

Best Center Award - 20__-20__
IETE CENTRES/SUB-CENTRES

(To be submitted by 31st Jul)

Total Marks - 145

Report Period from 1st April 20__ 31st March 20__

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. Membership [28]

- (i) Total Number of Corporate members as on **31st March** of previous year _____
- (ii) Total Number of Corporate members as on **31st March** of this year _____
- (iii) Percentage increase/decrease in total membership [20] _____
(2 Marks per 10 % increase)
- (iv) Number of New organizational members enrolled [8]
during the assessment year _____
(1 Mark per Org Member)
- (v) Total number of Organizational members as on date _____

2. Technical programs and other Activities organized in the current year [35]

- (i) No. of Technical Lectures held (List Topics , dates, attended by) [4] _____
(0.5 marks per technical lecture)
- (ii) No. of Seminars / Symposiums/Conferences _____
Workshops held (give details) [10]

(1 marks per Seminar/Symposium/Conference/Workshop)

- (iii) International Conference held [15] _____
(give details) _____
- (iv) Exhibition held(give details) [3] _____
- (v) Has your Centre/ organized any of the following? [3] (No Marks to be allocated for (a) and (b))
(If yes, give details)
- | | Chief Guest | Speakers | No. attended |
|---------------------------------------|-------------|----------|--------------|
| (a)World Telecom & Info. Society day | _____ | _____ | _____ |
| (b) Foundation day | _____ | _____ | _____ |
| (c) Sports/Cultural Activities | _____ | _____ | _____ |
| (d) Endowment/ Memorial Lectures held | _____ | _____ | _____ |
| (e) Women empowerment programme | _____ | _____ | _____ |

3. IETE Students Forum (ISF) [15]

- (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] _____
- (iv) Whether the centre/ sub-centre conduct Paper contest/ project contest (give details) [2] _____
- (v) Special convention/ISF/Engg students Congress [3] _____

4. Activity related to Skill and entrepreneurship Development [15]

- (i) Courses /Activities Conducted (List with dates, duration, Outcomes) [5]

- (ii) Nos. of Students attended (Attendance Record) [5] _____
(1-10 - 1 Mks; 11-20 - 2 Mks; ≥21 - 3 Mks, ≥50 -5 Marks)

(iii) Expenditure and Amount of Revenue generated [5] _____
(01 Marks for Rol upto Rs 15,000/- and further in the multiple of Rs 10,000/-)

5. Financial Status [10]

- (i) Total Assets (till date) (including property other than building, bank balance, FD etc)
- (ii) Asset Register/Detail prepared [3] _____
- (iii) Audited Statement of Accounts have been submitted [2] _____
- (iv) Assets added in the current year [1] _____
- (v) Additional revenue generated from renting space [1] _____
- (vi) Total Revenue Generation (including Donations/Sponsorships etc. received) [1] _____
- (vii) Economy in spending (Income over expenditure) [1] _____
- (viii) Measures taken in making IETE Green [1] _____

6. Utilisation of Funds given by HQ [7]

- (i) Any assets created such as Furniture, books, Lab equipment, etc. of building [1]

- (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] _____

7. 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] _____

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

No. of EC Meetings held and issues resolved _____

9. **Reports and Returns: [8]**

(A) Fill in the dates on which the following reports during the evaluation year were forwarded by your Centre/Sub-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 -	Monthly	Jul to June		

	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			

10. Miscellaneous: [12]

(i) Publicity [2]

(a) Has your Centre/Sub-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 [4]

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

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

(which distinguishes you from
other centers/sub-centres)

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 : _____