follows strict guidelines and practices for awarding continuing education and certificates of completion.

#### 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/ARTICLES OF INCORPORATION

2.1 Name of the trust managing activities: Venus International Foundation (VIF)

2.2 Date of establishment/registration of the Trust: January 20, 2015

2.3 Address of the trust: No.1, Ganesh Nagar Main Road, Adambakkam, Chennai - 600088, Tamilnadu, India

The Venus International Foundation (VIF) 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 January 20, 2015 with Sub Registrar Office, Velachery, South Chennai Dist., Chennai Zone, Registration Dept., Govt. of Tamilnadu, India.

2.4 Registration u/s 12AA Income Tax Act, 1961 of Govt. of India:

URN - AABTV9686L/05/17-18/T-0121

The VIF is regd. with Trade Marks Registry, India-600032 dt. May 27, 2015. The VIF has compliance with ISO 9001:2008 by UASL, England vide No. QMS/02616/0615 dt. June 4, 2015

### 2.5 Accountability and Auditing

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

## 3. TAX LIABILITY

### 3.1 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

- Latest date of filing of the return : October 29, 2018

### 3. 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. Section 65 (40)/ Chapter V of the Finance Act, 1994  
Jurisdiction : Commercial Taxes Department - Tamil Nadu, Range I/TL0501/Alandur New Division, Chennai-South New, Tamilnadu, India

- Latest Date of filing of the return : October 20, 2018

### 3. 3 Filing Details

Name of the Applicant : Sathishkumar  
Designation : Managing Trustee  
PAN : BDKPS2367G

## 4. TRADE INFORMATION

Trade Name : Venus International Foundation  
Legal Name : Venus International Foundation  
Sector : Tertiary/Services Sector  
Industry : Healthcare and Science and Technology  
Nature of activity : Convention and Organization Services  
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 and Programme Implementation, Govt. of India

## 5. GOVERNANCE AND MANAGEMENT

### 5. 1 Board of Trustees

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

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

## 5. 2 Governing Council

1. R. Sathishkumar - Chair
2. M. S. Sudha - Member
3. T. R. Ganeshbabu - Member
4. J. S. Prasth - Member
5. D. Gnanasekaran - Member
6. B. Leelavathi - Member

## 6. BANKERS

### 6. 1 Account - I: State Bank of India

The Foundation has opened its first account (vide a Board Resolution dt. May 13, 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 are 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. 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 are 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. SERVICES AND MAIN ACTIVITIES

VIF conducts unique small scale international Meetings to the appropriate targeted group with specific objectives that are subject to applicable VIF policies and Govt. of India Taxes, in order to provide an opportunity to meet Special Guests/ Experts/ Others.

The Venus International Foundation (VIF) is Passionate and on a Mission on Adding Value to People by Building a Community to Share Knowledge and Create Change. Venus International Foundation, it is the Legal name and Trade name, the country's leading Higher Education Meetings and Events Management Organization. The VIF provides a forum to the appropriate target group by organizing Planned Annual Meetings (Workshop and Awards), with the aim of generating new knowledge and better understanding.

Our world is undergoing a revolutionary period in the creation and dissemination of new knowledge and innovation in many disciplines. Simultaneously humans are on a journey to the achievement of self-actualization, which relates to the ultimate fulfilment of one's potential. The unprecedented levels of discovery and innovation that are the hallmarks of recent decades are giving birth to entirely new meetings, which are in turn stimulating further advances, new opportunities, fresh insights and serve as a 'Continuing Force for Progress'.

## 7. 1 List of Meets and Awards

**7. 1. 1 Name of the Meet** : Higher Education Leadership Meet - HELM  
Name of the Award : Higher Education Leadership Awards - HELA  
Scheduled on : January

**7. 1. 2 Name of the Meet** : Annual Women's Meet - AWM  
Name of the Award : Venus International Women Awards - VIWA  
Scheduled on : March

**7. 1. 3 Name of the Meet** : Annual Medical Summit - AMS  
Name of the Award : Venus International Medical Awards - VIMA  
Scheduled on : April

**7. 1. 4 Name of the Meet** : Annual Dentistry Summit - ADS  
Name of the Award : Venus International Dentistry Awards - VIDA  
Scheduled on : June

**7. 1. 5 Name of the Meet** : Contemporary Academic Meet - CAM  
Name of the Award : Venus International Faculty Awards - VIFA  
Scheduled on : July

**7. 1. 6 Name of the Meet** : Annual Research Meet - ARM  
Name of the Award : Venus International Research Awards - VIRA  
Scheduled on : August

**7. 1. 7 Name of the Meet** : Annual Healthcare Meet - AHM  
Name of the Award : Venus International Healthcare Awards - VIHA  
Scheduled on : September

The Awards are presented yearly during the Annual Meets and the scheme has a Criteria, Standards, Policy, Nomination Application, Expert Committee and Judging Process that are governed by the Board of Trust.

## 7. 2 The Meetings Industry

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).



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.

### 7. 3 What a participant will get out of attending a VIF meeting

Today, convergence is the new innovation. The emerging Millennial Professionals who are hungry to learn and meet new contacts. The multidisciplinary meeting conducted by the VIF drives both the personal and professional development. The VIF focus revolves around developing more multidisciplinary meetings, integrating education and entertainment, to engage attendees in new ways on different levels.

#### 7. 3. 1 Experiential Learning

Opportunities to hear new ideas, information, tactics, tips, tools from experts - To share experiences with and get feedback from peers in a cordial and collaborative setting - To see what is working across globe - Expand credentials - Greater focus

#### 7. 3. 2 Networking

To consult, discuss and share relevant topics face to face with professionals working in same field - Build personal relationships, trust and partnerships - Team with one of the more veteran professional - Make higher quality connections - Win Win for all (Professional growth and Career development - Interactive opportunities during live meetings can't be duplicated online).

#### 7. 3. 3. Motivation and Celebration

Acknowledgement and celebration of achievements - A recognition and testimony that will enhance credibility, reputation, pride and raise the visibility of success - Additional proof of hard work - Generates impulses and encourage for better performance

#### 7. 3. 4. Fun and Relaxation

Novel social experience - Enjoyment, fun, relaxation and memorable recreation etc.

## 8. DIRECTORY OF OFFICERS AND EMPLOYEES

### 8. 1. Planning and Development Division

<b>8. 1. 1. Name</b>	: R. Sathishkumar
Qualification	: PhD
Designation	: Chairman
Date of Joining	: January 20, 2015
Email	: chairman@venusinfo.org
<b>8. 1. 2. Name</b>	: T. R. Ganeshbabu (VIF15HN01)
Qualification	: PhD
Designation	: Joint Director (Hon.)
Date of Joining	: January 20, 2015
Email	: jd@venusinfo.org

### 8. 2. Administration, Finance and Accounting Division

<b>8. 2. 1. Name</b>	: M. S. Sudha (VIF15AD02)
Qualification	: M.Com., C.W.A.
Designation	: Director
Date of Joining	: January 20, 2015
Email	: director@venusinfo.org
<b>8. 2. 2 Name</b>	: J. Yogajothi
Qualification	: B.Com
Designation	: Administrative Officer
Date of Joining	: June 2, 2018
Email	: aovifindia@gmail.com
<b>8. 2. 3. Name</b>	: D. Priya
Qualification	: Degree
Designation	: Junior Executive
Date of Joining	: July 6, 2018
Email	: jevifindia@gmail.com

### 8. 3. Publicity Division

**8. 3. 1. Name** : B. Leelavathi  
Qualification : B.Sc  
Designation : Joint Director  
Date of Joining : August 6, 2017  
Email : jdvifindia@gmail.com

**8. 3. 2. Name** : P. Punidhavalli  
Qualification : B.Com.  
Designation : Project Officer  
Date of Joining : July 29, 2018  
Email : povifindia@gmail.com

**8. 3. 3. Name** : M. Anuradha  
Qualification : B. Sc  
Designation : Project Officer  
Date of Joining : September 2, 2018  
Email : sovifindia@gmail.com

### 8. 4. Publications Division

**8. 4. 1. Name** : R. Rekha  
Qualification : B.Sc  
Designation : Project Co-ordinator  
Date of Joining : September 2, 2018  
Email : pcvifindia@gmail.com

**8. 4. 2. Name** : M. Hemamalini  
Qualification : B.Com.  
Designation : Associate Project Officer  
Date of Joining : August 29, 2018  
Email : aspovifindia@gmail.com

**8. 4. 3. Name** : S. Shankar  
Qualification : M.B.A  
Designation : Graphic Designer  
Date of Joining : June 9, 2017  
Email : -

## 9. MECHANISM AVAILABLE FOR MONITORING THE SERVICE DELIVERY AND GRIEVANCE RESOLUTION

Participants can ask queries through e-mail.

## 10. ADDRESS OF THE REGISTERED OFFICE

The Office is situated at:

VENUS INTERNATIONAL FOUNDATION

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

Phone : 91 - 44 - 22531502

E-mail Address : [contact@venusinfo.org](mailto:contact@venusinfo.org)

URL : <http://venusinfo.org>

### 10.1. Landmark

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

### 10. 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.

## 13. WORKING HOURS OF THE OFFICE

### 13. 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.

### 13. 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.

## 14. NAME AND DESIGNATION AND OTHER PARTICULARS OF PUBLIC INFORMATION OFFICERS

### 14.1. Public Information Officer

M. S. Sudha, M.Com., CWA.,

Director

Venus International Foundation

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

Phone : 91 - 44 - 22531502

Cell : +91 9709765339

E-mail Address : [director@venusinfo.org](mailto:director@venusinfo.org)

### 14. 2. Appellate Authority

R. Sathishkumar, PhD.,

Chairman

Venus International Foundation

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

Phone : 91 - 44 - 22531502

Cell : +91 9840387119

E-mail Address : [chairman@venusinfo.org](mailto:chairman@venusinfo.org)