

Best Center Award - 2020-21
IETE CENTRES/SUB-CENTRES

(To be submitted by 31st July 2021)

Total Marks - 140

Report Period from 1st April 2020 to 31st March 2021

Title of Centre/Sub-Centre _____

(This report is to be used for evaluating the Local Centres/Sub-Centres for the 1st & 2nd Prize for the year).
Submission of this Report is mandatory for all Centres/Sub-Centres).

(Please fill information exclusively for your own Centre and do not include details of Sub-Centre under your Jurisdiction). The weightages are indicative of importance of parameters and the decision of the Jury is final.

For Use by HQ

1. Details of Infrastructure

- (i) Building (Owned/Rented/Free hold) _____
- (ii) Address _____

2. Membership [30]

- (i) Total Number of Corporate members as on 01 July of previous year _____
- (ii) Total Number of Corporate members as on 30 June of this _____
- (iii) Percentage increase/decrease in total membership [10] _____

(Upto 10% - 1 mark, 10+ to 20% - 2 marks, 20+ to 30% - 3 marks, 30+ to 40% - 4 marks, 40+ to 50% - 5 marks, 50+ to 60% - 6 marks, 60+ to 70% - 7 marks, 70+ to 80% - 8 marks, 80+ to 90% - 9 marks, 90+ to 100% - 10 marks, more than 100% - 10 marks + additional marks as per above logic for above 100%)

- (iv) Number of New organizational members enrolled [5] _____
(% marks per Org Member)
- (v) Total number of Organizational members as on date _____

- (vi) Membership data verified and information sent to IETE HQ for updating [15]

- (a) Personal Contact made _____
(for more than 50 members - 2 marks, more than 100 members - 5 marks)
- (b) Telephonic Contact made _____
(for more than 50 members - 2 marks, more than 100 members - 5 marks)
- (c) No of corrections in corporate data base suggested to IETE HQ _____
(for every 10 data, 1 marks, Max-5 Marks)

3. Technical programs and other Activities organized in the current year [20]

- (i) No. of Technical Lectures held (List Topics , dates, attended by)[2] _____
- (ii) No. of Seminars / Symposiums/Conferences _____
Workshops held (give details) [3]
- (iii) International Conference held [4] _____
(give details) _____
- (iv) Exhibition held(give details) [3] _____
- (v) Number of Short term courses conducted (give details) [3] _____
- (vi) Has your Centre organized any of the following? [5]

(If yes, give details)	Chief Guest	Speakers	No. attended
(a)World Telecom & Info. Society day _____	_____	_____	_____
(b) Foundation day _____	_____	_____	_____
(c) Student's day/Sports/Cultural day _____	_____	_____	_____
(d) Endowment/ Memorial Lectures held _____	_____	_____	_____
(e) Women empowerment programme _____	_____	_____	_____

4. IETE/ISF Student Members/ educational Activity [5]

- (i) Any facilities for students for making Projects/KITS/Models _____
- (ii) Whether the centre/ sub-centre conduct
Paper contest/ project contest (give details) _____
- (iii) Extra Curricular Activities (give details) _____
- (iv) Internship Programmes _____

(v) Special convention/seminar for ISF/Engg students _____

5. Activity related to Skill and entrepreneurship Development [10]

(i) Courses /Activities Conducted (List with dates, duration, Outcomes) [4]

(ii) Nos. of Students attended (Attendance Record) [4] _____
(1-10 - 1 Mks; 11-20 - 2 Mks; ≥21 - 3 Mks)

(iii) Expenditure and Amount of Revenue generated [2] _____

6. IETE Students Forum (ISF) [10]

(i) No. of ISF established in this Financial year [4] _____

(ii) Total number of ISF Students enrolled in this year [4] _____
(<5 - 2 Mks; ≥5 - 4 Mks)

(iii) Activities conducted jointly by your _____
Centre and ISF (give details) [2] _____

7. Library, if operational [2]

(i) Whether the center has a library, if yes, details: _____

(ii) Average monthly usage of Library (details) _____

8. Laboratory Infrastructure & Utilisation-(ET Lab) [8]

(i) Details of Lab equipment and its working status [2] _____

(ii) Nos. of Student Projects Executed in the lab for the students other than IETE
(Engg Degree) [2] _____ (Engg Dip) [2] _____ (Post-grad Engg Degree) [2] _____

9. Laboratory Infrastructure & Utilisation- (Computer Lab) [5]

(i) No. of computers with their specification and working status [2] _____

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- (ii) Nos. of Student Projects Executed in the lab for the students other than IETE
(Engg Degree) [0.5] _____ (Engg Dip)[0.5] _____ (PG Engg Degree) [0.5] _____ (MCA) [0.5] _____
- (iii) Details of Lab eqpt repaired/expenses incurred [1] _____

10. Financial Status [8]

- (i) Total Assets (till date) (including property other than building, bank balance, FD etc)
- (ii) Asset Register/Detail prepared [3] _____
- (iii) Assets added in the current year [1] _____
- (iv) Additional revenue generated from renting space [1] _____
- (v) Total Revenue Generation (including Donations/Sponsorships etc. received) [1] _____
- (vi) Economy in spending (Income over expenditure) [1] _____
- (vii) Measures taken in making IETE Green [1] _____

11. Utilisation of Funds given by HQ [7]

- (i) Any assets created such as Furniture, books, Lab equipment, etc. of building [1]
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- (ii) Amount of Loan Received _____
- (iii) Amount of Special Grant Received _____
- (iv) Amount of Loan Returned [2] _____
- (v) Expenditure on Salary [1] _____
- (vi) Expenditure on Maintenance & Building [2] _____
- (vii) Other Expenditure (specify, if applicable) [1] _____

12. Annual Stock Taking Fixed Assets (Documents Pl.): [7]

- (i) Whether carried out [1] Yes / No

(ii) Date of action taken with details
and Valuation as on date [1]

(iii) Stock register of assets with values [5]

13. Executive Committee Meetings held [8] (2 Mks for each quarter)

No. of EC Meetings held and issues resolved

14. Reports and Returns: [8]

(A) Fill in the dates on which the following reports during the evaluation year were forwarded by your Centre to HQ

No	Report	Periodicity	Due Date	Date of Submission	Remarks, if any
(a)	Annual Performance	Annual	15 Jul		
(b)	Minutes of AGM	Annual	15 Jul		
(c)	Handing Over/ Taking over report (if copy available in center)	As applicable	within 15 days of AGM		
(d)	Plan of Annual Activities of Centre		31 Jul		
(e)	Quarterly Activities Report	Quarterly 1 st Qtr 2 nd Qtr 3 rd Qtr 4 th Qtr	15 Oct 15 Jan 15 Apr 15 Jul		
(f)	Receipts & Payments Accounts	Quarterly 1 st Qtr 2 nd Qtr 3 rd Qtr 4 th Qtr	10 Aug 10 Oct 10 Feb 10 May		

(g)	ECM Minutes and no. of members attended in each month July - June	Monthly	Jul to June		
(h)	Annual Report	Annual	30 th June		
(i)	Audited Statement of Accounts/ Audit Report	Annual	30 th June		
(j)	Report of Stock Taking of Assets	Annual	30 th June		
(k)	Statutory Audit Report Accounts	Annual	30 th June		

(B) Status of pending issues, if any (Specify weight age if done specifically)

No.	Issue related to	Date since pending	Action taken	Current status
(a)	Local tax authority			
(b)	IETE HQ			
(c)	Legal and court			
(d)	Any other			

15. Miscellaneous: [12]

(i) Publicity [2]

(a) Has your Centre approached any school, Polytechnics, college or Corporates in your jurisdiction for the purpose of membership drive (Give Details)

(b) Have you arranged interaction with Print Media/ Electronic Media / FM / Local TV for Membership drive and awareness (Give Details.)

(ii) Do you have your own website, if yes [2]

(a) Website id _____

(b) Data of each member on website _____

(c) No. of times updated each month _____

(d) No of visitors per month _____

(e) How much do you use the IETE website on ELAN Portal _____

(iii) **Are you Publishing any News letter and/ or any papers for students/ Corporate (Give Details). [2]**

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(iv) **Do you have Placement Cell (if Yes, give details). [2]**

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(v) **Is you Centre having MOU/joint activities with other Professional Bodies/Societies, if Yes, give details [2]**

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(vi) **Any other Activity/Achievement /Technical visits/Digital India, Skill India initiative [2]**

(which distinguishes you from
other centers)

CERTIFICATE

This is to certify that the above information as given is accurate and have been verified.

Hony Secretary

Hony Treasurer

Chairman/Chairperson

Place: _____

Date : _____