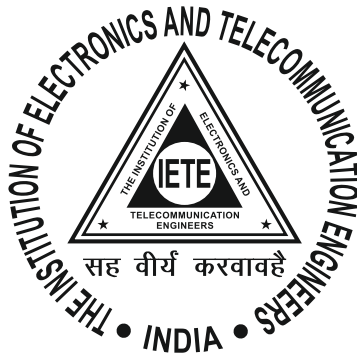


THE INSTITUTION OF ELECTRONICS AND TELECOMMUNICATION ENGINEERS (IETE)

(Established-1953)

STANDARD OPERATING PROCEDURE (SOP) FOR IETE CENTRES AND SUB-CENTRES



Registered under the Societies Act XXI 1860
(Registration No S-687 of 1953-54)

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5th Edition - March 2017

PREFACE

IETE has achieved remarkable success in its quest for excellence in technical education. Established in the year 1953, today, IETE has sixty three Centres/Sub Centres in different parts of the country catering to the needs of over 1.25 lacs members including student members and ISF Students. Several positive measures like the strengthening of infrastructure facilities, reforms in examination procedures, transmission of live and recorded lectures, and amount of stipends given for higher studies to the student community have contributed significantly to the objectives of providing quality education and advancement in related Engg disciplines. Our other initiatives include IETE Alumni Meet, Organizational Member's Meet, Industry-Institute interactions, special attention on media and publicity of the Institution. There has been substantial increase in enrolment of ISFs & Corporate Membership. Overall increase in the number of members has definitely improved IETE's visibility.

IETE Standard Operating Procedure is a guideline intended to assist as a reference material for day to day Centre's activities. It clearly defines what is expected and required of Centre's personnel, while handling IETE affairs. It was felt that SOP needs a revision to make it more relevant and updated to the needs of present day scenario. It has been assured that the essence and interests are intact in the revision. The overall approach and design has been retained. The modifications in the rules approved by the Governing Council have been incorporated in the book.

I sincerely hope that this version of IETE SOP will be useful to the Centres and they would adhere to these guidelines. It will help them to find the information quickly, to communicate & coordinate with one-another more easily.

I would like to thank Secretary General & the IETE HQ Staff for compiling this revised version of IETE SOPs.



Lt Gen (Dr) A K S Chande
PVSM, AVSM (Retd)
President

New Delhi
24th March 2017

FOREWORD

The IETE Standard Operating Procedure (SOP) book was first brought out in the year 2000, detailing best practices consistent with its charter & principles. The book was revised in 2006, 2008 and then in 2012 based on various feedbacks received from the esteemed members of the Governing Council. After more than 5 years in use, many amendments were approved by the Governing Council from time to time. The present revision is more comprehensive and caters to the updated rules & regulations.

This SOP is a set of instructions which guides how to perform a process for completion of a task. The Centre would find this document very handy and user friendly. Special emphasis is laid on the chapters related to functioning of the Centres/Sub-Centres, Professional Activity Centres (PACs), IETE Students' Forums (ISFs) and Election Processes. This will help the Executive Committee to perform various administrative and technical functions more efficiently. It contains the contact details of sixty three IETE Centres with their jurisdictions, norms for the payment of various grants to Centres, conduct of Examinations etc. This SOP will empower the Centres and the Executive Committee Members to enhance their efficiency & capabilities to run their Centres/ Sub-Centres smoothly.

I would place on record my great appreciation for the hard work put in for bringing out this document by the Secretary General and other staff members of IETE HQ to bring out the revised version of this SOPs.



Lt Gen (Dr) Rajesh Pant,
PVSM, AVSM, VSM (Retd)
Chairman, M&CC

New Delhi
24th March 2017

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CHAPTER – I

ABOUT IETE

GENERAL

1.1 Founded on 02 Nov 1953, the Institution of Electronics and Telecommunication Engineers (IETE) is a leading professional society devoted to the advancement of Science & Technology in Electronics, Telecommunications, Information Technology, Computer Science and other related disciplines. IETE serves its 25493 Corporate members, 235 Organisational members, 12505 Student members and 462 Engineering Institutions having IETE Student's Forum with 60130 ISF students, through its 63 Centres spread all over India including one at Kathmandu (Nepal).

The Government of India, Ministry of Science and Technology, Department of Scientific & Industrial Research has recognized IETE as a Scientific and Industrial Research Organization (SIRO) and the Institution has also been notified as an Educational Institution of National Eminence by the Government of India.

OBJECTIVES

1.2 **The objectives of IETE are as under :-**

- Promotes and conducts basic engineering and continuing technical education programmes for human resource development.
- Provides forum for discussion on national policies and to provide suitable inputs to policy makers.

- Organise conferences, symposia and workshops involving all concerned professionals, students and industry association for advancement of the related disciplines.
- Stimulates research and development in the related disciplines.
- Brings out quality publications for all levels of readership.
- Honours outstanding professionals.
- Facilitates inter-disciplinary interaction with other organisations and individuals within and outside the country for promotion of the related disciplines.
- Undertakes socially relevant programmes with Electronics, Telecommunication and IT as tools.
- Facilitates training and placement of IETE students in various industries.
- Undertake socially relevant programmes for upgradation of skills including those of physically challenged/visually challenged persons.

BYELAWS GOVERNING IETE CENTRES/ SUB-CENTRES

1.3 The IETE Centres/Sub-Centres are governed under Byelaws 84 & 85 which are reproduced below :-

1.3.1 CENTRES

1.3.1.1 Byelaw 84

- (a) The Governing Council, on satisfying itself of the number of Corporate members as it may decide from time to time, shall establish one Centre in each State/Union Territory, and it shall be known as the Centre with geographical boundary as defined by the Governing Council. The Governing Council may further, at its discretion, on receipt of a request from

the requisite number of Corporate members as may be laid down by it from time to time, establish one or more Sub - Centre of the Institution under the jurisdiction of a Centre.


- (b) Notwithstanding anything contained in Byelaw 84 (a) above, the Governing Council, may if considered appropriate, permit establishment and functioning of one Centre/Sub Centre for two or more geographically adjoining States. The Governing Council may also permit the setting up of more than one Centre in a State.
- (c) The Governing Council shall have the power to dissolve the Centre(s) and/or Sub-Centre(s) at any time after they have been formed and take any action in their affairs as the Governing Council may deem necessary.

1.3.1.2 **Byelaw 85**

- (a) Each Centre, and Sub-Centre as defined in Byelaw 84(a), (b) and (c), shall be constituted and its affairs shall be managed and carried on in accordance with Byelaws, Rules and Regulations and procedures to be laid down from time to time by the Governing Council, for furthering the objectives of the Institution.
- (b) No Centre/Sub Centre shall do anything which is detrimental to the overall interest of the Institution.

RULES AND REGULATIONS

- 1.4 The Rules and Regulations governing IETE Centres/Sub-Centres are framed and updated by the Governing Council from time to time to govern the Centres.

1.5	IETE NAME AND LOGO
1.5.1	<p>Name : In all correspondence, in printing of stationery, boards and banners etc, the name of the Institution will be written in full with its abbreviation INDIA in bracket as given below :-</p> <p style="text-align: center;">THE INSTITUTION OF ELECTRONICS AND TELECOMMUNICATION ENGINEERS (INDIA) OR The Institution of Electronics and Telecommunication Engineers (India)</p>
1.5.2	<p>LOGO : The Logo will be an equilateral triangle covered with circle (THE INSTITUTION OF ELECTRONICS AND TELECOMMUNICATION ENGINEERS INDIA) written used as per the design below :-</p>
	
1.5.2.1	<p>The Hindi Caption सह वीर्यं करवावहै written underneath the equilateral triangle is also the part of the Logo.</p>
THE GOVERNING COUNCIL	
1.6	<p>The IETE is governed by the policies as laid down by the Governing Council.</p>
1.6.1	<p>As per Byelaw 37, the Governing Council consists of the following :-</p>

1	President.
2-3	Two available immediate Past Presidents.
4-24	Twenty one elected members of the Governing Council.
25	One Organisational member elected by the electoral college of Organisational members by secret ballot.
26-28	Three Distinguished (eminent) Professionals/ personalities other than Chairpersons of Centres /Sub Centres may be nominated by the President on the recommendation of the Governing Council every year, as Nominated Members who shall hold office for a period of one year at a time provided that they are of the class not below that of Fellow of the Institution. No member shall be nominated to the Governing Council for more than two tenures of one year each.
29-38	Chairmen of ten Centres with the highest Corporate membership subject to its being not less than 200 Corporate members in good standing (i.e. those who are not in arrears of subscription) , excluding student equivalent. Members of the Executive Committee of a Centre shall, if elected to the Governing Council, not hold membership simultaneously at both the places but shall choose one of the membership only. However, the elected office bearers of the Executive Committee of a Centre shall not be eligible to contest the election for the Governing Council.
1.6.1.1	IETE Functionaries : Out of the above elected Governing Council Members, there will be three Vice Presidents, a Honorary Treasurer and four Zonal Coordinators.
SECRETARY GENERAL	
1.7	The Secretary General shall be directly responsible to the Governing Council through the President. He shall also be

responsible to guide the Centre/Sub-Centres and for efficient administration and functioning of the HQ office. He will coordinate, manage and supervise the affairs of IETE.

COMMITTEES, BOARDS AND PROJECT(S)

1.8 To oversee various aspects of IETE including Centres'/Sub-Centres' matters, the Governing Council makes Committees, Boards and Projects each year. In addition, certain projects are undertaken for short-term specific purpose. The present Committee, Boards and Project(s) are given below along with their roles.

1.8.1 COMMITTEES

1.8.1.1 FINANCE & POLICY PLANNING COMMITTEE (FPPC)

- Overall policy planning and conduct of activities of IETE at national and international level.
- All aspects of financial operations including provision of funds for the acquisition of permits at different locations.
- Consideration of recommendations of Committees and Boards involving policy decision and /or finances.
- Code of ethics.
- Amendment to Byelaws.
- Staff Matters.

1.8.1.2 MEMBERSHIP & CENTRES COMMITTEE (M&CC)

- Consideration of Membership applications and initiatives for growth of Student, Corporate and
- Organizational Membership.
- Membership subscription and fee structure.
- Grant of charter to the Members.

- Periodic/Annual review of status of Centers/sub centers/PACs/ISFs for appraisal in the Governing Council.
- All matters connected with award of Annual Best Centre Prizes.
- All matters concerning functioning and growth of Centers, Sub Centers, PACs and ISFs.
- All matter related to elections for EC of the Centers/Sub-Centers.
- Periodic review of the rules/ regulations as applicable to functioning of Centers/Sub-Centers/PACs and ISFs.
- All matter connected with creation, up-gradation and utilization of infrastructure at the Centers.
- Establishing Centers/Sub- Centers at University Campuses without grants.
- Up gradation, opening and closure of Centers, Sub Centers, PACs and ISFs.
- Revision of grants to Centers and/or Framing rules for the same.
- Consideration of the application from the centers for grants and loans and recommendations thereof to the Governing Council.
- Periodic assessment, mentoring and monitoring of the performance of Centers.
- Ethics related issues of Members.
- All matters related to geographical jurisdiction of Centers and Sub-Centers.
- To organize and conduct at least one National Student Forum Convention/Congress as part of ISF activities every year
- Zonal ISF Congress can be held once in a year alongwith the zonal seminars.

1.8.1.3 **SKILL DEVELOPMENT & INDUSTRIAL CO
ORDINATION COMMITTEE (SD&ICC)**

- To conduct various workshops/ trainings as per MoUs signed and also by centres on their own.
- To conduct the training of Defence Personnel on Optical Fibre Network course sponsored by the Directorate General of Re-settlement of Defence.
- Training on Mobile repair under the Star Scheme of NSDC.
- To conduct the training programmes at IETE Centres/HQ or TSSC, ESSC and ITSSC.
- To accredit suitable institutions engaged in skill development.
- Collaboration with NIELIT for conducting programmes.
- Conduct of Apex Forum meetings
- Preparation of position paper relating to the electronics, telecommunication and IT Industry.
- Planning, Organising & Interaction with Industry, laboratories, Commercial Organisations, Manufacturing Associations and allied bodies with a view to assist in the formulation of policies.
- Consultancy service to small-scale Industry after Identifying areas of expertise.
- Creation of expert base directory for industry.
- Publicizing activities of the Institution for attracting organizational members.
- Close Interaction with Board of Research Innovation & Standards (BoRIS) & Technical Programmes & Publicity Committee (TP&PC).

1.8.1.4 **STUDENT AFFAIRS COMMITTEE (SAC)**

- Interaction with students at HQ/Centres regarding their problems and necessary action /recommendations populating degree courses.
- To act as a single window agency for all matter related to students and to act as a link between students and various sections of the HQ.
- Addressing all queries of students and redressal of their problems
- Guide students in personal development and improvement of their soft-skills.
- Recommend actions required for the betterment of the student community from issues identified through interaction, feed back and other inputs.
- Close interaction with BoE and Academic sections for award of Means-cum-merit Scholarship.
- All matters including policy formation for any scholarship scheme to Students.
- Personality building, preparing for competitions, career counseling,
- To organize placement interviews at various Centres & facilitate students to do better in interviews
- Guidelines for lecture & training material to be included in databases
- Preparation and introduction of material for e-Education along with Academic Committee
- Establishment of Intra-connectivity between the Centres as well as at HQ.
- Establish facilities for broadcast & lectures through Edusat in consultation with AC.
- Periodic uploading & updating information on the website.

1.8.1.5 **TECHNICAL PROGRAMMES AND PUBLICITY COMMITTEE (TP&PC)**

- To create a vibrant technology environment through planning, organizing, supporting, encouraging, approving various Technology Programs, Events, Exhibitions etc and to establish IETE as one of the leading technology hubs in the electronic, communication, computer science & IT domain and also to project IETE, its charter, contributions at appropriate forums, to give wider publicity and visibility to IETE.
- To plan and organise IETE Annual Convention and Mid Term Symposium (MTS) including theme & location.
- To plan and organize National and International Seminars, Conferences, Workshops, Tutorials, Exhibitions in the areas of technologically & socially relevant cutting edge areas.
- To plan and coordinate with Zonal Coordinators & Centres to conduct Zonal seminars in all the zones.
- To suggest, encourage and support Centres/Sub-Centres to conduct Technical Programmes. To solicit request to organize technical events from Centres, collate requests, prioritize approve, recommend sanction of grants as per standard IETE norms.
- To suggest, encourage and support ISFs to conduct Technical Programmes.
- To bring out of Proceedings, Souvenirs of the IETE Annual Convention, MTS and other Seminars and also to coordinate with other committees to explore possibilities of some select papers from above IETE Technical Events to be published in any of the IETE Publications – Journals / on-line journals / special issues.

		<ul style="list-style-type: none"> ● To organize following Annual Memorial Lectures at IETE HQ –World Telecommunication and Information Society Day, IETE Foundation Day, Sir C V Raman Memorial Lecture & Sir J C Bose Memorial Lecture. ● To cooperate with sister professional societies to organize joint technical programs, events. To explore all possible avenues to increase IETE visibility. ● To have close interaction with media to enhance the visibility of IETE and help in achieving some of the IETE objectives. ● To provide publicity to large number of IETEsocial, academic and technical activities. ● Publicity of all technical events to be published in websites of centres as well as HQ. It should also be published in News letters and other print media ● To explore possibility to use social media platforms and all other forms of media and platforms to give IETE wide publicity in the appropriate forums. ● To actively participate, represent IETE, in large number of technology events, forums, advisory committees etc to make IETE visible. To establish contacts industry bodies like CII, FICCI, ASSOCHAM etc to give visibility of IETE to industry, to use ISF to increase IETE visibility in academic world and to initiate interaction with standards & regulatory bodies to provide opinions and suggestions. ● To seek sponsorship for various technical events for both HQ & Centre technical events.
1.8.1.6		<p>PUBLICATIONS COMMITTEE (PUBs)</p> <ul style="list-style-type: none"> ● All aspects of publications of the IETE Journal of Research, Technical Review and Journal of Education (Students Journal),IETE Newsletter.

		<ul style="list-style-type: none"> ● Planning and organizing joint technical publications with other Professional Institutions e.g IEEE. ● Reproduction of articles appearing in other publications. ● Selection of editorial boards and honorary editors for special issues of IETE Journal of Research and IETE Technical Review. ● To ensure smooth functioning of on-line submissions and Review systems . <p>1.8.1.7 ACADEMIC COMMITTEE (AC)</p> <ul style="list-style-type: none"> ● Policy regarding award of AMIETE/ DipIETE/ALCCS and certificates in new areas. ● Processing case for university status. ● All matters including policy and procedures on accreditation. ● Accreditation of the IETE Centres for NIELIT/NSQF other approved courses. ● Revision and review of syllabi on periodic basis to keep the curriculum updated and adding new industry relevant subjects. ● Close interaction with Student Affairs Committee and Skill Development & Industrial Coordination Committee for providing data and other inputs. ● Planning and identification of faculty for broadcasting of lectures through Edusat. ● Identification and preparation of virtual lab at all IETE Centres/ upgrading of existing laboratories etc to meet AICTE standards. ● Conduct of Convocation in association with BoE. ● Identification and preparation of printed Study Material including liaison with publishers and recommendation for suitable text books. ● Content creation for E-Learning along with SIPLAN. ● Material and presentations for regulator in tune with AICTE/ MHRD requirements in consultation with BoE.
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1.8.1.8		<p>WOMEN FOR EMPOWERMENT IN ENGINEERING COMMITTEE (WEEC)</p> <ul style="list-style-type: none"> ● The role of WEEC is to facilitate the recruitment and retention of women in technical disciplines. ● WEEC envisions a vibrant community of IETE women using their diverse talents to innovate for the benefit of the community. ● Recognize women's outstanding achievements in electrical and electronics engineering through IETE Awards nominations. ● Organize meetings at major technical conferences to enhance networking and to promote Membership in WEEC. ● Advocate women in leadership & governance roles in technical fields and career advancement for women in the profession. ● Facilitate the development of programmes and activities that promote the entry into and retention of women in engineering programmes. ● To mentor young girls in high schools. ● Senior Women Members to be approached to give their success story which can be included in IETE Newsletter.
1.8.1.9		<p>TECHNOLOGY REGULATORY ADVISORY COMMITTEE (TRAC)</p> <ul style="list-style-type: none"> ● To analyse the global trend of ICT technologies in an objective manner, taking into account all related techno-economic aspects and to recommend to the Govt. and relevant regulatory bodies the appropriate new technologies and goals of nation. ● To analyse the national regulatory scenario with reference to introduction and proper growth of new technologies and services, taking into account the

best international practices and to recommend to the Govt. and relevant regulatory bodies appropriate & necessary additions/ modifications, if any.

- Offer comments on various policies by the government and consultation papers issued by the government or by TRAI etc from time to time. External experts to be invited for discussion on an Identified Issue.
- Keeping a watch on the quality of various Telecom Management and IT services provided by the Service providers and to take up with the appropriate authorities to ensure adequate quality of service in the best interest of users.
- Provide consultancy to the Industry on Electronics, Telecom Management and IT.
- Take up any Projects/ studies on behalf of the government, TRAI etc concerning Telecom Management and IT as a social responsibility.
- Any other Technology and Regulatory related Issues.

1.8.2 BOARDS

1.8.2.1 BOARD OF EXAMINATIONS (BoE)

- All aspects of conduct of examination for ALCCS, AMIETE and DipIETE in Electronics and Telecommunication, Computer Science and Engineering &. IT streams.
- Addition or deletion of an Examination Centre.
- Setting and processing of question papers, their moderation, proof reading printing and timely despatch of question papers to all examination Centres.
- Preparation and uploading of solutions to Question Papers.

		<ul style="list-style-type: none"> ● To take measures for more automation of Exam process. ● Compilation, Moderation and declaration of results. ● All matters related to printing of answer books and timely despatch to Centres. ● To conduct on/off-line examinations of other organization as per agreement with them. ● Policy decision with respect to all examination oriented activities e.g. approval of projects/seminars etc. ● Analysis of Centre-wise and Subject-wise examination results and recommend ways and means to improve the results. ● Creation and Maintenance of expert Data Bank for question paper setters, moderators and paper evaluators ● To organize Annual Convocation in association with Academic Committee. ● Maintenance of all examination records.
1.8.2.2		<p>BOARD OF AWARDS (BoA)</p> <ul style="list-style-type: none"> ● All matters concerning conferment of IETE awards, selection of awardees. ● Institutionalize fresh awards and review of existing awards. ● Organise National Technical Paper Contest (NTPC) annually.
1.8.2.3		<p>BOARD OF RESEARCH, INNOVATION AND STANDARDS (BoRIS)</p> <ul style="list-style-type: none"> ● Policy regarding establishment of a research centre, creation of research seats. ● Liaison with the ministries, government departments and industrial house for establishments of research seats and creation of corpus.

1.8.3		<ul style="list-style-type: none"> ● To act as think tank of IETE to look in to the future for generation of innovative ideas with a view to achieve increased visibility of IETE and new initiatives for partnership with Industry, Academia and Government ● Participation in formation of Standards for Electronics and Telecommunications equipment and Services. ● Selection of scholars for undertaking research. Publication of research projects and papers. ● Close Interaction with SD&ICC. <p style="text-align: center;">PROJECT</p>
1.8.3.1		<p style="text-align: center;">E-Learning and Networks (Elan)</p> <ul style="list-style-type: none"> ● Establishment of IETE Intranet. ● Creation of commonly shared databases. ● Guidelines for material to be included in databases. ● Preparation of a position paper on e-education. ● Preparation and introduction of material for e-Education. ● Monitor introduction and usage of Web sites at all Centres, establishment of inter-connectivity between the Centres as well as at HQ. ● Establish facilities for broadcast & lectures through Edusat. ● Recommend type of contents to be uploaded.

CHAPTER – II
CENTRES AND SUB-CENTRES

CATEGORIES OF CENTRES

2.1 IETE Centres are categorized into the following :-

- (a) Centres
- (b) Sub-Centres
- (c) Professional Activity Centres (PACs).

RULES AND REGULATIONS GOVERNING IETE CENTRES AND SUB-CENTRES

2.2 Centres

2.2.1 If there are more than the requisite number of Corporate members (as decided by the Governing Council from time to time), and it has large geographical area to spread/undertake activities, IETE Centres are opened. **(Rule 5).**

2.2.2 The Rules for Centres are given in the Green Book on 'Rules and Regulations' Governing IETE Centre/Sub-Centre. The relevant rules of the same are reproduced in succeeding paras

2.2.3 Rules and Regulations governing IETE Centres are as under**(Rule 1)**:

- (a) The Centres/Sub-Centres, herein under referred as 'Centres' (or Centre) except where the context forbids, shall be established in accordance with **Bye-Laws 84 & 85** of the Institution , for furthering the objectives of the Institution.
- (b) Each Centre shall have under its jurisdiction a geographical area as decided by the Governing Council from time to time. Jurisdiction of Centres shall be published in the Directory of Corporate Members of the Institution every year. A centre can extend its activities beyond its assigned jurisdiction with prior approval of the Governing Council.

	(c) All Classes of Members of the Institution residing or being in employment or practicing or carrying on business within the jurisdiction of a Centre shall be deemed to constitute the respective Centre. However, all members of the Institution irrespective of the jurisdiction, shall be allowed to participate in the activities of the Centre(s) in accordance with their rights and privileges as given in the Bye-Laws, Rules and Regulations.
2.2.4	Important extracts of Byelaw 84 and 85 are as under (Rule 2)
	(a) No Centre/Sub Centre shall do anything which is detrimental to the overall interest of the Institution (Byelaw 85(b)) .
	(b) The Governing Council shall have the power to dissolve the Cente(s) and/or Sub-Centre(s) at any time after they have been formed and take any action in their affairs as the Governing Council may deem necessary. (Byelaw 84(c))
2.3	Forming of Centres (Rule 5)
	A Centre may be formed as per the following provisions /norms:-
	(a) There shall be at least 200 Corporate Members and 500 Student Members/ISF Students and 2 Organisational Members.
	(b) Further, notwithstanding anything contained in Byelaw 84(a) and (b), the Governing Council may, if considered appropriate, will ensure that the distance between any two Sub-Centres or between a Sub-Centre and a Centre is not less than 15 km, and between any two Centres is not less than 100 km.
2.4	Sub-Centre
2.4.1	A sub-Centre functions with in the ambit of a Centre. It has a relatively small jurisdiction within the Centre and has requisite minimum number of Corporate Members (Rule 25)

2.4.2	<p>Rules and Regulations governing IETE Sub-Centres are as under (Rule 23) :-</p> <p>(a) All classes of members of the Institution residing within the jurisdiction of a Sub-Centre shall be deemed to constitute respective Sub-Centre.</p> <p>(b) Each Sub-Centre shall have under its jurisdiction a geographical area as decided by the Governing Council/EC of its Centre from time to time. Sub-Centre can extend its activities beyond its jurisdiction with the prior approval of the Governing Council and/or Executive Committee of its Centre. Conditions laid down in Rule 5(b) will however be applicable.</p> <p>(c) The Sub-Centre shall be under the jurisdiction of its Centre (as indicated in the Directory of Corporate Members).</p>
2.4.3	<p>All classes of Members of the Institution irrespective of the jurisdiction of that particular Sub-Centre shall be allowed to participate in the activities of the Sub-Centre. However, Corporate Members are entitled to vote for election to the Executive Committee of the Sub-Centre only if their registered postal address is within the jurisdiction of the Sub-Centre (Rule 24).</p>
2.5	<p>Forming of Sub-Centre (Rule 25)</p>
2.5.1	<p>A Sub-Centre is formed as per the following provisions/norms :-</p> <p>(a) There shall be at least 100 Corporate Members and 250 Student Members/ISF Students and 1 Organisational Member.</p> <p>(b) Further, notwithstanding anything contained in Byelaw 84 (a) and 84 (b) , the Governing Council may , if considered appropriate, will ensure that the distance between any two Sub-Centres or between a Sub-Centre and a Centre is not less than 15 km, and between any two Centres is not less than 100 km.</p>

- 2.5.2 A Sub-Centre is opened within the jurisdiction of a Centre for which a request has to be received from Centre Executive Committee (EC). Before such a request is sent by the Executive Committee of Centre, the eligibility and infrastructure is to be evaluated by the Executive Committee as per the proforma attached as **Appendix 'A'**.
- 2.5.3 It would be desirable to open a Sub-Centre where organizational and infrastructure support is available to start its activities, provided there are adequate number of Corporate members as per **Rule 25(a)**.
- 2.5.4 The proposals for opening a new Sub-Centre will then be considered by the M&CC / Governing Council. If approved by the Governing Council, an adhoc Executive Committee may be formed for coordinating formal opening and to initially conduct affairs of the Sub-Centre. The ad-hoc Committee will continue to function till such time it is replaced by an elected Executive Committee as per rules.

THE GEOGRAPHICAL JURISDICTION OF CENTRES/SUB CENTRES

- 2.6 The geographical jurisdiction of Centres/Sub-Centres are defined from time to time by the Governing Council. The present jurisdiction and the addresses of Centres/Sub-Centres are attached as **Appendix -'B'**
- 2.7 **Staff at Centres**
- 2.7.1 For smooth functioning, Centres/Sub-Centres may employ staff from their own resources. The guidelines for employing staff at the Centre/Sub-Centres are given at **Appendix 'C'**
- 2.8 **Professional Activity Centre (PAC) (Rule 6)**
- 2.8.1 In order to encourage more activities , especially in case of a Centre which has large geographical jurisdiction or which covers a big city, Professional Activity Centre (PAC) under the jurisdiction of respective Centre may be opened.

CHAPTER – III
ESTABLISHMENT OF PAC &
UPGRADATION OF SUB-CENTRE TO
CENTRE

3.1 Professional Activity Centre (PAC) (Rule 6)

3.1.1 A PAC functions within Sub-Centre or a Centre provided it has minimum requisite numbers of Corporate Members. A PAC operates through the support of other Institution/Colleges/Organisation.

3.2 Opening and Running of Professional Activity Centres

3.2.1 A Professional Activity Centre (PAC) can be opened in a city or District having at least 20 corporate members and out of which at least 10 members express their desire to commence the activities of IETE, and there is an Organisation/Institution ready to provide support for the space and secretarial help etc to pursue the activities of the Centre.

3.2.2 Professional Activity Centre will be affiliated to and would be under the direct supervision/control of the nearest Centre or the Sub-Centres of its geographical jurisdiction.

3.2.3 Professional Activity Centre will not be entitled to any annual grant or periodic financial assistance. It will also not be provided with any building or rental accommodation by the HQ. It is presumed that the activities of the PAC will be conducted from the premises of the sponsoring organization/institution. However, an adhoc grant not exceeding ₹ 5,000/- can be given to meet petty expenses in one year to the PAC, which cannot meet their expenses through their sponsor organizations/institutions. It is expected that the PAC with increased activities and membership growth, will qualify to become a Sub-Centre in due course of time.

3.2.4	The initial expenses for setting up/inaugural function of the Professional Activity Centre can be borne by the HQ IETE with expenditure not exceeding ₹10,000/-
3.2.5	The activities of the Professional Activity Centre include organizing technical meetings, discussions, talks, lectures, visits etc for the benefit of corporate/student members.
3.2.6	The grants for technical lectures would be limited to ₹ 500/- per lecture provided there is an attendance of at least 20 persons. In case of large attendance, it can be increased up to ₹ 1,000/-
3.2.7	PAC may organize workshop, symposia, seminars after obtaining advanced approval by HQ IETE. HQ may provide grant of ₹ 5,000/- for one day seminar and ₹10,000/- for two day seminar through its controlling Centre/Sub-Centre.
3.2.8	If there are sufficient number of IETE students, PAC may conduct guidance classes for the students. However, the total responsibility of management and running of these classes will rest with the controlling Centre/Sub-Centre. HQ will not provide any infrastructure for financial support for the same. Therefore, the controlling Centre/Sub-Centre may thoroughly check their financial viability before taking up this activity.
3.2.9	The activities and affairs of the Professional Activity Centre will be managed by a Committee consisting of local members to be formed under the aegis of the Controlling Centre/ Sub-Centre.
3.2.10	All grants by the HQ will be paid to the PACs through the controlling Centre/Sub-Centre.
3.2.11	The Professional Activity Centre will submit their annual statement of accounts to the Controlling Centre/Sub-Centre for incorporation into their accounts by the Controlling Centre/Sub-Centre with a copy to the HQ IETE.

3.3	Upgradation of Sub-Centre to Centre/Opening of Centre
3.3.1	Opening of a Centre or upgradation of a Sub-Centre to Centre is governed by Rule 5(a) which states, “There shall be at least 200 Corporate Members and 500 Student Members/ISF Students and 2 Organisational Members.
3.3.2	A Sub-Centre can be upgraded to a Centre provided it meets the conditions as laid down in Rule 5(a) of the Rules and Regulations governing the Centres/ Sub Centres.
3.3.3	A proposal for the same would be forwarded to HQ IETE with a copy to the respective Centres by the Sub-Centre for the consideration and approval of M&CC/Governing Council.
3.3.4	The Centre should send its observations and approval to HQ IETE. However, the decision of the Governing Council would be final and binding to all concerned.
3.3.5	When a Sub-Centre is upgraded to a Centre, the existing EC will continue till the time of next election. The tenure of the members of the EC will count from the day the Sub-Centre is upgraded.
3.3.6	The upgradation of a Sub-Centre will not be carried out during the period when the election process of the Centres is in progress i.e. from Feb to June of the year of the election or till the completion of the election process whichever is earlier.
3.4	Functions: Opening/upgradation of the Sub-Centre
3.4.1	A suitable function may be organized to open/upgrade a Sub-Centre. It is desirable that the inauguration of the Sub-Centre/upgradation is combined with a suitable technical event. IETE HQ will provide the following material/ information to the Sub-Centre being inaugurated /upgraded:-

	<ul style="list-style-type: none"> (a) Publicity Panels (b) Publicity Material (c) IETE Syllabi (d) IETE Publications (e) Show video about IETE and its activities to launch membership drive (f) Any other item considered necessary by the HQ
3.4.2	The Chief Guest for the inaugural function should preferably be a local dignitary whose association with the Centre may help the growth and speedy establishment of the Centre. The President IETE will invariably be required to preside over the function.
3.4.3	During the time of inauguration, a meeting with IETE student should be organized, if possible, with a view to address the students, listen to problems and enroll new student members.
3.4.4	An initial grant of a sum not exceeding ₹ 15,000/- will be given to the Sub-Centre to meet expenses of the inauguration ceremony. Any amount in excess of it would be borne by the Sub-Centres. However, the invitation cards, the publicity material and the mementos will be provided by the HQ IETE.
3.4.5	The sample of invitation card is given as Appendix 'D'
3.4.6	For the function, invitation cards should be sent to the following:- <ul style="list-style-type: none"> (a) All Governing Council Members (b) HFs, DFs and Past Presidents (c) Office Bearers of all Centres/Sub-Centres (d) Local dignitaries (e) All corporate and student members of its jurisdiction.

CHAPTER – IV

**INFRASTRUCTURAL REQUIREMENT
OF CENTRES/SUB-CENTRES**

4.1 In order to establish its identity and carry out the professional activities, it is desirable for the Centres to have their own premises with a suitable building/flat. In cases, where a Centre/Sub-Centre is not in a position to acquire its own premises, the Centre/Sub-Centre may either function from a hired premises or may utilize the facilities of any organization which is prepared to help the institution, till their own premises is hired or acquired.

4.2 Registration and Custody of Documents

All immovable properties so acquired shall be registered in the name of President, Institution of Electronics and Telecommunication Engineers. All legal documents for registration shall be signed by the President of the Institution. No property shall be acquired in the name of the Chairperson of the Centre/Sub-Centre. It is, therefore, imperative that all original documents in respect of acquisition of building are sent of HQ for safe custody.

4.3 Norms for Financial Assistance for infrastructure

HQ IETE provides financial assistance to Centre/Sub-Centre for acquisition of own buildings. The details/criteria for such assistance are given in Para 15.23 of Chapter XV.

4.4 Payment of the Bills, Maintenance and Upkeep of premises

The responsibilities for maintenance and upkeep of the Infrastructural facilities at the Centres is entirely of the Centre/Sub-Centre. It is therefore, important that the

Centre should take necessary steps for regular maintenance/upkeep of buildings. It may be noted that all bills like water, electricity, municipal taxes and insurance of such buildings are to be borne by the Centre out of its own funds.

4.5 Library Facilities

All Centres must strive to establish these facilities for the benefit of students and corporate members of the Institution. Centres/ Sub-Centres has to use 10% of the operational grant for purchase of books for libraries. If the amt remains unutilized, then the Centre/Sub Centre is allowed to use this amount for purchasing components/instruments/software for the labs.

4.6 Laboratory Facilities

The Centres should establish proper Laboratories both for ET and CS to meet the requirements of Lab Practice for the students and for conducting any short term courses. Norms for payment of laboratory grant by HQ IETE are given in Para 15.25 of Chapter XV.

4.7 Hobby Centre

It will be desirable to establish a separate hobby centre for students/corporate members, where normal facilities like Computer, Internet connectivity, kits, tools, test and measuring equipments etc are available to the members. To sustain the activity, a nominal fee may be charged from the members who wish to use this facility.

CHAPTER-V

ORGANISATION AND FUNCTIONING OF CENTRES AND SUB-CENTRES

5.1 Executive Committee (EC)

5.1.1 The affairs of a Centre and Sub-Centre are run by a Committee known as Executive Committee (EC). **(Rules 7 and 26 for Centres and Sub-Centres respectively).**

- (a) The Executive Committee of a Centre shall consist of 13 members as under :-
- 1 - Chairperson
 - 2 - Immediate Past Chairperson
 - 3-4 - 2 Vice Chairpersons
 - 5-6 - Honorary Secretary and Hony Treasurer
 - 7-11 - 5 elected members of the Executive Committee
 - 12-13 - 2 Student Representatives (one each from AMIETE and DipIETE).
- (b) Two of the seven elected members of the Executive Committee shall be elected as Vice-Chairpersons as per rule 8.
- (c) Of the 13 Members of the Executive Committee, Chairperson, Vice-Chairperson, Hony Secretary and Hony Treasurer will be known as Office Bearers.
- (d) The Executive Committee can co-opt additional members as and when considered necessary but these numbers cannot exceed five. Out of these, one member should be from the Industry.
- (e) The member(s) of the Governing Council residing within the jurisdiction of a Centre shall only be a permanent invitee to the meetings of the Executive Committee of the Centre.

- (f) The term of the Executive Committee shall be two years from 01st July of the first year to 30th June next to next year. If for any reason, the new Executive Committee takes over any time during the currency of the tenure, its term shall also expire on the same date as that of the original Executive Committee.
- (g) Co-opted members and Student Representative (s) shall not have voting rights.
- (h) Vacancy occurring in the Executive Committee from time to time during the currency of the term of existing Executive Committee shall be filled from the reserve list of the panel.

EXECUTIVE COMMITTEE (EC) MEETINGS

- 5.2** The various functions, responsibilities and procedure for conduct of Executive Committee meetings are as under. **(Rule 14 and Rule 32 for Centres and Sub-Centres respectively)**
- 5.2.1** The **affairs** of the Centre/Sub-Centre shall be conducted and the property and money thereof shall be administered by an Executive Committee. The composition of Executive Committee will be as per **Rule 7 and Rule 26** for Centres and Sub-Centres respectively.
- 5.2.2** **Number of Meetings:** The Executive Committee shall hold regular meetings. The frequency of these meetings should preferably be once a month but in no case less than once in two months **(Rule 14 (b))**.
- 5.2.3** The member(s) of the Governing Council residing within the jurisdiction of a Centre/Sub-Centre will be permanent invitees to the meeting of the Executive Committee of the Centre/Sub-Centre to take benefit of their experience and inputs based on their awareness of the Governing Council decisions taken from time to time. For this purpose the Chairperson of the Centre should formally invite local Governing Council Member in the EC Meeting and other major activities of the Centre.

5.2.4	The Executive Committee in their first Meeting of the year in July should plan their technical programmers, other activities of the year and forward the plan of activities of the Centre/Sub-Centre to the HQ by 31 July. Thereafter, the EC should meet regularly, every month or every two months.
5.2.4.1	<p>During this meeting, it is desirable that following Sub-Committees are formed by EC for smooth conduct of its activities:-</p> <ul style="list-style-type: none"> (a) Student Affairs (b) Technical Lectures (c) Continuing Education Programmes (d) Technical Programmes (e) Industrial Programmes (f) Membership Growth (g) Any other Sub-committee as required.
5.2.5	Agenda
5.2.5.1	The Agenda and the Minutes of the EC Meetings will be sent regularly to the members, special invitees and HQ.
5.2.6	<p>Quorum (Rule 14(c) and 32 (c))</p> <ul style="list-style-type: none"> (a) The quorum for a meeting of the Executive Committee of a Centre/Sub-Centre shall be a minimum of five members including the Office Bearers, viz. Chairperson, Hony Secretary and Hony Treasurer but excluding the Co-opted members. If quorum is not complete, the meeting shall be adjourned for half an hour. (b) If even after half an hour, the quorum is not complete, the Executive Committee can still assemble to transact the business as listed in the agenda. However , no financial or major policy decision can be taken in this meeting.

5.2.7	Temporary Absence of Office Bearers (Rule 14(d) and 32(d))
	<p>(a) Chairperson: In case of the temporary absence of the Chairperson, Senior Vice Chairperson shall preside over the EC meetings. The seniority of the Vice Chairperson shall be decided by virtue of longest period served in the IETE. In case if a tie, it shall be longest continuous period as Fellow of the Institution. In case of a tie again, it shall be by virtue of age.</p> <p>(b) Hony Secretary/Hony Treasurer: In case of temporary absence of the Hony Secretary/Hony Treasurer, the Chairperson will entrust the responsibility to any other Executive Committee Member. The Hony Secretary/Hony Treasurer as the case may be , shall resume his duties on his rejoining.</p>
5.2.8	Resignation/Vacation of the Office by the Office Bearers Members (Rule 14(e) and 32(e))
5.2.8.1	The authority competent to accept the resignations of the Office Bearers/Members of the Executive Committee shall be Executive Committee by a simple majority at its meeting.
5.2.8.2	Chairperson
	<p>(a) In case the office of Chairperson is vacated for any reason, the Senior Vice-Chairperson will officiate till a new Chairperson is elected.</p> <p>(b) The election process and the eligibility criteria will be the same as given in Rule 8,9 & 11 as applicable except the provision that the nomination of the Chairperson should be from the outgoing Committee. In this case, the existing committee will be considered as outgoing Committee.</p>

- (c) If the newly elected Chairperson holds the office for 12 months or more, his tenure will be counted as one full tenure. In case, this tenure is less than 12 months, it will be treated as the Casual Vacancy and shall not be counted as a tenure.
- (d) In case the remaining term after the vacation of the office by the Chairperson is less than 9 months, no election shall be conducted and Senior Vice-Chairperson shall continue to officiate as the Chairperson till the end of the tenure of the Executive Committee.

5.2.8.3 Vice-Chairperson/ Hony Secretary/Hony Treasurer

In case the Office of the Vice-Chairperson/ Hony Secretary/Hony Treasurer is vacated, the Executive Committee will elect the Vice-Chairpersons/Hony Secretary/Hony Treasurer, as the case may be from amongst the members of the Executive Committee subject to their meeting the eligibility criteria.

5.2.8.4 Nomination from Reserve Panel

- (a) In all such cases where the office has been vacated by one Office Bearer or any other member of the Executive Committee, the Chairperson shall nominate the first member on the reserve list as a EC Member. The tenure of this EC member will be counted in the same manner as the tenure of this Chairperson as enunciated above.
- (b) The nomination of the members of Executive Committee from the reserve list will be made after the election process for the Chairperson/ Vice-Chairpersons/ Hony Secretary/Hony Treasurer has been completed.

5.2.9	Minutes and Activity Reports
5.2.9.1	The Centre shall regularly send the Minutes of their Executive Committee meetings to HQ IETE within 15 days after the meeting.
5.2.9.2	A Quarterly Activities Report of the Centre as per Performa at Appendix 'E' will be sent to HQ by 15 th April, 15 th July, 15 th Oct and 15 th Jan every year.
5.3	RESPOSIBILITES – OFFICE BEARERS (CHAIRPERSON/ HONY SECRETARY/HONY TREASURER)
5.3.1	Chairperson (Rule 15 and Rule 33 for Centres and Sub-Centre respectively): The responsibilities of Chairperson are as under:- (a) The Chairperson shall preside over all the Executive Committee meetings of the Centre/Sub-Centre and shall be responsible for the overall functioning of the Centre/Sub-Centre. He/She will ensure that Rules and Regulations & Byelaws of the Institution are implemented in letter & spirit. (b) At all those Centres/Sub-Centres where examinations are conducted, the Chairperson shall be personally responsible for the safe custody of examination papers and conduct of examinations as laid down by the IETE HQ.
5.3.2	Honorary Secretary: (Rule 16 and Rule 34 for Centres and Sub-Centres respectively): The responsibilities of the Hony Secretary are as under :- (a) The Hony Secretary shall carry out the general business and correspondence of the Centre/Sub-Centre. (b) He/She shall record minutes of the committee meetings and the general meetings.

	<p>(c) He/She shall also be responsible for the maintenance and safe custody of the Institution's property of the Centre/Sub-Centre in consultation with the Chairperson.</p>
<p>5.3.3</p>	<p>Honorary Treasurer: (Rule 17 and Rule 35 for Centres and Sub-Centres respectively):</p> <p>The responsibilities of the Hony Treasurer are as under:-</p> <p>(a) The Hony Treasurer shall make all disbursements, subject to the control of the Executive Committee.</p> <p>(b) He/She shall be responsible for maintenance of proper books of account and shall at the end of the financial year close these books of account and submit a duly audited balance sheet, duly approved by the Executive Committee and the General Body to the Governing Council within three months after the closing of the financial year of Centre/Sub-Centre.</p> <p>(c) A monthly check of all books of Cash and Bank balance will be made by the Hony Treasurer in the 1st week of the next month. In addition, surprise checks may also be conducted by the Chairperson.</p>
<p>5.4</p>	<p>IMPORTANT FINANCIAL ASPECTS FOR A CENTRE/SUB-CENTRE (Rule 17 (d) and Rule 35(d) for Centres and Sub-Centres respectively))</p>
<p>5.4.1</p>	<p>Funds Allocation – Funds for the Centre/Sub-Centre will be allocated by HQ and remitted to the Centres for final disbursement. Unutilized funds are required to be returned to HQ or adjusted to the next year allotment.</p>
<p>5.4.2</p>	<p>Statutory Audit of the Accounts- At the end of every financial year, accounts of the Centres /Sub-Centres are required to be audited by Statutory Auditors when the total receipts exceeds ₹ 2 lacs in a financial years and in other</p>

	cases by any two of the elected EC Members nominated by the EC other than the Chairperson, Hony Treasurer and Hony Secretary.
5.4.3	Appointment of Statutory Auditors- Based on recommendations of the ECM, Statutory Auditors are to be appointed by the AGM for the next financial year. The Term for appointment of Statutory Auditors shall be one year. However, the auditors can be considered for yearly reappointment upto a maximum of three years in continuation
5.4.4	Internal Audit (a) The account of all Centre/Sub-Centres whose total receipt exceed ₹10 lacs in a year are to be subjected to internal audit, half yearly, by a Chartered Accountant firm. The report of the Internal Auditors must be included in the EC minutes. (b) In case the total receipts are between ₹10 lacs and ₹5 lacs in a year, the internal audit shall be done by any two of the elected EC Members, nominated by the EC other than the Chairperson, Hony Treasurer and Hony Secretary.
5.4.5	Tax Deduction at Source- All Centres/Sub-Centres should obtain TAN number from Income Tax Department and deduct taxes from payments made to Professionals, Contractors, etc. as per requirement of Income Tax Act. Further , annual return of TDS to be filed as per law.
5.4.6	Service Tax – In case any activities of the Centre/Sub-Centre require levy of Service Tax , the same should be realized and paid. The Registration under Service Tax Act to be done at the earliest.
5.4.7	A quarterly Receipts and Payments Accounts of the Centre/Sub-Centre will be sent to HQ by 10 th Aug, 10 th Oct, 10 th Feb and 10 th May every year.

5.4.8	A list of movable and immovable property of the Centre/Sub-Centre shall be furnished to the Governing Council every year by 30 th June alongwith the audit report. In addition, separate ' Stock and Sale Register ' for syllabi and other priced publications will be maintained by the Centre.
5.5	ANNUAL GENERAL MEETING (Rule 13 and Rule 31 for Centres and Sub-Centres respectively)
5.5.1	Annual General Meeting (AGM) of a Centre/Sub-Centre is to be held as per Rule 13 and Rule 31 of the Rules and Regulations on Centre/Sub-Centre.
5.5.1.1	The Annual General Meeting of a Centre/Sub-Centre shall be held latest by the last day of June each year. The Minutes of the AGM will be sent to HQ by 15 th July of the year.
5.5.2	Non Holding of AGM
5.5.2.1	In case a Centre/Sub-Centre fails to hold its Annual General Meeting by the last day of June, the President after satisfying himself of the position shall appoint a committee of Corporate Members, and such committee shall have the same powers and responsibilities as the Executive Committee in the ordinary course would have, to convene the Annual General Meeting.
5.5.3	Norms to be followed for holding AGM
5.5.3.1	Notice
	(a) It is mandatory to serve Fourteen days notice which shall be given by electronic-mail/post by the Chairperson of the Centre/Sub-Centre of holding the Annual General Meeting and this period shall be exclusive of the day on which the notice is deemed to be given, but inclusive of the day for which the notice is given.
	(b) The notice for AGM should include the Annual Report of Activities and the audited statement of account. The Centre/Sub-Centre must send the Annual Report of Activities, Agenda for AGM and audited statement of Accounts to HQ by 30 th June every year.

5.5.3.2 **Agenda:** The agenda for the Annual General meeting shall be:-

- (a) To confirm the minutes of the last Annual General Meeting.
- (b) To receive and adopt the annual report of the activities for the year ended of the 31st March.
- (c) To consider and adopt the audited balance sheet and Income and Expenditure Account for the year ended on the 31st March.
- (d) To appoint the auditors for the next financial year and fix their remuneration.
- (e) Election of the Office Bearers and Executive Committee Members as per Rule 9(b) (applicable to Centres having less than 200 corporate members and opting for election at the AGM).
- (f) To announce the composition of the Executive Committee for ensuring term of office and its installation. In the case of Centres where election takes place in the AGM, installation will be subject to the confirmation from HQ IETE.
- (g) Any other item with the permission of Chair.

(Note: The agenda item at 5.5.3.2 (e) and (f) are applicable only in the election year)

5.5.3.3 **Quorum**

The quorum at the Annual General Meeting shall be 40 of the Corporate Members on the rolls of the Institution attached to the Centre having more than 200 Corporate Members and 20% or 20 whichever is less at Centres having less than 200 Corporate Members.

5.5.3.4 **Adjournment**

If, at the time appointed for the AGM, the requisite quorum is not present, the meeting shall stand adjourned for half an hour, and shall re-assemble with members present, to transact the business as listed in the agenda.

5.5.3.5	Efforts will be made to send all information & correspondence through electronic mail; all members are advised to look into the websites for relevant information.
5.5.3.6	All members whose letters are returned undelivered continuously for the last three years, their names from the voter's list be deleted but can be restored if requested with proper ID and address proof.
5.6	HANDING OVER/TAKING OVER BY OFFICE BEARERS (Rule 20(d) and Rule 38(d) for Centres and Sub-Centres respectively).
5.6.1	After the installation of the new EC in the AGM, the Office Bearers will sign a formal handing/taking over documents after checking the movable and immovable property and important documents papers/files (including Byelaws, Rules and Regulation governing Centres and Standard Operating Procedure) of the Centres and Sub-Centres latest by 30 th June. Any serious deficiency/ observation will be immediately brought to the notice of the HQ IETE. A copy of the Handing over/Taking over Certificate will be sent to the HQs within 15 days of AGM/ signing the certificate.
5.6.2	Outing Executive Committee will be responsible for conducting the June exam. AGM will be held on any convenient date after the close of exam but not later than 30 th June every year.
5.6.3	<p>If the elections to the Executive Committee has been completed and the outgoing Executive Committee fails to hand over the assets and the liabilities and accounts to the new Executive Committee, the new Executive Committee shall refer the matter to the President IETE. The IETE HQ may then invoke one or more of the following provisions:-</p> <p>(a) Stoppage of operation of the Bank account by the outgoing Executive Committee.</p>

	(b) Stoppage of the grant to the Centres and Sub-Centres till the issue is resolved.
	(c) Any other action as deemed necessary by the HQ.
5.7	ANNUAL STOCK TAKING (Rule 21 and Rule 39 for Centres and Sub-Centres respectively)
5.7.1	The Annual Stock taking of the property of a Centres/Sub-Centres will be carried out as per following norms:
	(a) The Executive Committee shall arrange for proper stock taking of all the properties of the Centres/Sub-Centres Centre to be carried out each year and its report together with the discrepancies, if any and the reconciliation statement thereof shall be sent to the HQ within three months i.e. by 30 th June of each year after the closing of the financial year of the Centre on 31 st March each year.
	(b) A list of movable and immovable property of the Centres/Sub-Centres shall be furnished to the Governing Council every year by 30 th June along with the audit report. In addition, a separate “stock and sales register” for Syllabi and other priced publications will be maintained by the Centres/Sub-Centres.
5.8	DOUBTS/ DIFFICULTIES IN THE APPLICATION OF RULES (Rule 22 and Rule 40 for Centres and Sub-Centres respectively)
5.8.1	In case of doubts/difficulties, following rule be followed:
	(a) Wherever the above rules do not explicitly state some procedure, the procedures to be adopted shall be as advised by the HQ/Governing Council.
	(b) If for some unavoidable reasons, a deviation from the rules for the Centres/Sub-Centres as laid down above, become necessary, consideration by the Governing Council and its approval shall be obtained.

CHAPTER – VI

ELECTION OF EXECUTIVE COMMITTEE OF CENTRES AND SUB-CENTRES

CENTRE

6.1 Observer for the Centre

6.1.1 The President shall appoint an **Observer**, preferably a Governing Council Member, for each Centre prior to the election of the Executive Committee not later than 15th February of the year in which it is due to take place (**Rule 8(b)**).

(aa) The Observer will ensure that the election process is being followed as laid down in the Rules and Regulations governing IETE Centres and Sub Centres, in its letter and spirit.

(ab) If discrepancies are observed by the Observer, it will be immediately brought to the notice of BoS and suitably resolved. For this purpose, Observer may request for a Special Meeting of the BoS. Observer will however not interfere in the day to day election process.

(ac) If Observer and BoS are not in a position to resolve any issue, it will be brought to the notice of the IETE HQ/President for necessary ruling. The ruling of President shall be binding.

6.1.2 The Observer is not eligible to contest any election of Centres/Sub-Centres or the Governing Council (**Rule 12(a)**).

6.1.3 In case the Observer is unable to attend the Annual General Meeting or where not so appointed, the Chairperson of the Centre shall, with the approval of the President, request a senior member at the Centre to act as an Observer. The Observer shall submit his report about election including those of the Student Members to the President after Annual General Meeting (**Rule 12 (b)**).

6.2	Returning Officer
6.2.1	The Executive Committee shall appoint a Returning Officer and the Board of Scrutineers (BoS).
6.2.2	The Executive Committee of the Centre shall intimate to the Observer, the name of the Returning Officer and composition of the Board of Scrutinizers (BoS). Notwithstanding the above, the President may, if the situation warrants, ask the Observer to act as the Returning Officer for election of Executive Committee. The Returning Officer will then draw the time schedule for the election activity. (Rule 8(c)) .
6.2.3	<p>The Observer as well as the Returning Officer shall be present on the following occasions :-</p> <ul style="list-style-type: none"> (i) On the date of scrutiny of the nominations. (ii) On the date of scrutiny of withdrawals by the nominees. (iii) On the day of finalising the online ballot inclusive of the bio-data of the contestants. (iv) On the date and time of counting of online votes. (v) Note: The Returning Officer shall keep the Observer informed about various activities of election process by electronic-mail/phone.
6.2.4	Notwithstanding above, it is desirable that the Returning Officer works in close coordination with the Observer on each activity connected will election.
6.2.5	The Observer, RO and BoS members are not eligible to contest any election of Centre/Sub-Centre or Governing Council. Similarly they are not eligible to nominate any candidate for any election to the Centre for which they are the Observer/RO/BoS.

6.3 Eligibility Criteria For Office Bearers And Members Of The Executive Committee (Rule 11)

The eligibility criteria of Office Bearers and members (w.e.f. 01 Aug 2012) will be as under:-

(a) Chairperson (Applicable to Centre having 200 or more Corporate Members):-

- (i) The Chairperson of a Centre shall be a Fellow or above, of the Institution with at least five years of continuous membership in the class of Fellow or above as on 31st December of the previous year.
- (ii) (aa) He/She should be an elected member of the outgoing Executive committee **and should have served for a period of at least one year.**
(ab) He/She can also be a Member of the outgoing Adhoc Committee.
- (iii) The term of **Chairperson** of a Centre shall be of two years. He/She shall retire on completion of his/her term in office. The term of **Chairperson** in the Adhoc committee, **if any, will not debar the incumbent from contesting the elections subsequently.**
- (iv) After completing the tenure as a Chairperson of a Centre, he/she cannot be a member of EC in any capacity other than Immediate Past Chairperson of the Centre.
- (v) A Corporate Member who has served as a **Chairperson** in a Centre and completed his/her tenure will not be allowed to contest for Executive Committee Member of any other Centre. However, a Corporate Member who has served as a **Chairperson** in a Sub-Centre is eligible to contest as Member/ Hony Secretary / Hony Treasurer / **Chairperson** of Centre.

(vi) **Under exceptional circumstances like** non-receipt of nomination for the office of the **Chairperson** from the outgoing Executive Committee, the **outgoing Chairperson or any elected Office Bearer / Member of the outgoing Executive Committee** or a Fellow or above of at least of 5 years of continuous membership in the class of Fellow or above as on 31st Dec of the previous year may be nominated as **Chairperson** by a special resolution of the outgoing Executive Committee after approval for the same is accorded by the IETE President.

(b) Chairperson (Applicable to Centres/Sub-Centres having less than 200 Corporate Members):-

(i) The Chairperson of a Centre/Sub-Centre shall be a Fellow or above of the Institution with at least five years continuous membership in the class of Fellow or above as on 31st December of the previous year.

(ii) He/She should be :

(a) An elected member of the Executive Committee of the Centre/Sub-Centre in the past, or

(b) An elected member of the outgoing Executive Committee, or

(c) The outgoing Chairperson in his first term as Chairperson, or

(d) The Chairperson for one term in the past in the same Centre/Sub-Centre.

(iii) The term of a Chairperson of a Centre/Sub-Centre having less than 200 Corporate Member shall be of two years. He/She shall retire on completion of his term in office. He/She shall be eligible for re-election for further two years at the same Centre/Sub-Centre.

		<p>(iv) After completing his tenure as Chairperson of a Centre/Sub-Centre either for one or two terms, he cannot be a Member of the Executive Committee in any capacity other than immediate Past Chairperson of the Centre/Sub-Centre.</p> <p>(v) A Corporate Member who has served as a Chairperson in a Centre and completed his/her tenure will not be allowed to contest for Executive Committee Member of any other Centre. However, a Corporate Member who has served as a Chairperson in a Sub-Centre is eligible to contest as Member/ Hony Secretary/ Hony Treasurer / Chairperson of any Centre.</p> <p>(vi) Under exceptional circumstance like non-receipt of nomination for the office of the Chairperson from the outgoing Executive Committee, the outgoing Chairperson or any elected Office Bearer/ Member of the outgoing Executive Committee or a Fellow or above of at least of 5 years of continuous membership in the class of Fellow or above as on 31st Dec of the previous year may be nominated as Chairperson by a special resolution of the outgoing Executive Committee after approval for the same is accorded by the IETE President.</p> <p>(vii) Co-opted members shall not be eligible to contest election for Chairperson.</p> <p>(c) Vice – Chairperson (Applicable to Centres and Sub-Centres):-</p> <p>(i) The Vice-Chairperson shall</p> <p>(aa) either be a Fellow or above, or</p> <p>(ab) a Member IETE with at least five years continuous membership of MIETE of the Institution.</p>
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		<p>(d) Hony Secretary/Hony Treasurer (Applicable to Centres and Sub-Centres):-</p> <p>(i) The Hony Secretary/Hony Treasurer of a Centre/ Sub-Centre shall:-</p> <p>(aa) either be a Fellow or above, or</p> <p>(ab) a Member with at least three years continuous membership as MIETE of the Institution.</p> <p>(ii) In case of non-receipt of nominations for the Office of Hony Secretary/Hony Treasurer, the new Executive Committee may elect one of the elected members for these offices. Vacancies so created may be filled up from the reserve panel if it exists and/or at the AGM from the members present.</p> <p>(e) Members (Applicable to Centres and Sub-Centres).</p> <p>(i) A Member of the Executive Committee shall</p> <p>(aa) either be in a class MIETE or above, or</p> <p>(ab) An Associate Member with at least five years of continuous membership as AMIETE of the Institution.</p> <p>(f) General Eligibility Criteria (Applicable to all Categories and Centres/Sub-Centres).</p> <p>(i) All Members of the Executive Committee of a Centre/Sub-Centre shall belong to the class as given in this rule and should be the citizens of India (except Centres abroad) and their office shall be honorary and without remuneration.</p> <p>(ii) All Members including Office Bearers of the Executive Committee shall be in good standing as on 31st December of the previous year.</p>
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| | | <p>(iii) A candidate shall not be eligible to contest for more than one post during the election at a Centre and/or Sub-Centre and shall render a certificate to that effect alongwith the nomination form.</p> <p>(iv) In a situation demanding any relaxation in the election/eligibility for Chairperson, Vice-Chairperson, Hony Secretary, Hony Treasurer and Members or any other matter relating to Centre/Sub-Centre election, the case shall be referred to the President of the Institution for his direction in writing. The President's direction shall be final.</p> <p>(v) No Member/Hony Secretary/Hony Treasurer/Vice Chairperson of a Centre/Sub-Centre or Chairperson of a Centre/Sub-Centre having less than 200 Corporate Members shall be eligible for election for more than two successive tenures.</p> <p>(vi) Total tenure of any elected Member/Hony Secretary/ Hony Treasurer of a Centre/Sub-Centre shall not be more than four years in succession. None of them shall be eligible for re-election until the expiry of two years from the date of retirement. The period of service of the Members in the Adhoc Committee will not be counted while adjudging their eligibility in the subsequent year elections. While deciding the eligibility of the current Executive committee for contesting the next elections, the Members of the Adhoc Committee as well as the previously dissolved elected Committee will be taken into consideration. In case any member of the EC has completed two terms he/she is normally not eligible for contesting the election in the next term. However, if a resolution comes from the</p> |
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		<p>EC of that Centre to give him/her relaxation due to non-availability of other suitable candidate, then the President may consider such relaxation.</p> <p>(vii) Total number of years in Executive Committee as Member/ Hony Treasurer/Hony Secretary/Vice-Chairperson and/or as a Chairperson shall not exceed <u>twelve years</u>. This is effective from 01st July 1996.</p> <p>(viii) Vacancy occurring in the Committee from time to time during the currency of the term of the existing Executive Committee may be filled from the reserves on the panel.</p> <p>(ix) Candidates contesting for the office of the Chairperson, Hony Secretary, Hony Treasurer, Members shall not be the nominees for the election to the Governing Council for the year.</p> <p>(x) A Past President of IETE is not entitled to hold any office at the Centre (including member of the Executive Committee).</p> <p>(xi) A Governing Council Member who has completed three tenures of the Governing Council is not entitled to hold any office at the Centre (including member of the Executive Committee).</p>
6.4		Election Procedure For Centres Having 200 Or More Corporate Members (Rule 8)
6.4.1		<p>The election of the Executive Committee of a Centre would be held as follows :-</p> <p>(a) Election Procedure (Rule 8(a))</p> <p>(i) The election to the offices of the Chairperson, Hony Secretary, Hony Treasurer and seven Corporate Members of the Executive</p>

Committee of a Centre having 200 or more Corporate Members shall be held through online election, in accordance with the Byelaws of the Institution. Only Corporate Members shall vote for the Members of the Executive Committee. In addition, two student representatives of the Centre will be elected in accordance with **Rule 10**. The eligibility of a Corporate Member/Student Member, as the case may be, to contest and/or vote in the election shall be restricted to only such members residing within the jurisdiction of the Centre (as shown in the Directory of Corporate Members) who are in good standing on the rolls of the Institution as on 31st December of the previous year.

- (ii) The Vice-Chairpersons shall be elected by the Executive Committee from amongst the Members elected to the Committee.
- (iii) The eligibility criteria for Chairperson, Vice-Chairperson, Hony Secretary, Hony Treasurer and members of an Executive Committee are given in **Rule 11**.

(b) Appointment of an Observer (Rule 8(b))

The President shall appoint an **Observer**, preferably a Governing Council Member, for each Centre prior to the election of the Executive Committee not later than 15th February of the year in which it is due to take place.

- (i) The Observer will ensure that the election process is being followed as laid down in the Rules and Regulations governing IETE Centres and Sub Centres, in its letter and spirit.

- (ii) If discrepancies are observed by the Observer, it will be immediately brought to the notice of BoS and suitably resolved. For this purpose, Observer may request for a Special Meeting of the BoS. Observer will however not interfere in the day to day election process.
- (iii) If Observer and BoS are not in a position to resolve any issue, it will be brought to the notice of the IETE HQ/President for necessary ruling. The ruling of President shall be binding.

(c) Appointment of a Returning Officer and Board of Scrutineers

- (i) The Executive Committee of the Centre shall intimate to the Observer, the name of the **Returning Officer** and composition of the Board of **Scrutinizers** (BoS). Notwithstanding the above, the President may, if the situation warrants, ask the Observer to act as the Returning Officer for election of Executive Committee. The Returning Officer will then draw the time schedule for the election activity. The Observer as well as the Returning Officer shall be present on the following occasions :-
 - (aa) On the date of scrutiny of the nominations.
 - (ab) On the date of scrutiny of withdrawals by the nominees.
 - (ac) On the day of finalising the online ballot inclusive of the bio-data of the contestants.
 - (ad) On the date and time of counting of online votes.
 - (ae) Note: The Returning Officer shall keep the Observer informed about various activities of election process by electronic-mail/phone.**

		<p>(ii) As already brought out in para 6.2.4 above, it is desirable that the Returning Officer works in close coordination with the Observer on each activity connection with the election.</p>
		<p>(d) Verification of Nominations :All Centres where election to the Executive Committee is held through online voting, will get validity of nominations verified by the IETE HQ prior to the finalization of nominations for Office Bearers/Members and issue of withdrawal notice.</p>
		<p>(e) (i) Call Notice for Nominations and Eligibility</p> <p>(aa) The Returning Officer shall issue an Online Notice not later than the last day of February of the year, inviting nominations. The Online Notice shall indicate the number of seats/posts for which nominations are invited.</p> <p>(ab) The Online Nominations should have brief particulars and professional experience, in not more than fifty words, of the Corporate Member and the last date of submission of online nominations will be 15th March of the year (2400hrs).</p> <p>(ac) Eligibility for re-nomination of current members of the Executive Committee shall accompany the Online Notice.</p> <p>(ad) List of the Corporate Members in good standing on rolls as on 31st December of the previous year is to be provided by the IETE HQ on its website www.iete.org.</p> <p>(ae) This notice to all the eligible Corporate members shall be sent by email/SMS containing the procedure and link of IETE election website intimating that the Executive Committee election has started and they may nominate the members.</p>

		<p>(af) All IETE Centres conducting election through online voting shall use a standard nomination system available online.</p> <p>(ag) Detailed procedure for election through e-voting will be uploaded on IETE Website.</p> <p>(ah) All related correspondence and communications should be made through electronic mail/SMS.</p> <p>(ii) The User Id and Password are system generated and can also be obtained by clicking on the 'Get Password' link on IETE election website to log on. This User Id and Password can be used for nomination and voting.</p> <p>(iii) Nominations will be considered invalid, if:</p> <p>(aa) Online nomination submitted is not accepted by nominee.</p> <p>(f) Withdrawal</p> <p>(i) The Returning Officer, not later than 31st day of March of the year of election shall display online the names of all valid Corporate Members nominated.</p> <p>(ii) He will ask each one of the validly nominated members to inform him by 15th April, in case he wishes to withdraw his/her name from the election.</p> <p>(g) Issue of Online Ballot</p> <p>(i) The Returning Officer shall, not later than 30th day of April of the year of election, make the ballot available on IETE election website to the eligible Corporate Members in good standing as on 31st March of the current year (list is to be uploaded by IETE HQ on its website).</p> <p>(ii) The Online Ballot shall include the list of the names of the candidates and their biodata.</p>
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(h) **Online casting of votes**

- (i) Online voting will be activated on 01st May (00 01 hrs) on IETE election website. Member can exercise the vote by login and ticking against the names of candidates of their choice. The total number of such ticks shall not exceed the number of declared vacancies.
- (ii) For member to submit the vote online, he will be prompted to generate One Time Password (OTP) by Email/SMS with a limited time validity of 15 minutes to finally cast the vote.

(i) **Counting of Votes**

- (i) The BoS, immediately after the last date of submitting of Online Votes i.e 31st May (2400 hrs) shall fix a date within seven days for processing the result.
- (ii) The online voting will be deactivated on 31st May (24 00 hrs)

(j) **Result**

- (i) The report on the result of voting of successful candidates with two to three reserves on the panel and all connected papers shall be signed by the BoS present and the Returning Officer.
- (ii) In case of two or more candidates securing equal number of votes, the Board of Scrutineers shall declare the candidate elected by virtue of his seniority. A higher class will always be senior to a lower class member irrespective of the number of years of membership. In case of same class of membership, the seniority shall be decided on the basis of the length of the continuous membership in good standing, without break. In case of equal length of service, it would be based on age.

(iii) The report shall then be presented by the Returning Officer to the Observer and the Observer after confirmation shall intimate the result to the Chairman/Chairperson of the IETE Centre and IETE HQ.

(iv) In the absence of the Observer, the result of Centres' election will be announced by the Returning Officer and in the absence of the Observer and the Returning Officer, the result will be announced by the Chairman/Chairperson of the Centre/ Sub-Centre.

(k) **Complaints / Malpractice**

(i) In the event of a complaint, malpractice or violation of code of professional ethics by the candidate(s), the Observer shall report the matter to the President of the Institution.

(ii) President's ruling shall be final and binding on all concerned.

(iii) In case an EC Member of Centre/Sub-Centre indulges in such actions which are considered detrimental and disrupting the smooth functioning of the Centre/Sub-Centre as also adversely affecting the reputation of the Institution, he alone can be removed from the EC and rest of the EC will continue to function. The process can be initiated by EC or by IETE President.

(l) **Custody of Online Ballots** - The Soft copy of the Result and its summary in Excel format will be saved on CD and shall remain with the Returning Officer and Secretary General at IETE HQ till 30 days after the Annual General Meeting.

	<p>(m) Election Schedule at a glance is given here under :-</p> <p>(i) Appointment of Returning Officer and BoS Not later than 15 Feb of respective year.</p> <p>(ii) Call for Nominations Not later than the last day of Feb of the respective year.</p> <p>(iii) Receipt of Nominations by 15 March of the respective year</p> <p>(iv) Issue of withdrawals notice by 31 March of the respective year</p> <p>(v) Withdrawals by 15 April of the respective year</p> <p>(vi) Start of online voting by 1st May (0001 hrs) of the respective Year.</p> <p>(vii) Submission of Online Votes by 31st May (2400 hrs) of the respective Year.</p> <p>(viii) Counting of Online Ballots /Result by 7th June of the respective year.</p> <p>(ix) Annual General Meeting Not later than 30 June of the respective year</p> <p>(x) Custody of CD of Result and its summary till 31st July of the respective year.</p> <p>(xi) Any deviation to the above schedule should be done only with prior approval of IETE President.</p>
6.5	Non Holding of Election within stipulated time (Rule 8(n))
6.5.1	If the Election of the Executive Committee is not held within the stipulated period, the Governing Council shall cause the election to be conducted under its direction.
6.6	Non Holding of AGM (Rule 8(o))
6.6.1	In case a Centre fails to convene the AGM by 30 th June, the Chairman/Chairperson elect only will represent the Centre in the forthcoming meetings of the Governing Council, if required to do so and otherwise eligible.
6.7	Election Procedure For Centres Having Less Than 200 Corporate Members (Rule 9)

6.7.1	<p>The following procedure shall be adopted for the election of the Executive Committee for the year in which it is due :-</p> <p>(a) Option: The Centre shall have the option to conduct the election through Online Ballot as outlined for Centres having more than 200 members OR proceed as under.</p> <p>(b) Election: Election of the office bearers and members of the Executive Committee shall be held in the presence of the Observer appointed by the President of the Institution at the Annual General Meeting of Corporate Members in good standing, from amongst the members present at the Annual General Meeting. It is the duty of the Observer to ensure that only bonafide Corporate Members present in the AGM participate in the election process.</p> <p>(c) The eligibility criteria for Chairman/Chairperson, Vice- Chairman/Chairperson, Hony Secretary, Hony Treasurer and members of an Executive Committee are given in Rule 11.</p> <p>(d) Each candidate for election shall be duly proposed and seconded by a Corporate Member of the Institution from amongst the Corporate Members present at the Annual General Meeting. The nominees and proposers /seconders shall be Corporate members in good standing as on 31st December of the previous year.</p> <p>(e) The Observer shall announce the names of the eligible candidates for nomination from the presently constituted Executive Committee (outgoing).</p> <p>(f) Election shall be held by a secret ballot, or by show of hands as may be decided by the Corporate Members at the meeting. In case of secret ballot, the ballot papers shall be circulated to the members present who shall fill in the names of the candidates</p>
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of their choice for Office Bearers and other members for election to the Executive Committee.

- (g) The Observer may appoint one or more scrutineers for the purpose of counting the votes polled by the candidates.
- (h) The ballot papers shall be rejected in the following cases:-
 - (i) Tampering, defacing or obliteration of the ballot paper.
 - (ii) Name of the Corporate Members appearing in the ballot paper.
 - (iii) Writing more name than the number of vacancies to be filled in.
- (i) **Result** : The report of the result of voting of the successful candidates with two to three reserves on the panel shall be signed by the Scrutineers and the Observer and announced at the Annual General Meeting.

6.8

ELECTION OF STUDENT REPRESENTATIVES (Rule 10)

Student Representatives will be elected to the Executive Committee is as under:-

- (a) Student members in good standing on rolls of the Institution as on 31st March (list is to be provided by the IETE HQ on website/electronic mail) shall only be eligible to participate in the elections.
- (b) The Executive Committee of the Centre shall give fifteen days notice for election of two Student Representatives, one in respect of AMIETE and the other in respect of DipIETE for the Executive Committee. The notice shall be displayed at the notice board of the Centre. The election shall be completed by the last day of June of the year.

	(c)	If the election is not held even after the requisite notification, the vacancies of students' representatives in the Executive Committee will be kept unfilled.
SUB-CENTRE		
6.9		Election for Executive Committee of Sub-Centre
6.9.1		Observer : Chairperson of the Centre under whose jurisdiction a Sub-Centre falls, will appoint one of the member of the Executive Committee of the Centre as an Observer, for the Sub-Centre.
6.9.2		Eligibility Criteria for Office Bearers and Members of the Executive Committee of a Sub-Centre (Rule 27 to Rule 30)
6.9.2.1		The eligibility for Office Bearers and members of the Executive Committee of Sub-Centres will be governed as per Rule 11 except that limitation of twelve years will not be applicable for Sub-Centre. Similarly, Student Representatives will be elected as per Rule 10 .
6.9.3		ELECTION PROCEDURE (Rule 28)
6.9.3.1		The election of the Executive Committee of a Sub-Centre will be held as under:-
	(a)	The election of the Office Bearers including Chairperson and members of the Committee shall be held in the presence of the Observer appointed by the Chairperson of its Centre (as given in Rule 31) at the Annual General Meeting. It is the duty of the Observer to ensure that only bonafide Corporate Members present in the AGM participate in the election process.
	(b)	The eligibility criteria for Chairperson, Vice-Chairpersons, Hony Secretary, Hony Treasurer and members of an Executive Committee are given in Rule 11 .

	<p>(c) Each candidate for election shall be proposed and duly seconded by a Corporate Member of the Institution from amongst the Corporate Members present at the Annual General Meeting. The nominees and proposers /seconders shall be Corporate Members in good standing as on 31st December of the previous year.</p> <p>(d) The Observer shall announce the names of the eligible candidates for nomination from the presently constituted Executive Committee (outgoing).</p> <p>(e) Election shall be held by a secret ballot, or by show of hands as may be decided by the Corporate Members at the meeting. In case of secret ballot, the voting papers shall be circulated to the members present who shall fill in the names of the candidates of their choice for Office Bearers and other members for election to the Executive Committee.</p> <p>(f) The Observer may appoint one or more Scrutineers for the purpose of counting the votes polled by the candidates.</p> <p>(g) The ballot papers shall be rejected in the following cases:-</p> <ul style="list-style-type: none"> (i) Tampering, defacing or obliteration of the ballot paper. (ii) Name of the Corporate Members appearing in the ballot paper. (iii) Writing more name than the number of vacancies to be filled in. <p>6.9.4 Result : The report of the result of voting of the successful candidates with two to three reserves on the panel shall be signed by the Scrutineers and the Observer and announced at the Annual General Meeting. Installation of the Executive Committee will be subject to the approval of IETE HQ.</p>
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6.9.5		<p>The Election of Office Bearers will be as under (Rule 29):</p> <p>(a) The Elected members of the Executive Committee shall elect two Vice-Chairpersons.</p> <p>(b) The eligibility criteria for Vice-Chairpersons, Hony Secretary and Hony Treasurer and members are given in Rule 11.</p>
6.9.6		<p>Vacancies occurring in the Committee during the currency of the Executive Committee may be filled from the reserve panel co-option (Rule 30).</p>
6.10		<p>Report by the Observer</p>
6.10.1		<p>The Observer at Sub-Centre Annual General Meeting One member of the Executive Committee of its Centre (as indicated in the Corporate Membership Directory) shall be appointed by the Chairperson of the Centre to act as an Observer at the Annual General Meeting of each Sub-Centre at which the annual election is due to take place. The Observer will submit his report to the Chairperson of the Centre after the Annual General Meeting, with a copy to IETE HQ.</p>
6.11		<p>Relaxation</p>
6.11.1		<p>Wherever any relaxation is sought for, the case is to be taken up with HQ by the concerned Returning Officer/Chairperson for getting approval of President IETE. Such relaxation should have the endorsement of the Observer.</p>

CHAPTER - VII

MEMBERSHIP GROWTH

7.1 Membership Drive

7.1.1 The Centre are required to continue the drive for Corporate and Student membership throughout the year. The growth of membership pertaining to Centre and Sub-Centre entitles them to get special grant from the HQ as well as it increases the membership of their Centre. The Centres should also gives periodical advertisements in local dailies for student membership for AMIETE/DipiETE and should also organize from time to time publicity through electronic media, exhibitions, visiting various engineering colleges, schools, polytechnics, Govt and other organizations involved in Electronics, Telecommunication and IT Activities. Detailed brochures for student, Corporate and Organisational membership are issued time to time by HQ IETE. In addition following materials are also made available to the Centre for publicity:

- (a) Pulicity panel.
- (b) Publicity Material.
- (c) IETE Syllabi
- (d) IETE Publications
- (e) CD/Video about IETE

7.1.2 To increase the membership, all Centre of IETE should initiate membership drive in their respective zones. The Governing Council Members of respective zones should visit the ISF Engg College and interact with students of 6th Semester to encourage them to become IETE Corporate Members.

7.1.3 Membership Drive be initiated in ISF colleges by putting efforts to encourage passing out ISF students to become IETE Corporate Members. For this minimum incentives

	<p>may be given to ISF College's Coordinators to convert passing out ISF members to IETE Corporate Members. 10% of the total membership fees so collected by respective college may be given to ISF Co-ordinator/College to meet the misc expenses to convert passing out ISF students into IETE Corporate Members.</p>
7.2	Felicitations of Senior Members
7.2.1	Based on the Governing Council decision, all senior IETE members fulfilling the criteria of age plus continuous membership (minimum 85 years) are eligible for felicitations during IETE functions. Each Centre should have the record of its own members, their date of birth etc and should draw a list of eligible members and send the same to HQs for necessary verification. HQ can be consulted if full data is not available with the Centres. Centres/Sub-Centres are also advised to keep the HQ informed about the date of birth of all Corporate Members in their jurisdiction to keep the records up to date.
7.2.2	Such felicitations are to be organized on the occasion of IETE Foundation Day function at Centres and at HQ IETE.
7.3	Centres/Sub-Centres Relationship
7.3.1	The Governing Council of the IETE has laid down Rules and Regulations governing IETE Centres and Sub Centres in pursuant to Byelaw 84 and 85 of the Institution. These rules provide necessary directions to all Centres for their efficient and uniform functioning, important issues like geographical jurisdiction, norms for opening Centres, election to the Executive Committee etc. Holding of AGM, Stock taking and procedures to be followed for financial management are adequately covered in these rules. .
7.3.2	These Rules, however, do not elaborate on the relationship between Centres and Sub-Centres within their jurisdiction. Sub-Centres shall be under the jurisdiction of the nearest Centre and will conduct the

	<p>activities in coordination with the Centre and plan their technical programmes and other activities at the beginning of the financial year and inform the HQ and the Centre. In order to ensure efficient functioning, the Sub-Centre will deal directly with HQ and vice-versa on all financial and routine matters and will keep the centre informed on all important matters of the Sub-Centre where considered necessary. The Centres should also render assistance in the form of guidance and advice to the Sub-Centres, if required.</p>
7.3.3	<p>In order to have better understanding between the Centres and Sub-Centres, the Governing Council has decided that the Chairperson of the Centre will be represented in the EC of the Sub-Centre and vice-versa. Once in a quarter, the Chairperson of the Centre or his appointed representative may physically attend the EC meeting of the Sub-Centres. This will provide opportunity to interact better and clear misunderstandings if any, at the same time help in the overall growth of the Institution.</p>
7.3.4	<p>In the overall growth and interest of the Institution, it is imperative and absolutely necessary that our Centres and Sub-Centres function in tandem so that synergy thus created, results in a better understanding which will go a long way in strengthening our organization.</p>
7.4	<p>IETE HQ and Centre/Sub-Centre Relationship</p>
7.4.1	<p>(i) The organization of IETE comprises of a IETE-HQ, with integrated Centres/Sub Centres and PACs.</p> <p>(ii) The Centres/Sub-Centres are responsible to conduct Annual Minimum Activities which are mentioned below with specified support from IETE HQ for release of grants as mentioned under Norms for payment of Annual Grants in 15.21.1. Rest to be supplemented by the Centres/Sub-Centres from their own efforts.</p>

7.4.2	<p>The Minimum activities expected to be conduct by Centres/Sub Centres are :-</p> <table border="1"> <thead> <tr> <th data-bbox="240 253 295 277"><u>Activities</u></th> <th data-bbox="827 253 940 277"><u>Numbers</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="240 297 788 321">i) No. of Technical Lectures to be held</td> <td data-bbox="795 297 894 321">- 4</td> </tr> <tr> <td data-bbox="240 326 788 378">ii) No. of Seminars / Symposiums/ Conferences Workshops to be held</td> <td data-bbox="795 326 894 378">- 2</td> </tr> <tr> <td data-bbox="240 383 788 435">iii) Number of Short term courses to be conducted</td> <td data-bbox="795 383 894 435">-</td> </tr> <tr> <td data-bbox="240 440 830 492">iv) A Centre should have conducted at least 3 activities in a year from the following :-</td> <td></td> </tr> <tr> <td data-bbox="301 508 783 532">a) World Telecom & Info.Society day</td> <td></td> </tr> <tr> <td data-bbox="301 537 554 561">b) Foundation day</td> <td></td> </tr> <tr> <td data-bbox="301 566 777 591">c) Student's day/Sports/Cultural day</td> <td></td> </tr> <tr> <td data-bbox="301 596 820 620">d) Endowment/ Memorial Lectures held</td> <td></td> </tr> <tr> <td colspan="2" data-bbox="240 636 940 688">* For above activity efforts to get sponsorship should be made for revenue generation</td> </tr> <tr> <td data-bbox="240 709 905 734">v) New enrolments per year for growth of a Centre.</td> <td></td> </tr> <tr> <td></td> <td data-bbox="827 750 940 774"><u>Numbers</u></td> </tr> <tr> <td data-bbox="301 779 788 831">a) Number of Student Members/ ISF including ISF Students</td> <td data-bbox="795 779 894 831">- 50</td> </tr> <tr> <td data-bbox="301 836 788 860">b) Number of Corporate Members</td> <td data-bbox="795 836 894 860">- 15</td> </tr> <tr> <td data-bbox="301 865 788 917">c) Number of Organisational Members(New)</td> <td data-bbox="795 865 894 917">- 01</td> </tr> <tr> <td data-bbox="240 954 910 979">vi) Educational Activities/Other Activities (Desirable)</td> <td></td> </tr> <tr> <td></td> <td data-bbox="827 995 940 1019"><u>Numbers</u></td> </tr> <tr> <td data-bbox="301 1024 788 1125">(a) Facilities should be created for students for making Projects/ KITS/Models as per strength Facility</td> <td data-bbox="795 1024 894 1125">- 01</td> </tr> <tr> <td data-bbox="301 1146 788 1230">(b) Extra Curricular Activities as per strength Activity</td> <td data-bbox="795 1146 894 1230">- 01</td> </tr> <tr> <td data-bbox="240 1252 761 1377">vii) Visible Initiatives for Skill and entrepreneurship, development, Courses and other activities (Desirable Initiative)</td> <td data-bbox="795 1252 894 1377">- 01</td> </tr> <tr> <td data-bbox="240 1382 751 1450">viii) Any activities done by Organisational Member (Desirable)</td> <td data-bbox="795 1382 894 1450">- 01</td> </tr> </tbody> </table>	<u>Activities</u>	<u>Numbers</u>	i) No. of Technical Lectures to be held	- 4	ii) No. of Seminars / Symposiums/ Conferences Workshops to be held	- 2	iii) Number of Short term courses to be conducted	-	iv) A Centre should have conducted at least 3 activities in a year from the following :-		a) World Telecom & Info.Society day		b) Foundation day		c) Student's day/Sports/Cultural day		d) Endowment/ Memorial Lectures held		* For above activity efforts to get sponsorship should be made for revenue generation		v) New enrolments per year for growth of a Centre.			<u>Numbers</u>	a) Number of Student Members/ ISF including ISF Students	- 50	b) Number of Corporate Members	- 15	c) Number of Organisational Members(New)	- 01	vi) Educational Activities/Other Activities (Desirable)			<u>Numbers</u>	(a) Facilities should be created for students for making Projects/ KITS/Models as per strength Facility	- 01	(b) Extra Curricular Activities as per strength Activity	- 01	vii) Visible Initiatives for Skill and entrepreneurship, development, Courses and other activities (Desirable Initiative)	- 01	viii) Any activities done by Organisational Member (Desirable)	- 01
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7.4.3	The functioning of Centres will be autonomous in respect of their staff/workers and its maintenance, as per rules decided by the duly elected executive committee of the respective centres.
7.4.4	The Centres/Sub-Centres will forward all the MOUs having financial implications to IETE HQ for vetting and advise.
7.4.5	The communication between IETE HQ & Centres/Sub-Centres should be courteous and prompt.
7.5	<p>Office Bearers Meeting</p> <p>The Governing Council has taken a decision that once in two years when a new Executive Committee takes over, there may be an interactive meeting with Office Bearers of all the Centres and HQ, after the approval of IETE Governing Council. During this meeting various aspects of running of a Centre, maintenance of accounts, conduct of examination, member growth, conduct of technical programmes, students and centres difficulties etc would be discussed. This would help in fostering a better relationship between HQ and Centre.</p>
7.6	<p>Material for IETE HQ Publications</p>
7.6.1	The Centres/Sub-Centres should publicise their activities in their own interest and should send a brief write up of their activities with suitable materials like photographs, CD, etc to HQ IETE for publication of relevant material in the Newsletter.
7.6.2	The Centres/Sub-Centres should keep a record of IETE passouts from their Centres or of those attached to them, so that IETE alumni could be given due place in IETE publications, like IETE Journal of Education, for better networking and services.
7.7	<p>Update of IETE Corporate Members Records</p>
7.7.1	The IETE Corporate Directory contains insufficient data of members viz current mobile no., email id and address. All Centres/Sub-Centres must make all out effort to get the data of Corporate members in their respective jurisdiction.

Chapter –VIII

IETE STUDENTS' FORUM (ISF)

- 8.1** In order to have interaction with the students of various engineering colleges and polytechnics, IETE Students' Fora (ISFs) are established at various engineering colleges/polytechnics. The Centres/Sub-Centres are advised to set up ISFs (online matrix proforma is available on website ww.iete.org) at major recognized engineering colleges/university, with the assistance and involvement of senior faculty members. IETE Centre/Sub-Centre in the region may provide support, advice and coordination in the establishment and functioning of these fora. Through Students' Forum, the Centres/Sub-Centres can organize technical programmes and activities to provide a common platform for the student members to exchange ideas and information, facilitate technical visits/practical training of student members, encourage team work and the spirit of self-reliance. This will serve as a focal point on all aspects of professional development of the student members.
- 8.2** IETE, however, needs to be well known to the students' fraternity all of electronics/telecommunication/computer science/information technology students, in order to build awareness amongst them for mutual benefit. In India, there are nearly 3364 Engineering Colleges (affiliated to Universities), and over 3851 Polytechnics. Most of these Institution have departments of Electronics/Telecom/Computers/IT/Electrical Engineering, which have similar interest as of IETE as they prepare the students for BE/B Tech or Diploma qualifications. More than 500 active ISFs are functioning in India today with a student membership of more than 60,000.

8.3	Objectives of ISF
8.3.1	The IETE Students' Forum shall be set up at each major recognized Engineering College/University, with the assistance and involvement of senior faculty members of the Institution. The IETE Centre in the region shall provide support and coordination in the establishment and the working of the forum.
8.3.2	<p>The IETE Students' Forum shall have the following broad objectives :</p> <ul style="list-style-type: none"> <li data-bbox="242 557 945 686">(a) To plan and organize technical programmes and activities such as special lectures, workshops, seminars, symposia, exhibitions etc for the benefit of student members on a regular basis. <li data-bbox="242 703 945 873">(b) To provide a common platform for the student members to exchange ideas and information on the topics of their interest e.g curriculum employment/higher educational opportunities, emerging trends new development etc. <li data-bbox="242 889 945 987">(c) To facilitate technical visits/practical training/project work/employment or the student members in R & D laboratories, industries, academic institutions etc. <li data-bbox="242 1003 945 1068">(d) To encourage team work and the spirit of self-reliance among the student members. <li data-bbox="242 1084 945 1182">(e) To serve as a focal point at the institutions on all aspects of professional development of the student members.
8.3.3	To meet these objectives, the IETE Students forum shall arrange frequent meetings of the student members together with experts/academic/R&D/Industries leaders as well as IETE Centres' Executive Committee Members. Programmes of common interest may also be arranged involving students' forum at many institutions in the city, region etc.

8.4	ISF Student Membership
8.4.1	<p>The ISF student membership of the IETE shall be open to students of engineering colleges/universities/institutions designated as a student (FG) members and polytechnics designated as student (FD) members as follows :-</p> <p>(a) Student Member (FG) :: Every candidate for election to the class of student (FG) member shall satisfy the Governing Council that (i) he/she is a student of Electronics Engineering /Telecommunication Engineering/ Computer Science/ Information technology/ Electrical Engineering/Physics in university/ college/institution approved by the council, and (ii) he / she is sponsored by a Corporate Member of the IETE or Faculty member of College / University. On the successful completion of the course of study and being conferred the BE / B Tech / BSc (Egg) Degree by the University / Institution in the appropriate field, he / she shall then be eligible for election to the class of Associate Member IETE (AMIETE).</p> <p>(b) Student Member (FD) : Every candidate for election to the class of Student (FD) member shall satisfy the Council that (i) he / she is a student of Electronics Engineering / Telecommunication Engineering / IT / Electrical Engineering / Computer Science in a Polytechnic /University / College / Institution approved by the Council and (ii) he / she is sponsored by a Corporate Member of the IETE of faculty member of college / Polytechnic. On successful completion of the course of study and being conferred the Diploma by the Directorate of Technical Education / University in the appropriate field, he / she shall then be eligible for election to the class of Diploma Member IETE (Dip IETE).</p>

8.5 ISF Membership Fee

8.5.1 The members of the IETE students' forum shall pay the following one time membership fee for their membership while studying at the college/polytechnic.

8.5.2 Student (FG) ₹ 600/- (for 4 years)
Student (FD) ₹ 475/- (for 3 years)

Student (s) studying in

	Engineering Colleges	Polytechnic
I st Year	₹ 600/-	₹ 475/-
II nd Year	₹ 475/-	₹ 350/-
III rd Year	₹ 350/-	₹ 225/-
IV th Year	₹ 225/-	

Note : The matrix format of ISF is present on the website, www.iete.org, which can be downloaded and filled up with appropriate fees according the studying year of the candidate. One consolidated draft can be made and sent to HQ for further action. Consolidated list of applications may be forwarded with photos in soft copy (as given in format available at website www.iete.org) The minimum required membership strength for opening the IETE Student Forum in any Institution is 50, either Student (FG) or Student (FD).

8.6 Benefits to ISF Membership

8.6.1 All the members of IETE Students' Forum shall have priority for publishing their papers in the IETE Journal of Education. They can also subscribe for other publication of the IETE viz. IETE Journal of Research and IETE Technical Review. They are also welcome to attend all IETE technical programmes arranged in India at a reduced registration fee. The Institutions, wherein IETE students forum is established shall receive the following benefits :-

- (a) A suitable grant to the IETE Forum, commensurate with the membership strength, to conduct the various activities of the Forum @ ₹ 40/- per student per year. In addition, an amount of ₹ 10/- per student per year is given to the respective centre.

	<p>(b) An inaugural amount of ₹ 2000/- (only once) to each new ISF to cover the inaugural expenses.</p> <p>(c) One complete set of technical publications of the IETE including IETE Journal of Research, IETE Technical Review, IETE Journal of Education, IETE Newsletter (one copy in each case), etc for the benefit of students, is sent to the coordinator of the forum.</p> <p>(d) Regular interaction with IETE Centres in the region and support from IETE Corporate members, R&D Laboratories, Industries etc in the technical programmes of the Forum.</p> <p>(e) Possibility of setting up an Electronics Hobby Centre in the Institution with industry support.</p> <p>(f) Improvement in the quality education of students pursuing the Degree/Diploma courses and increase their employment potential.</p> <p>(g) To organize activities of ISF and/or with IETE Centres/Sub-Centres. Prizes for Quiz Paper reading competition, organizing inter-college functions at the level of Centres. Visit to various Engineering Colleges/Institutions and organizing joint activities.</p> <p>(h) Annual function in each IETE Students' Forum to be organized for which a special grant could be considered.</p> <p>(i) In addition Annual Quiz, Essay Competition, National or Zonal Technical Paper Contest for the students be organized at the time of Mid-Term Symposium and IETE Annual Convention in whichever Centre the functions are organized.</p> <p>(j) ISF Students' will be given reduction in fee payment during their enrolment in Associate Membership of IETE, equivalent to the amount paid at the time of their joining ISF.</p> <p>(k) ISF Students after passing from Engineering Colleges, are invited to become corporate member of an elite professional society IETE and will be</p>
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		given reduction in fee payment, equivalent to the amount paid at the time of joining ISF, while enrolling as an Associate Member of IETE. This offer will be valid upto 12 months after passing the exam.
8.7		<p>Requirement at the time of Registration of ISF :</p> <p>(a) Matrix format of students in Excel sheet certified by HOD / Co-ordinator / Principal of the Institution. Matrix Format specimen is available in website www.iete.org.</p> <p>(b) Consolidated Membership fee calculation. Payment through NEFT Transfer or DD.</p> <p>(c) Names of the Management Committee including Student, Chairman, Hon. Secretary and Staff in charge of ISF.</p> <p>(d) ISFs may open Bank account in the name of Chairman, Secretary and College authority.</p>
8.8		<p>Management</p>
8.8.1		<p>The affairs of the IETE Students' Forum shall be conducted and the property and money thereof be administered by a Managing Committee consisting of six student members, two of whom retire every year but are eligible for re-election. One of these members shall be the Chairperson and another shall be the Hony Secretary. A faculty member of the Institution and a member of the Executive Committee of the IETE Centre shall be permanent invitees to the Managing Committee Meetings. The Managing Committees shall meet at least once in a quarter or as often as required and take decision on all matters connected with the IETE Students' Forum. Any unresolved issues may referred to the IETE Centre in the region, who will be the monitoring and controlling office for the forum.</p>
8.9		<p>Review</p>
8.9.1		<p>The functioning of the IETE Students' forum shall be reviewed annually by the concerned IETE Centre and the performance reported to the IETE HQ. The IETE Students Forum as well as Centres may also suggest ways and means of strengthening these forums in the interest of the IETE.</p>

CHAPTER – IX
**PROFESSIONAL AND TECHNICAL
PROGRAMMES**

TECHNICAL PROGRAMMES

9.1 The Technical programmes in a Centre/Sub-Centre are governed by **Rule 3** which is reproduced below:

The Executive Committee of each Centre/Sub-Centre shall plan their technical programmes and other activities from July to June of the following year and inform the same to the Governing Council in case of organizing of symposia/seminars/exhibitors and other events, which are not entirely of local interest, prior clearance and approval of the Governing Council should be obtained. No Centre or Sub-Centre will prefix an 'event' with expressions. 'National' or 'International' without the prior approval of the Governing Council.

9.1.1 The major objectives of IETE is to promote the general advancement of Telecommunication Engineering, Electronics, Computer Science and Engg and Information Technology and to facilitate the exchange of information and ideas on these subjects amongst the members of the Institution by holding seminars, symposia, workshops and technical lectures.

9.1.2 Keeping in view the objectives of IETE, the Centres/Sub-Centres must focus on organizing conferences, symposia, workshops and seminars involving concerned professionals, students and industry associations for the advancement of the discipline. This will keep the Centres/Sub-Centres professionally active and help in performing the role which IETE is playing in the national endeavour for continuing education and other areas. It is, however, necessary that organizing such activities should not only be self supporting but should invariably result in reasonable surpluses which could be gainfully utilized for expansion of professional activities of the Centres/Sub-Centres.

9.1.3	<p>In general following technical programmes are organized by a Centre:-</p> <ul style="list-style-type: none"> (a) Seminar , Symposia, Workshop and Technical Lecture at the initiative of the Centre itself. (b) Zonal Seminar alongwith ISF Congress. (c) Seminar, Symposia, Workshop and Technical Lecture on behalf of IETE HQ like Apex Forum, Mid Term Symposia (MTS) or IETE Annual Convention.
9.1.4	<p>The name of Annual Technical Convention (ATC) has been renamed as IETE Annual Convention.</p>
9.2	<p>Seminars, Workshops, Symposia and Technical Lectures</p>
9.2.1	<p>To meet the objectives of IETE, Centres/Sub-Centres are required to hold technical programmes in the form of seminars, workshop, symposia and technical lectures. For successful conduct of such programmes, it is necessary that adequate attention is paid to minute details for organizing such events.</p>
9.2.2	<p>The following points need careful consideration in planning of technical events:</p> <ul style="list-style-type: none"> (a) Selection of a suitable topical subject, speakers, venue and Chief Guest/Guest of Honour. (b) Target audience and minimum number of participants in terms of delegates. (c) Proper and timely publicity. (d) All out efforts to acquire maximum number of advertisements, Sponsorship. (e) Publishing of Souvenirs and Proceedings.
9.2.3	<p>Normally, the first flier containing the basic information and Call for Papers etc. is to be released at least 2 months in advance as well as advance information should go in Newsletter/website.</p>

9.2.4	<p>For the successful conduct of these events, the following Committees may be required:</p> <ul style="list-style-type: none"> (a) Organising Committee (b) Technical Committee (c) Exhibition Committee (d) Souvenir Committee (e) Reception Committee (f) Logistics including Transport Committee (g) Finance Committee (h) Reception Committee (i) Any other Committee as desired by the Centre
9.2.4.1	<p>In addition to Technical events covered in the preceding paras, holding of regular technical lectures should also be organized by all Centres/Sub-Centres on the topics of interest of students and corporate members. This will go a long way in keeping the Centre/Sub-Centre active and also result in interaction with the students and corporate members.</p>
9.2.5	<p>As brought out earlier in this SOP, Centres/Sub-Centres must finalise their technical programme for the year in the first Executive Committee meeting in July. Once the programme is finalized, it must be sent to HQ IETE. The special programmes which require funding from IETE HQ are to be organized only after the approval of the Governing Council. Though, the whole expenditure to organize such special events can not be met by HQ, therefore, to finance such functions, Centres/Sub-Centres must seek sponsorship from local industry/Institution.</p>
9.3	<p>Zonal Seminar alongwith ISF Congress</p>
9.3.1	<p>IETE Zonal Seminar and Zonal ISF Student Congress is a 2-day Zonal level Technical Programme. The Zonal Seminar is organized on the first day. Each Zone is required to conduct a seminar alongwith ISF Congress every year . Centres are required to give a topic and their</p>

	<p>willingness for organizing Zonal seminar to the respective Zonal Coordinator, who will then finalize the theme and the Centre after consulting concerned chairpersons. The Zonal Coordinator then sends the details to HQ for consideration by the Technical Programmes and Publicity Committee and finally by the Governing Council. The Governing Council approves the theme and venue for Zonal Seminar.</p>
9.3.2	<p>Once the Governing Council approves the venue and the theme, the Zonal Coordinator takes initiative in organizing the function. The seminar include both invited talks by eminent experts and contributed papers on the theme chosen. The Seminar comprises of an inaugural session which is followed by technical sessions. Each technical session is held on different sub-topic derived from the main theme. Each session is chaired by eminent experts in the field. Brochure is to be prepared and sent to all the dignitaries and members in respective zone comprising of centres and sub-centres falling in their jurisdiction. The Authors are given a specific date for registration and submission of papers to get it included in the proceedings of the Seminar, which is published and released during the inaugural session.</p>
9.3.3	<p>The ISF Students Congress which is specifically for the IETE Students' Forum members in respective zones is conducted on the second day. The Congress consists of workshops, project competition, exhibition, aptitude test and plethora of other such students' activities as well as guest lectures by eminent persons from the industry highlighting the latest developments in the field of Electronics and telecommunications.</p>
9.3.4	<p>HQ pays a grant of ₹ 35,000/- to the Centre conducting the Zonal Seminar and ₹ 25000/- for conducting the ISF Congress.</p>

9.3.5	The checklist for conduct of Zonal Seminar/Seminars as given in Appendix 'F' or Appendix 'G'. Details covered in paras 9.2.2, 9.2.3 and 9.2.4 also hold good for conduct of a Zonal Seminar
9.3.6	A meeting of the Office Bearers of the Centres/Sub-Centres falling under the jurisdiction of each zone be organized along with the Zonal Seminars. For this reimbursement of second AC train fare subject to a maximum of ₹ 2000/- per person to any two of the three Office Bearers of the Centres/Sub-Centres within the Zone by the HQ for attending the Seminar.
9.4	Technical Programmes on behalf of HQ IETE
9.4.1	The Centre(s) may also organize 'Apex Fora', Memorial Lectures and IETE Annual Convention/Mid Term Symposium on behalf of the HQ as and when decided by the Governing Council. The suggested check list of actions required to be taken for organizing Technical Programmes is given at Appendix 'F' .
9.4.2	Detailed instructions for conduct of IETE Annual Convention/Mid Term Symposium/Apex Forum are issued by HQ for the concerned Centres.
9.5	Technical Lectures
9.5.1	In addition to Technical events covered in the preceding paras, holding of regular technical lectures should also be organized by all Centres on the topics of interest of students and corporate members. This will go a long way in keeping the Centre active and also result in interaction with the students and corporate members.
9.6	Technical Presentation by IETE Awardees
9.6.1	Persons honoured with IETE award will present their work during a function organized by IETE Centre nearest to their location. The Centre Chairperson will invite the awardees for the function.

9.6.2	<p>The above decision calls for the following actions on the part of HQ IETE and Centres nearest to the location of awardee:</p> <ul style="list-style-type: none"> (a) HQ IETE will intimate to the concerned IETE Centre the name of the award and awardee. (b) IETE Centre will coordinate for fixing a mutually convenient date for making presentation in the scheduled function of IETE. (c) Awardee will intimate to the IETE Centre and HQ IETE the topic of his presentation and send the abstract of the lectures immediately and handover the copies of the full text after the lecture. (d) IETE Centre will provide the local hospitality, which will include local conveyance. TA/DA, if any, will be provided by the HQ as prescribed. (e) IETE Centre will send the details of the lectures for publication in HQ IETE Newsletter.
9.7	<p>Short-Term and Special Courses</p>
9.7.1	<p>Short Term Courses could be planned and conducted after necessary survey and cost consideration as per local requirement and availability of suitable faculty. Norms for courses as laid down by the Governing Council are as under:</p> <ul style="list-style-type: none"> (a) Upto 3 months By Centre without reference to HQ IETE/Governing Council. (b) 3-6 months To be approved by the Governing Council.
9.8	<p>Students' Activity at Centre: Quiz Competition</p>
9.8.1	<p>It is proposed that to increase student interaction at the Centre, the latter may conduct quiz or other competition involving students. These could be part of celebrations of IETE Students' Day. For this, prize money of ₹ 1000/- as first prize, ₹ 500/- as second prize and ₹ 250/- as third prize be borne by the HQ.</p>

9.8.2

National Technical Paper Contest: IETE holds National Paper Technical Contest every year for undergraduate engineering students' from all over India. For which a letter is sent to all Centres/Sub-Centres willing to hold the contest, after approval from the Governing Council a maximum of ₹ 25,000/- is given for the conduct of NTPC to the Centre; in addition to the prize money of ₹18,000/- for the first three positions which are as follows :-

I st Prize	-	₹ 10,000/-
II nd Prize	-	₹ 5,000/-
III rd Prize	-	₹ 3,000/-

This para should be read in conjunction with para 13.1.5.

CHAPTER-X

GUIDANCE CLASSES AND OTHER STUDENTS' ACTIVITIES

- 10.1** It is moral responsibility of all Centres/Sub-Centres to help students in their pursuance of studies. It is therefore desirable that all Centres organize proper guidance classes for the student members, in order to assist them for the examinations. Following points need to be carefully considered before organizing the classes:
- (a) Suitable class rooms and other accessories
 - (b) A good faculty
 - (c) Provision of books and Library
- 10.1.1** ET and Computer Labs: All Centres/Sub-Centres must establish ET and Computer Labs in the Centre/Sub-Centre. HQ provides grant, the quantum of which is decided from time to time by the Governing Council. Centres/Sub-Centres must run practical classes, preferably before the examination giving practical training to the students.
- 10.2** **Fees**
- 10.2.1** A nominal fees may be charged from the students. The details of the fees for Guidance & Lab practice as fixed by the Governing Council are available on our website www.iete.org
- 10.2.2** It is not compulsory for a student to undergo Lab practice in the Centre where he is appearing for Lab examination. However, students are advised to undergo Lab practice, Guidance classes at the Centre. Student must write Lab procedure and results in the IETE Lab Manual bought from the Centre, which he/she shall produce to the examiner in the day of examination.

10.3	Guidelines for Enrolment of Students for AMIETE & DipIETE.
10.3.1	The admission criteria for enrolment in AMIETE & DipIETE is given in Byelaw No. 17 under heading “STUDENTS (AMIETE SCHEME) and Byelaw No. 18 under heading “STUDENTS (DIPLOMA SCHEME) of Articles of Association and Byelaws hosted on our website www.iete.org .
10.3.2	The Centres/Sub-Centres should be encouraged to conduct guidance classes for the students and set up Lab facilities to give practical training to the students as per IETE approved Syllabus.
10.3.3	Those Centres/Sub-Centres who are not in a position to run guidance and practical classes should identify certain engineering colleges/institutions in the area who can conduct guidance and practical classes as per IETE syllabus. The students can be enrolled by getting necessary endorsement from such institutions on their enrolment forms thus eliminating the need to go to sub-standard/ spurious organizations for getting employment certificates.
10.3.4	In order to maintain quality and adequate standards of training, the Governing Council can exercise control on the Centres/Sub-Centres by granting approval of the institutions identified/recommended by the Centres/Sub-Centres for conducting guidance and practical classes.
10.4	Interaction with Students
10.4.1	To serve the students better, a Student Interaction Cell (SIC) at HQ has been established to help students, to guide & provide them with desired information at the earliest. Student queries which are received through e-mail, letters and through Elan Portal, are being replied

		<p>promptly. Students are being provided the required letters/certificates for their training, appearing in CAT,GATE, for the purpose of employment and higher education, regularly without any delay. Latest changes in rules & regulations and other information are not being published on the website immediately and in the IETE Journal of Education under the head “Student Related Information”, regularly. Local students are invited for interaction with Chairperson SAC during meetings.</p>
10.4.2		<p>Student can either personally visit IETE HQ to meet Officer-in-Charge (SIC) or can contact him by any of the following means.</p> <ul style="list-style-type: none"> (a) Through Telephone on (011-43538853) (b) E-mail at (sic@iete.org) (c) By posting queries on our Discussion Forum : (http://iete.elan.ac.in).
10.4.3		<p>IETE Students' Day is celebrated on 1st Feb every year at all Centres/Sub Centres</p>

CHAPTER – XI

IETE ELAN (e-Learning & Networks)

11.1 IETE e-Learning and Networks (ELAN) Portal <http://iete-elan.ac.in> has been developed and hosted on the internet. It contains the information about the learning material for IETE students & the information for the Centres/Sub-Centres.

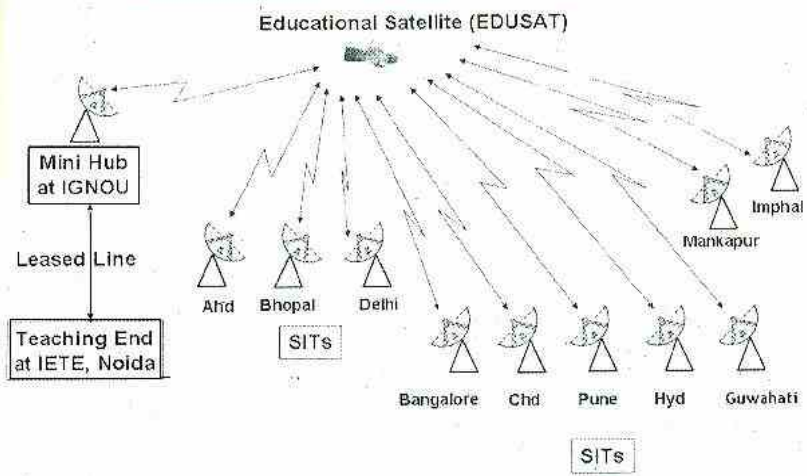
11.2 **Facilities on Elan Portal** (<http://iete-elan.ac.in>):

- (a) **Interactive e-directory of IETE members:** The online directory of IETE students and corporate members is available through membership number, Name, Centre, City, Rank, Keyword.
- (b) **Student Data:** Statement of Grades and details of students.
- (c) **Virtual Websites for all the Centres of IETE:** Centres information can be updated by Centres.
- (d) **Discussion Forum:** Students can send academic related queries and get replies by IETE authorized person.
- (e) Recorded Lectures uploaded on ELAN Virtual Private Server and youtube.com also.
- (f) Subject links of already available engineering contents on web in the form of text graphics & animation.
- (g) Interactive Video/Web Conferencing/Web casting of programmes.
- (h) SMS Channel for Solutions.
- (i) Question Papers & Solutions.
- (j) Exams Result and other Academic Information.

11.3	Content Delivery through Internet														
	<p>(a) 1169 Recorded Lectures of 33 subjects have been hosted which are downloaded by the Students through ELAN Portal (http://iete-elan.ac.in) hosted on the ELAN Virtual Private Server at TATA Communications Ltd.</p> <p>(b) 157 Lectures of 12 Subjects (which were delivered through EDUSAT) have been uploaded on ELAN Server and youtube.com.</p> <p>(c) The content in the form of text, graphics and animation is accessed through the links according to the syllabus which have been searched from already available contents on the web.</p>														
11.4	Broadcast of Lectures through Edusat														
11.4.1	<p>Teaching end facility along with Studio is established at IETE, Noida Centre and is operational w.e.f. 13 Nov 2009. The lectures are broadcast through Edusat Satellite. The Video/Audio is transmitted to Mini Hub at IGNOU, New Delhi, through leased line of 2 Mbps. Then it is uplinked to Satellite at 1 Mbps and received at all the Centres in forward channel and the interaction takes place from the class room to the teaching end via return channel at 512 Kbps. IETE is sharing a common channel with AICTE.</p>														
11.4.2	<p>The SITs have been successfully installed with the grant is aid from DIT at the following IETE Centres and are operational.</p> <table data-bbox="240 1154 945 1450"> <tr> <td>(a) Ahmedabad</td> <td>(b) Bangalore</td> </tr> <tr> <td>(c) Bhopal</td> <td>(d) Chandigarh</td> </tr> <tr> <td>(e) Delhi</td> <td>(f) Hyderabad</td> </tr> <tr> <td>(g) Guwahati</td> <td>(h) Pune</td> </tr> <tr> <td>(i) Imphal</td> <td>(j) Mankapur</td> </tr> <tr> <td>(k) Noida (for monitoring)</td> <td></td> </tr> <tr> <td>(l) KIIT Engg. College, Gurgaon (by the expenses of College)</td> <td></td> </tr> </table>	(a) Ahmedabad	(b) Bangalore	(c) Bhopal	(d) Chandigarh	(e) Delhi	(f) Hyderabad	(g) Guwahati	(h) Pune	(i) Imphal	(j) Mankapur	(k) Noida (for monitoring)		(l) KIIT Engg. College, Gurgaon (by the expenses of College)	
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(l) KIIT Engg. College, Gurgaon (by the expenses of College)															



IETE EDUSAT Network



- 11.4.3** The system is fairly established and running smoothly.
- 11.4.4** Lectures Broadcast has been started since 25 Jan 2010 with the formal inauguration of Edusat facility by Dr Sam Pitroda on 6th March 2010.
- 11.4.5** Live lectures by Experts are being broadcast during the sessions from 1800 hrs to 2000 hrs on weekdays and from 1000 hrs to 1630 hrs on weekends (depending on the availability of experts).
Repeat broadcast of lectures is done on weekdays as per given schedule on our website from 1545 hrs. to 1745 hrs. The programme for broadcast of lectures is issued in advance to all the Centres.
- 11.4.6** A total of 5 Sessions covering 12 subjects have been completed by now.
- 11.4.7** All lectures are being recorded. Editing and uploading of recorded lectures on ELAN Server and youtube.com is in progress.

CHAPTER – XII
IETE EXAMINATIONS

GENERAL

12.1 Conduct of IETE examination is one of the major activities carried out by IETE HQ. While the preparation of Question papers of IETE examination is the responsibility of Controller of Examinations, smooth conduct & timely announcement of examination result is the responsibility of Exam Section. Exam section is also responsible for issuing of Provisional & Final Degree/Diploma Certificate, Final Grade Sheet, Migration Certificate, Transcript, Letter of Recommendation (LOR) and other students' result related documents. Exam section also does the students' verification as per the requests received from verification agencies or organizations.

12.2 EDP creates and maintains master records like original membership enrolment data, examination results and exemptions granted. It keeps such records as required for usage by other sections duly updated, on line, and on LAN

12.3 This SOP for IETE examinations is being promulgated for compliance by all sections concerned. Details of various examination activities & sections responsible have been listed against each activity. The conduct of examination is divided into three phases :-

- (a) Pre Examination Phase.
- (b) Examination Phase.
- (c) Post Examination Phase.

PRE-EXAMINATION PHASE

12.4 Pre-examination phase covers all activities starting from the enrolment of students till the issue of admit cards to the students and dispatch of all examination material to the Centres/Sub-Centres including dispatch of Question Papers. Details of various activities are given in succeeding paragraphs.

12.4.1	Appointment of the Observer																
	Chairpersons of all examinations centres/sub-centres are also requested to forward 5 names of senior corporate members (FIETE/MIETE) to act as the Observers for IETE Examinations. Out of these BoE will nominate 2 individuals to act as the Observers for IETE examinations. Chairperson BoE has the prerogative to nominate any other individual to act as the Observer.																
12.4.1.1	The Observer are to visit on alternate days as directed in the letter to the Observer by the Chairperson BoE/Secretary General.																
12.4.2	Appointment of Examination Superintendent																
12.4.2.1	Chairperson of each exam centre/sub-centre is requested to forward the name of the Exam Suptd. Of Centre alongwith the venue for the forthcoming examinations.																
12.4.3	Guidelines for IETE Theory Examinations – General Instructions and guidelines for Chairpersons/Exams Suptds/invigilators regarding conduct of IETE theory examinations duly updated are to be sent to examination Centres every time for guidance. The present guidelines are attached as Appendix 'H' as under :-																
	<table> <tr> <td>(a) Guidelines for Chairperson</td> <td>: Annexure I</td> </tr> <tr> <td>(b) Guideline for Exam Supdt.</td> <td>: Annexure II</td> </tr> <tr> <td>(c) Guideline for Invigilator</td> <td>: Annexure III</td> </tr> <tr> <td>(d) Announcement to be made Before the conduct of Exam</td> <td>: Annexure IV</td> </tr> <tr> <td>(e) Claim for Exam Expenses</td> <td>: Annexure V</td> </tr> <tr> <td>(f) Blank Answer Books summary</td> <td>: Annexure VI</td> </tr> <tr> <td>(g) Answer Books (ABs) used / absentee report</td> <td>: Annexure VII</td> </tr> <tr> <td>(h) Examination staff daily attendance & honorarium distribution sheet</td> <td>: Annexure VIII</td> </tr> </table>	(a) Guidelines for Chairperson	: Annexure I	(b) Guideline for Exam Supdt.	: Annexure II	(c) Guideline for Invigilator	: Annexure III	(d) Announcement to be made Before the conduct of Exam	: Annexure IV	(e) Claim for Exam Expenses	: Annexure V	(f) Blank Answer Books summary	: Annexure VI	(g) Answer Books (ABs) used / absentee report	: Annexure VII	(h) Examination staff daily attendance & honorarium distribution sheet	: Annexure VIII
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(h) Examination staff daily attendance & honorarium distribution sheet	: Annexure VIII																

- 12.4.4 Guidelines for IETE Practical Examination – General Instruction and Guidelines for the Centres to conduct IETE practical examinations are attached as Appendix 'H', Annexure-IX to XII, as under:**
- (a) Guidelines : Annexure IX
 - (b) Undertaking proforma : Annexure X
 - (c) Attendance sheet : Annexure XI
 - (d) Award sheet : Annexure XII

12.5 Despatch of other examination materials

- 12.5.1 Following additional examination materials is also required to be dispatched to examination centres by Regd./Speed Post/e-mail.
- (i) Guidelines for IETE Examination.
 - (ii) Sessionwise/Subjectwise strength charts.
 - (iii) Roll register/Roll list.
 - (iv) Date Sheets for each stream.
 - (v) Attendance sheets with photograph and signature.

EXAMINATION PHASE

12.6 Examination phase covers the period of actual conduct of IETE examinations. All activities under this phase are generally carried out by the examination Centres. As per Rules & Regulations governing IETE Centres and Sub-Centres, Chairperson shall be personally responsible for the safe custody of examination papers and conduct of examinations. For this Chairperson, appoints Examination Supdt who is the overall in-charge and is fully responsible for the smooth conduct of the examination at the Examination Centre.

12.7 However, Exam Section at IETE HQ will coordinate with all examination centres for smooth conduct of IETE examination at these Centres & provide requisite information/clarifications/decision as sought by these examination centres. Chairperson & Examination Supdts will be responsible for activities as given in the guidelines.

- (a) **Receipt & Custody of Examination Materials.**
- (b) **Seating Plans.**
- (c) **Admittance to /exit from Examination Hall.**
- (d) **Admit Card & Centre Attendance Sheet**
 Identification of each candidate shall be done with the photograph and signature on the Admit card. If a candidate fails to produce his/her Admit Card, he/she may be permitted to sit in the examination after due verification of photograph & signatures by the Exam Supdt from the Centre Attendance Sheet available at the Examination Centre & students identify card issued by IETE HQ.
- (e) **Hall Discipline & Conduct.**
- (f) **Handling of Unfair Means Cases.**
- (g) **Crisis Management and handling other extraordinary situations.**
- (h) **Non Receipt of Exam Material.**
 - (i) Non Receipt of examination material prior to one week before the commencement of examination shall be informed to IETE HQ by Telephone/Fax/e-Mail after making proper inquiries from local post office and transport office.
 - (ii) Necessary action is to be taken by on receipt of above information.
- (i) **Bandhs & Hartaals**
 - (i) In case of a call for a Bandh/Hartaal in the city, requisite information should be made available to the HQ & Chairperson of Centre at the earliest. Further developments should be checked by the Exam. Supdt with local authorities. Any special arrangement for transport, if required for the students may appropriately be done at the Centre to enable the students to appear for these examinations.
 - (ii) Appropriate follow up action is to taken up by Exam Section after due approval of Secretary General.

- (j) **Unruly behavior/threat by the Students.**
- (k) **Mass Copying.**

POST EXAMINATION PHASE

12.8 Post examination phase covers all the activities starting from the dispatch of Answer books by examination centres, their receipt/ scrutiny/evaluation & culminating in final announcement of examination result by IETE HQ. Salient activities under this phase are given in the guidelines.

(a) Despatch of Answer Books, Attendance Sheet and Seating Plan by Exam Centres. These are covered in guidelines.

(b) Receipt & Accounting of Answer Books at HQs

(i) Answer Books received from examination centres are to be segregated subject wise & physically accounted for and verified for correctness as per the dispatch details/attendance sheet forwarded by the examination centres.

(ii) Any discrepancies noticed shall be intimated to Exam Supdt for verification/reconciliation.

(c) Security of Software/Data

(i) Certified copy of result in CD will be under custody of Secretary General. EDP Section will prepare an E-copy & a non rewritable CD in joint presence of Officer-in-Charge, EDP and an Officer from Exam Section. A hard copy & CD of final result will also be held with/or given to Exam Section for their record.

(ii) Exam result data and Academic Progress Data held with EDP Section will have three tier password and for each exam, checking of data or documents will be done with reference to this data.

- (d) **Display/Despatch of Examination Results.**
- (i) The examination result to be uploaded on website for general information of all students.
 - (ii) Individual mark sheets are to be prepared and uploaded on website by EDP Section excepting those of unfair means cases & given to exam Section. Hard copy of the semester grade sheet is not sent to individual w.e.f. Dec 2014 examination.

GENERAL GUIDELINES

12.9 Oral Test of Communication skills & Technical Writing for AMIETE/DipIETE ((AE98/AT98/AC98/DE98/DC98 – Current Scheme and AE137/AT137/AC137/DE137/DC137 – New Scheme)

12.9.1 Introduction

- (i) The test of Communication Skills & Technical Writing for DipIETE and AMIETE consists of two parts. Part I is a theory paper with code AE99/AT99/AC99 – Current Scheme and AE138/AT138/AC138 – New Scheme and DE99/DC99 – Current Scheme and DE138/DC138 – New Scheme. Part II consists of an oral test with code AE98/AT98/AC98 – Current Scheme and AE137/AT137/AC137 – New Scheme for AMIETE and DE98/DC98 – Current Scheme and DE137/DC137 – New Scheme for DipIETE.
- (ii) These guidelines deal with the conduct of oral test of communication skills & technical writing AE98/AT98/AC98/DE98/DC98 – Current Scheme and AE137/AT137/AC137/DE137/DC137 – New Scheme
- (iii) The objective of the test is to test the students for his presentation skills, assertiveness, skills to face interviews, group discussions etc. and listening and other communication skills.

	<p>(iv) Oral and theory part of the subject “Communication Skill and Technical Writing” must be appeared and passed in one exam session only. In case the student fails to appear/pass either of the part, he/she will have to reappear in both the parts in the next examination. However if any student who has already cleared in either oral or written exam of Communication Skills prior to JUNE 2014 examination, will have to appear for only the leftover one. The result will be declared only after combining both oral and written exam marks. This is applicable for both New/Current Syllabi. The pass % has been changed from 50 to 35 (theory & oral combined). Theory marks have been changed from 70 to 80 and oral from 30 to 20. This is with effect from April 2013 special exam onwards.</p>
<p>12.9.2</p>	<p>Fees</p> <p>Fee for oral test has to be paid to the Centre and the subject has to be filled in the examination form submitted with IETE HQ. The fee to be paid for oral test is ₹ 600/- for AMIETE and ₹ 500/- for DipIETE.</p>
<p>12.9.3</p>	<p>Registration</p> <p>A student will also have to register with the Centre for test. Students are required to submit their application for registration of oral test of communication skills to the respective Centres/Sub-Centres where the examinations are conducted with a brief write up of the topic selected. Topic may be technical/non-technical. The applications for the oral test must be submitted by the students at the concerned Centre or Sub-Centre before 15th May/15th Nov. Students are required to appear for test with their Admit Card and I-Card.</p>
<p>12.9.4</p>	<p>Approval of Topic</p> <p>The students should make presentation on topics chosen by them. The Exam Centre may fix a suitable date</p>

immediately after the main examinations. The concerned exam centre will communicate to the students about the acceptance/rejection of the topic.

12.9.5 Evaluation Board

The Expert Committee set up for evaluation of various Lab examinations/Seminar can also assess the oral test of communication skill and technical writing. However in this case there may be only two evaluators against three for REB. The Centre will only act as facilitator and are not to be associated with the evaluation work. Pass marks in the oral test will be 50%.

12.9.6 Evaluation Norms

(i) The maximum marks for the oral test will be 20 and following is the distribution :

(a) Preparation (Synopsis and a brief report)	:	03
(b) Presentation	:	07
(c) Communication Skills	:	07
(d) Handling of Questions	:	03

(ii) Marks will be awarded by the expert members.

12.9.7 Award List

(a) The award list of the oral test is required to be forwarded to Exam Section IETE, HQ in the prescribed format directly for finalization of the result by 10th July/10th Jan alongwith other practical awards. The award list is to be signed by Chairperson and members of the Evaluation Board. The result will be declared alongwith the Jun/Dec main examination results. In no case the marks awarded to the candidate are to be intimated to him/her in any form whatsoever.

(b) It should also be ensured that the award list is scanned and the same is forwarded through email to sec.gen@iete.org as well as exam@iete.org.

12.10 General Points**12.10.1 Recounting**

After the declaration of result and upto the date as mentioned on the result card, students can apply, on prescribed format available on website, for recounting of their answer script by paying fee of ₹ 200/- per answer script. In the recounting only the totaling of marks is verified.

12.10.2 Viewing of Answer Script

After the declaration of result and upto the date as mentioned on the result card, students can apply, on prescribed format available on website, for Viewing of their answer script by paying fee of ₹ 500/- per answer script. Scanned copy of the answer script is sent to the Centre where student wishes to see his/her answer script for viewing. Students are not allowed to take print of the answer script.

12.10.3 Revaluation

After the declaration of result and upto the date as mentioned on the result card, students can apply, on prescribed format available on website, for revaluation of their answer script by paying fee of ₹ 500/- per answer script. Answer sheet is sent to different evaluator for complete revaluation of the answer script, hiding the 1st evaluation marks. Better of the two evaluation marks are considered provided the difference in marks is not greater than 10. In case 2nd evaluation marks are greater than 10, answer sheet is sent for 3rd evaluation and the better of 1st and 3rd evaluation marks are considered for final declaration of result.

12.11 General Instructions For Students

- 1) Student should see the latest list of Centres where exam will be conducted before filling the examination form for a particular session. Revised list of Centres

is uploaded on website before the start of examination process for every exam cycle. Exam will not be held at Centres where student x subject registered is less than 60 for a particular exam cycle, even if it is listed in the list. **W.E.F. Dec 2016 exam students are allowed to appear for exam from their registered Centre only. In case the registered Centre is closed for the particular exam due to less registration of students then geographical nearby Centre shall be allotted.**

- 2) Students shall have to register for Lab/Viva/Seminar/Project at Centres where they will be writing their theory exams since student must appear theory and practical exam from one centre only. However, if the Centre is cancelled due to less number of students registered, as mentioned in Para-1 above, the practical exams can be conducted at these Centres for the registered students.
- 3) Student must check their eligibility as per the scheme applicable to them before applying for any theory/practical subject. Eligibility schemes for Current (June 2009 onward) and New (June 2014 onward) schemes are available on IETE website www.iete.org/academic.
- 4) Students must refer their respective prospectus as per their applicable scheme and fill subjects accordingly. Subject codes of current scheme have two numeric digits whereas new schemes subjects have three numeric digits.
- 5) Relaxation in Compulsory doing additional experiments introduced in revised syllabus: Students can be asked to perform any 15 experiments out of the list given in syllabus.
- 6) Rules for extension of membership have been revised. Students can now extend their membership

		<p>for one, two, three years by paying reduced amount of fee as per rules given below:</p> <p>a) For one year extension – 1/5th of total fee + ₹ 500 processing fee</p> <p>b) For two year extension – 2/5th of total fee + ₹ 500 processing fee</p> <p>c) For three year extension – 3/5th of total fee + ₹ 500 processing fee</p> <p>d) Beyond three year extension – Full fee</p>
	7)	<p>Date to apply for Improvement/Undertaking and collection of Final Degree/Diploma Certificate/Grade Sheet is given below:</p> <p>a) With effect from Dec 2014 exam students who want to apply for improvement after completion of course, shall have to do so within 15 days of declaration of the result in the prescribed application available on website. Application for improvement after completion of course submitted later than the stipulated date will be rejected.</p> <p>b) Students can collect their provisional degree/diploma certificate/grade sheet after 30 days of declaration of result or after 15 days of submission of undertaking along with fee, whichever is earlier.</p> <p>c) Student can apply for improvement in any exam and in any of the subject if he has not completed the course.</p> <p>d) No improvement is allowed in a subject for whom the scheme is over.</p>
	8)	<p>Revised dates for exam form filling are given below:</p> <p>a) Without late fee - upto 05th May/Nov</p> <p>b) With late fee of ₹ 500/- upto 10th May/Nov</p> <p>c) With late fee of ₹ 1000/- upto 15th May/Nov</p> <p>d) With late fee of ₹ 1500/- upto 20th May/Nov</p> <p>e) With late fee of ₹ 5000/- After 20th May/Nov</p>

	<p>9) Revised dates for correction in exam form are given below:</p> <p>a) With fee of ₹ 500 - Up to 31st May/30th Nov</p> <p>b) With fee of ₹ 1000 - From 1st Jun/Dec to 10th Jun/Dec</p> <p>c) With fee of ₹ 2500 - After 10th Jun/Dec</p> <p>10) W.e.f. Jun 2014 exam, semester grade sheets are being uploaded on website.</p> <p>11) No special exam will be conducted on the requests of students.</p> <p>12) Fee for Recounting, Viewing and Revaluation of Answer Script is ₹ 200/-, ₹ 500/- and ₹ 500/- respectively. Students can apply on the prescribed format, available on website, for Recounting, Viewing and Revaluation of Answer Script after the declaration of result and upto the date mentioned on result card for a particular exam.</p> <p>13) Undertaking fee for AMIETE has been revised to ₹ 4500/- (w.e.f. 1st Apr 2015)</p> <p>14) Student can get section/part wise grade sheet by paying fee of ₹ 500/- each and semester grade sheet by paying fee of ₹ 100/- each.</p> <p>15) Student can get Transcript, Letter of Recommendation (LOR), Bonafide Certificate and Migration/Transfer Certificate by paying fee of ₹ 100/- each.</p> <p>16) Students after completing the course shall have to submit undertaking for getting his final certificate and grade sheet by 30th June / 31st Dec of the following year for the final exam passed in June / Dec respectively. Late fee of ₹ 500/-, if collected in the 2nd year and additional late fee of ₹ 250/- per year from the 3rd year onward will be charged.</p>
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CHAPTER XIII

IETE AWARDS AND PUBLICATIONS

13.1 IETE AWARDS

13.1.1 Recognizing Excellence through IETE Awards

The Institution stimulates its members and others in the profession for higher level of accomplishment by recognizing excellence through annual / biennial awards by giving medals, cash prizes and scholarships.

It confers 24 awards for outstanding achievements, 8 awards for corporate performance excellence (4 for LEs & 4 for MSMEs), 8 awards for best papers published in IETE Journals in a calendar year, 14 awards for IETE students for academic excellence in various examinations (ALCSS, AMIETE, DipIETE), three cash prizes for IETE National Technical Paper Contest for engineering undergraduate students from all over India and 20 annual scholarships to the meritorious and economically weaker students (10 for AMIETE and 10 for DipIETE). IETE Centres / Sub-Centres must encourage students / corporate members / fellows to participate in this awards process. The nomination forms for IETE main and IETE corporate awards are regularly reviewed to incorporate transparent, fair and non-partisan procedures. The details of the awards including eligibility criteria and other information are available on the IETE website www.iete.org.

To give wider publicity and to attract good response to IETE awards, "Call for Nominations" is published in Nov-Dec and Jan-Feb issues of IETE Journal of Research and IETE Technical Review. In addition, brochure on "Call for Nominations" for IETE Main Awards, Corporate Awards and National Technical Paper Contest is made available on IETE website www.iete.org. Centres/ Sub-Centres must ensure that this information & nomination forms

reaches the aspiring candidates. Adequate publicity should be given by all Centres / Sub-Centres to encourage large participation of members and readers for IETE Awards.

13.1.2 IETE Main Awards

The IETE gives twenty four (24) awards for outstanding achievements to its members and other professionals in the field of electronics, communication and computer related areas. The detailed list of awards is communicated to all through separate brochures, IETE journals and IETE website www.iete.org. The Chairperson of Centres /Sub-Centres must communicate information about these awards during meetings, seminars, discussions and through notice boards or local publications. Broad description of these Awards is as given below:-

- a) **IETE- Ram Lal Wadhwa Award:** The Award is given to a person for outstanding original contribution in the field of electronics and telecommunication engineering during the last 10 (ten) years.
- b) **IETE- Hari Ramji Toshniwal Award:** The Award is given to a person for outstanding innovative ideas having practical application in industry leading to development and production of electronic instruments and related systems for use in India and abroad.
- c) **IETE- Bimal Bose Award:** The Award is given to a person for outstanding original contribution in the field of Power Electronics.
- d) **IETE- Lal C Verman Award:** The Award is given to a person for outstanding contribution in the field of standardization, quality control and precision measurements during the last 10 (ten) years.
- e) **IETE- IRSI (83) Award and IETE – IRSI (83) Young Scientist Award(Two Awards):** These two Awards

are given to persons for outstanding contribution in the field of Radar Science & Technologies / Microwave Systems / Navigation / Remote Sensing / Upper Atmospheric Studies / Troposphere / Weather Studies using Microwave Methods / Materials Research / Electronic Warfare Techniques / Global Positioning Systems/Radar Systems/ any such studies that have direct relevance to Radar Design and Applications.

- f) **IETE- Flt Lt Tanmaya Singh Dandass Memorial Award:** The Award is given to a person for outstanding contribution in the field of Avionics, covering education, research, design, development and production during the last 10 (ten) years.
- g) **IETE- Prof K Sreenivasan Memorial Award:** The Award is given for outstanding performance in teaching electronics and telecommunication engineering during the last 5 (five) years.
- h) **IETE- Prof SVC Aiya Memorial Award:** The Award is given annually to a person for providing guidance in electronics and telecommunication research work during the last 5 (five) years.
- i) **IETE- Prof S N Mitra Memorial Award:** The Award is given to a person for outstanding contribution and leadership role in radio broadcast science and technology during the last 10 (ten) years.
- j) **IETE– CEOT (94) Award (Biennial):** The Award is given to a person for outstanding contribution in the field of opto-electronics covering materials, devices, circuits, technologies, systems & applications.
- k) **IETE– Bapuseetharam Award (Biennial):** It is given to a person for outstanding contribution in the R&D and / or production of Electronic Components.

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| | | <p>l) IETE- B V Baliga Memorial Award: The Award is given to a person for outstanding contribution in the field of Electronics and Telecommunication with emphasis on R & D and industrial development during the past 10 (ten) years.</p> <p>m) IETE- N V Gadadhar Memorial Award: The Award is given to a person for original contribution in the field of Electronics and Telecommunication Engineering with emphasis on Mobile Radio Communication.</p> <p>n) IETE- B R Batra Memorial Award: It is open to a Fellow of IETE for 10 (ten) or more, who has significantly contributed to the overall growth and honour of the Institution or have rendered selfless service to the cause of the Institution over the years for furtherance of its basic aim and objectives.</p> <p>o) IETE- R S Khandpur Award: The Award is given to a person for lifetime achievements and outstanding contribution at national / international level in the field of 'Medical Instrumentation' covering education, research, design, development and production.</p> <p>p) IETE– Brig M L Anand Award: The Award is given to a person for outstanding original contribution for the development of applications of networking and internet with emphasis on usage in everyday life and commerce, during the last 5 (five) years.</p> <p>q) IETE- Biman Behari Sen Memorial Award: The Award is given to a person for outstanding contribution in the Emerging areas of Electronics and Telecommunications with emphasis on R & D and industrial development.</p> <p>r) IETE-Life Time Achievement Award: The Award is given to a person of 70 years of age and above for lifetime achievements in the field of electronics, telecommunication and all associated fields.</p> |
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	s)	<p>IETE- Smt Manorama Rathore Memorial Award: The Award is given to a person for significant achievements in the field of electronics and / or communication during the last 05 (five) years.</p>
	t)	<p>IETE- Smt Ranjana Pal Memorial Award :The Award is given to a person for significant achievements in the field of RF Communications, Electromagnetics, Antennas, Microwaves (Circuits, Devices etc.) and high frequency electronics, during the last 05 (five) years.</p>
	u)	<p>IETE-Smt Triveni Devi Gupta Memorial Award: This award is given to a woman technocrat/scientist/academician/administrator for outstanding contribution in the overall growth/ research/education/industrialization and spread of applications for social sector development in the country in the field of Electronics, Telecommunications, Medical Electronics, Broadcasting, IT, ICT, E-Governance, Computer Technology, RF, e-Education, Electrical Technology.</p>
	v)	<p>IETE-Technomedia Award for Young Women in Engineering: This award is given to a woman member of IETE, less than 50 years of age for her significant contribution in the field of Electronics and Telecommunication, Computer Science, Information Technology Engineering and related fields for more than 15 years.</p>
	w)	<p>IETE-Shri Devi Singh Tyagi Memorial Award: This award is given to an eligible technocrat /scientist / engineer / academician for his/her outstanding contribution in the field of Avionics / Defence Electronics resulting in strategic/commercial advantage towards the national objective of "Make in India".</p>

13.1.3 IETE-Corporate Awards

The IETE has instituted eight Corporate awards, one in each of the four areas of, Computer & Telecommunication Systems, Development of Software, Electronic Components and Electronic Instruments & Instrumentation, separately for Large Enterprises (LEs) and Micro/Small/ Medium Enterprises (MSMEs) for recognizing performance excellence of the Corporate Sector. Each award consists of a citation and a memento. Awards are presented at Annual Technical Convention of IETE. Centres/Sub-Centres must give wide publicity so that medium and small enterprises are encouraged for participating in these awards. These awards are:-

- (a) **IETE–Corporate Award for Performance in Computer & Telecommunication Systems** :For excellence in engineering, manufacturing, export, R & D effort and their commercial deployment, optimum utilization of appropriate technologies and management practices or other initiatives, that have resulted in accelerated growth in the country in the field of Computer and Telecommunication Systems for the last 3 (three) years.
- (b) **IETE-Corporate Award for Performance in Development of Software** :In recognition of outstanding performance and growth rates achieved by an establishment/organisation/service entrepreneur/industry in the field of Development of Software in the country during the last 3 (three) years through excellence in engineering problems & writing software solutions, optimum utilization of resources, sound management practices and other initiatives.
- (c) **IETE-Corporate Award for Performance in Electronic Components** : For excellence in engineering, manufacturing, exports, R&D efforts and their commercial deployment, optimum

utilization of appropriate technologies and management practices or other initiatives, that have resulted in accelerated growth in the country in the field of Electronic Components for the last 3 (three) years.

- (d) **IETE Corporate Award for Performance in Electronic Instruments and Instrumentation:** For excellence in engineering, manufacturing, exports, R&D efforts and their commercial deployment, optimum utilization of appropriate technologies and management practices or other initiatives, that have resulted in accelerated growth in the country in the field of Electronic Instruments and Instrumentation for the last 3 (three) years.

13.1.4 **IETE Best Paper Awards:**

IETE recognizes talent and encourages creativity amongst the members and other professionals in the broad areas of electronics, telecommunications, computers, information technology and related fields through annual Best Paper Awards. The papers published in the three IETE journals viz. IETE Journal of Research, IETE Technical Review and IETE Journal of Education during the calendar year, are evaluated for the awards. The eight categories for Best Paper awards are:-

- a) **IETE-S K Mitra Memorial Award:** For the best research oriented paper.
- b) **IETE-J C Bose Memorial Award:** For the best engineering oriented paper.
- c) **IETE- M N Saha Memorial Award:** For the best application oriented paper.
- d) **IETE-K S Krishnan Memorial Award:** For the best system oriented paper.
- e) **IETE-CDIL Award for Industry:** For the best paper contributed by authors working in industry.
- f) **IETE-Gowri Memorial Award:** For the best paper on topic of general interest.
- g) **IETE-Students' Journal Award:** For the two best papers from IETE Journal of Education.

13.1.5	IETE Technical Paper Contest (NTPC)
13.1.5.1	This para may be read in conjunction with para 9.8.2.
13.1.5.2	Quality Technical papers are invited from Students for the IETE National Technical Paper Contest on any topical subject in the broad area of Electronics/ Telecommunication/ Computer/IT/Software/Hardware innovation/ Nanotechnology & related subjects. The NTPC should be held zone-wise in a cyclic manner giving opportunity to all IETE Centres so that IETE Student Members, IETE Student Forums or engineering colleges falling in their jurisdiction get a fair chance of participation amongst students from all across the country. In case, no Centre accepts hosting of NTPC in a particular year, the opportunity can be utilized by any willing Centre from the next zone in succession. If this condition is also not utilized then any willing Centre, from any of the Zones, can host the National Technical Paper Contest that year with the concurrence of the Chairman, Board of Awards (BoA).
13.1.5.3	The necessity of imposing participation fees from the participants should have prior permission from the Board of Awards (BoA) and the Governing Council. The fees should be mentioned in the brochure of the host IETE Centre/Sub-Centre before publicity of the Contest
13.1.6	IETE Academic Awards
13.1.6.1	IETE has instituted 14 academic awards for excellence in ALCCS, AMIETE & DipIETE students to be awarded every year. Awardees are intimated in advance and are invited to receive these prestigious awards. Some of the Awards are presented during students' session of the Annual Technical Convention of IETE while others during IETE Convocation. The Award consists of a medal and a citation. Details of these awards are given in IETE website www.iete.org

13.1.7	IETE Means-Cum-Merit Scholarship Scheme for AMIETE and DipIETE Students
13.1.7.1	IETE has also instituted IETE Means-Cum-Merit Scholarship Scheme for AMIETE and DipIETE students from the year 2010. The scheme envisages award of 20 annual scholarships to the meritorious and economically weaker students of AMIETE and DipIETE. Out of these 10 scholarships are for AMIETE students and 10 for DipIETE Students. The scholarships are open to all the eligible IETE students of AMIETE and DipIETE from all over India meeting the laid down eligibility criteria. The amount of scholarship is ₹ 5,000/- per student in a year. Every year in April fresh applications are invited from the eligible students for the scholarship.
13.1.7.2	Details of the scheme are available on IETE website http://www.iete.org freely accessible and application form freely downloadable.
13.2	IETE RESEARCH ACTIVITIES
13.2.1	IETE SIRO Recognition The Ministry of Science & Technology, Department of Scientific & Industrial Research (DSIR), Govt of India, has recognized our Institution as a Scientific and Industrial Research Organization (SIRO). This recognition after mandatory periodical review has been renewed upto 31 March 2018. The certificate may be viewed on our website www.iete.org .
13.2.2	IETE Research Fellowship Scheme:
13.2.2.1	In pursuance of its commitment since April 2004, IETE identifies the research topics and scholars to pursue research work at Institutes of higher learning in India. Under this scheme selected researchers are provided financial assistance to pursue advanced level research in the many major and related fields of interest to IETE. Centres / Sub-Centres must augment HQ efforts to

	<p>promote and encourage research scholars from local institutions/ organizations in the field of related disciplines to come forward and help IETE in spreading the research culture.</p>
13.2.2.2	<p>Nature of Support: The financial support includes a Fellowship of up to a maximum of ₹ 16,000/- per month initially for two years and contingency grant as reimbursement on actual basis not exceeding ₹ 12,000/- per year. The grant for fellowship is subject to the conditions that:</p> <ol style="list-style-type: none"> a) Research Fellow should not be receiving any salary or funds for the proposed Research work from any other source or organization. b) The contingency / stationary grant of a maximum amount of ₹ 12000/- per annum will be admissible on production of supporting cash vouchers and documents. c) The procedure for processing the monthly payment of IETE Research Fellowship will be initiated on receipt of the satisfactory monthly progress certificate from the guide of the Research Fellow.
13.2.2.3	<p>Duration: The duration of the Research Fellowship will be initially for a period of two years which is extendable by one year at a time based on the performance and the need and approval of IETE Governing Council.</p>
13.2.2.4	<p>Scope of Research work: Research work should be in the field of interest to IETE as listed above either by a Post Doctoral Fellow or Research Scholar preferably leading to the award of Ph.D degree or equivalent credits from an Institution of national eminence. Applicant / Researcher should be attached to a reputed organization/ Institution for undertaking the proposed research work. The application and the proposal is required to be submitted and recommended by the guide of the researcher and counter signed by the Head of the Institution where the applicant / Researcher is enrolled.</p>

- 13.2.2.5 **Selection:** Selection is made by the IETE Board of Research, Innovation and Standards (BoRIS) and approved by IETE Governing Council.
- 13.2.2.6 **Monitoring:** The Research programme is monitored at regular intervals against pre-set targets / deliverables to be submitted at the time of the commencement of the research project by a Monitoring / Evaluation Committee nominated by the IETE Board of Research. Annual progress report is to submitted by the researcher through the guide for review by BoRIS for improvement and continuation, if any.
- 13.2.2.7 **Funding:** IETE Research Fellowship funding is done through donations / sponsorship either on monthly basis or a one time corpus or as a mix of the two as convenient to the donors / contributors. Contributions revised are exempt from income tax as per the prevailing provisions of Income Tax Act.
- 13.2.2.8 **Application:** Detailed norms of eligibility & application format are available on IETE website: www.iete.org.
- 13.2.3 IETE Stipend Scheme for Higher Studies (M.Tech) for IETE Graduates**
- 13.2.3.1 IETE Governing Council approves one stipend every year on merit basis (to be decided by the IETE Board of Research, Innovation and Standards (BoRIS) and IETE Governing Council) for IETE graduate pursuing M.Tech studies in each of the disciplines of interest in Electronics, Telecommunication, Computer and IT, broadly falling in areas of interest to IETE.
- 13.2.3.2 **Eligibility**
Eligibility for stipend is subject to getting admission in any of following institutions/ colleges in India in their M.Tech two year regular courses as per the broad areas defined in Para above:-

	<ul style="list-style-type: none"> a) All IITs, IISc, IIITs, NITs and ALCCS (IETE) b) All UGC approved Universities/ Engineering Colleges/Institutions c) BITS d) All Govt aided Institutions e) All Engineering Institutes approved by AICTE
13.2.3.3	<p>Nature of support</p> <p>The financial support includes a monthly stipend of ₹10,000/- per student for the total duration of the course, irrespective of the date of sanction of the stipend by the IETE Governing Council. The grant of stipend is subject to the condition that student should not be receiving any emoluments/funds/freeship for the proposed M.Tech course from any other source or organization right from the start of the 1st semester of two year M.Tech programme.</p>
13.2.3.4	<p>Duration</p> <p>The duration of each stipend will be for a period of maximum two years covering the M.Tech studies period subject to satisfactory performance in each semester. Continuation of the stipend during these two years will be based on the half yearly or semester wise performance of the student.</p>
13.2.3.5	<p>Scope of the scheme</p> <p>IETE Graduates in ET, IT and CS streams of AMIETE examinations should first seek admission/get enrolled for M.Tech studies in any of the institutions/colleges as listed under eligibility above in a discipline of interest to IETE as defined in 13.2.3. After securing the admission, the candidate should submit the application to the Secretary General, IETE HQ, New Delhi so as to reach him on or before 31st Oct. The application must be duly recommended by the Head of the Department/Faculty and counter signed by the Head of the Institute/College where the applicant is enrolled/ has taken admission.</p>

13.2.3.6	<p>Selection</p> <p>The applications thus received will be processed for consideration of the IETE Board of Research and for subsequent approval of the IETE Governing Council. Selected candidates will be individually informed.</p>
13.2.3.7	<p>Monitoring</p> <p>(a) The progress and performance of selected candidates for continuation of stipend would be monitored on the basis of six monthly or semester wise examinations conducted by the Institution. Attested copies of marks sheets should be submitted by the student after each six monthly or semester examination to IETE HQ for the perusal and information of the IETE Board of Research. In case of unsatisfactory performance as assessed by the Board, the stipend would be discontinued for the further remaining period.</p> <p>(b) Further details can be downloaded from IETE website www.iete.org</p>
13.3	<p>IETE PUBLICATIONS</p>
13.3.1	<p>IETE has wide and prominent visibility due to its regular publications. Our Journals that include three technical journals are the prime resource for disseminating state-of-the-art, current and futuristic, scientific and technical knowledge to a wider cross section of readership of academia, professional engineers and students' community. IETE Newsletter is an in house publication, which is planned and processed with the technical inputs from various IETE Centres/Sub-Centres. Any Centre/Sub-Centre, ISF, Org Member conducting technical activities under the aegis of IETE, are expected to send their news with relevant photographs (high resolution) latest by 10th of the last month of the period covered by the Newsletter eg. for Sept-Dec issue, the news to be published should reach IETE Publication Section by 10th of Dec that year at mgeditor@iete.org. The</p>

	news received after 10 th of that month, will be covered in the next subsequent issue of the newsletter.
13.3.2	IETE HQ ensures timely publication and delivery to the subscribers and corporate members. However, Centres/Sub-Centres have significant contribution in disseminating these publications at ground level. The Chairpersons of Centres /Sub-Centres have to regularly upgrade their Centre's database and inform IETE members and professional bodies about these publications. Any change in the communication address of their members should be immediately forwarded to IETE HQ to update the records and help in serving them better.
13.3.3	<p>IETE Journal of Research (disseminates original research work) (Bi-monthly)</p> <p>It covers scientific and technical papers describing original research or novel product/process development work being carried out in India and abroad in the areas of electronics, telecommunications, computer science and engineering and information technology. Occasionally special issues are brought out on new and emerging research areas.</p>
13.3.4	<p>IETE Technical Review (updates technical knowledge) (Bi-monthly)</p> <p>It covers state-of-the-art review papers and in-depth tutorial papers on current and futuristic technologies in a lucid language to the interest of students, engineers, scientists, academicians and managers who are desirous of keeping abreast of the latest research and technology developments in the areas of electronics, telecommunications, computer science and engineering and information technology. Occasionally special issues are brought out on new and emerging research areas, in more depth and breadth. Both these journals are now a part of 'Web of Science', a coveted place amongst the international journals of Science and Technology.</p>

13.3.5 IETE Journal of Education (updates student members through review and tutorial papers) (Biannually)

The journal publishes articles which are of interest to students and broaden their understanding of concepts. Students are disseminated IETE Student Journal digitally on their e-mail IDs.

13.3.6 IETE Newsletter (Four-monthly)

It covers important events and technical activities of Centres/ Sub-Centres and IETE-Students'-forums **ISFs, PACs and Organizational Members**, which are established in engineering colleges throughout the country. It also includes useful information related to our IETE Members.

13.3.7 Advertisement in IETE Journals

13.3.7.1 The office bearers at our IETE Centres/Sub-Centres must encourage local industrial units and corporate houses to provide advertisements in IETE Journals/ Newsletter. This needs to be given wide publicity by each of our Centres.

13.3.7.2 With a circulation of about 1600 copies each (JR & TR) and 800 (JE copies), IETE journals are also available on IETE official website on <http://www.ietejournals.org>. IETE News Letter is bimonthly and has a circulation of about 7000 copies.

Details of Advertisement Tariff are as given below:-

Position	Colour		B/W	
	₹	US\$	₹	US\$
Back Cover (full page)	20,000	1,200	12,000	1,000
Inside back Cover(full page)	15,000	1,100	10,000	800
Full page	12,000	1,000	8,000	700
Half page (vertical/horizontal)	-	-	6,000	550
Quarter page (vertical/horizontal)			3,000	300

13.3.7.3 **Black and White:** Original artwork in same size or in same scale, photographs or drawings line or half tones may be separate but should accompany lay-out scaled for size. Negative film for surface plate, ready to print in page size also accepted.

13.3.7.4 **Colour:** Colour separated positives in one piece per colour with progressive proofs on art paper. Colour transparency of full-page artwork also accepted. Extra charge for rendering transparencies and colour art work into colour separated positives.

13.3.8 Subscription of IETE Journals

IETE Journals	Inland ₹ Subscription of hard copies	Subscription of print copy + e-journals	Foreign (US\$) Subscription for print copy + e-journals (SAARC Countries Including Surcharges
IETE Journal of Research & IETE Technical Review together for paid subscribers	3375	5550	500
IETE Journal of Research (if alone)	2250	3650	315
IETE Technical Review(if alone)	2250	3650	315
IETE Journal of Education	900	1450	95
IETE Journal of Education for Corporate Members of IETE	225	-	25

Note: For IETE Corporate Members **One** Journal, either IETE Journal of Research or IETE Technical Review (**only if the option has been received for a hard copy**) is free of charge. Second Journal, if required, is at nominal annual subscription of ₹ 150/- only.

CHAPTER XIV

RESOURCE GENERATION

Preamble

14.1 For quite sometime there has been a decrease in the revenue of the Institution. The revenue and expenditure do not per say form the responsibility of only the HQ but also of the Centres. The Governing Council at its various meetings expressed its serious concern about such a situation and felt that there was a need to augment the resources and reduce the expenditure.

14.2 The Governing Council noted with concern that some Centres are only interested in taking their share of grants from the HQ but show no accountability for conducting activities at the Centres as per the Rules and Charter of the Institution. Many Centres are also not conducting student related activities like coaching classes, Lab Practicals etc. even though they do have requisite infrastructure. It was unanimously felt that Centres must be given grants not only in proportion to the students and corporate members on their rolls but be also based on activities carried out by the Centre.

14.3 **Some initiatives which are required to be taken by IETE Centres/Sub-Centres:-**

- (i) 80% of the basic infrastructure of the Centre must be utilized for library, laboratory and class rooms.
- (ii) All Centres must establish Electronics and Computer lab for carrying out all the experiments as given in the syllabi by the students before they appear for the exam.
- (iii) Centres should organize intensive programmes for lab practicals as part of REB.
- (iv) The Centre should carry out short/long term courses useful to the local industries.
- (v) The Centre must conduct Skill Development Programme both Govt supported and Industry supported.

	<ul style="list-style-type: none"> (vi) All Centres must take steps to organize technical programmes duly supported by sponsorships. (vii) Exhibition must be organized alongwith the conduct of Annual Technical Convention/Mid Term Symposium as and when held at the Centre. (viii) Efforts be made to include advertisements in the publications released by the Centres. (ix) Tutorials should be organized by the Centres alongwith IETE Annual Convention/MTS. (x) Centres may rent out the infrastructure like auditorium for authorized purposes and thus generate more revenue. (xi) The norms for payment of annual grants shall be modified from time to time keeping in view activity of Centres and ground reality. (xii) All out efforts be made by the Centres to reduce the various administrative and related expenses. <p>14.4 Some initiatives which are required at HQs level:-</p> <ul style="list-style-type: none"> (i) Organisational Representative in the Governing Council, should be made responsible to get more organizational members in addition to other members. (ii) May open an Engineering College like IE, but with international linkage. (iii) Leasing /renting out of Infrastructure/Centre premises for educational promotion. (iv) HQ IETE to perform as a repository of guest lectures on various subjects and allow registered IETEians to deliver these lectures at various educational Institutions on their behalf or even organize workshops on these lecture by a selected team. (v) Every Section/ Department at IETE HQ shall endeavour to be self sufficient. The revenue generated annually should cover the overall annual expenditure by the section.
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CHAPTER – XV
FINANCIAL MANAGEMENT

15.1 Financial Year

15.1.1 The financial year of a Centre/Sub-Centre shall be from 01 April to 31 March next year.

15.2. Financial Powers (Rule 18(c) and Rule 36(c) for Centres and Sub-Centres respectively).

15.2.1 Financial powers of Office Bearers for expenditure shall be as under:

- (a) Chairperson – ₹ 20,000/- per transaction.
- (b) Hony. Secretary/Hony. Treasurer – ₹ 5,000/- per transaction.
- (c) Executive Committee (under 1 head of expenditure) – ₹ 2 Lacs.
- (d) By EC with information to the HQ – Beyond ₹ 2 lacs.

15.3 Responsibility of the Chairperson

15.3.1 The Chairperson shall ensure that the Rules and Regulations, Byelaws and guidelines for financial management given in this SOP are implemented in letter and spirit.

15.4 Responsibility of the Honorary Treasurer

15.4.1 The detailed responsibilities of Honorary Treasurer is given in Chapter 5 para 5.3.3.

15.5 Audit of Accounts

15.5.1 The accounts are required to be audited by Statutory Auditors when the total receipts exceeds ₹ 2,00,000/- in a financial year and in other cases by the elected Executive Committee members nominated by the Executive Committee other than the Chairperson, Hony Treasurer and Hony. Secretary.

15.6	Submission of Statement of Accounts to HQ
15.6.1	Audited statements of accounts are required to be submitted to HQ IETE latest by 30 June every year, the financial year being 1 st of April to 31 st March. The audited statement of accounts shall consist of Auditors Report, Balance Sheet, Income and Expenditure Account and Notes on Accounts along with the Accounting Policies the same can be obtained from the Annual Report published by the HQ IETE every year. Late submission of audited statement of accounts by Centres will result in proportionate reduction in the annual grant applicable to the Centres.
15.7	Appointment of Statutory Auditors
15.7.1	Based on recommendations of the ECM, Statutory Auditors are to be appointed by the AGM for the next financial year. The term for appointment of statutory auditors shall be one year. However, the auditors can be considered for yearly re-appointment upto a maximum of three years in continuation.
15.8	Internal Auditors
15.8.1	The accounts of all Centres/Sub-Centres whose total receipts exceed ₹ 10 lacs in a year are to be subjected to internal audit, half yearly, by a Chartered Accountant firm. The report of the Internal Auditors must be included in the EC minutes. In case the total receipts are between ₹ 5 lacs to ₹ 10 lacs in a year, the internal audit shall be done by appointing a board of auditors from among the executive committee members.
15.9	Operation of Bank Accounts
15.9.1	The Bank account shall be in the name of the Institution and shall be operated jointly by any two of the three Office Bearers of the Centre/ Sub-Centre viz. Chariperson, Hony Treasurer and Hony Secretary. As far as possible, savings bank accounts should be maintained. The Accounts should be opened only in nationalized/scheduled banks.

15.10	Investments
15.10.1	The Centres must exercise utmost care in investing their funds. Investment will only be done with Govt. of India agencies or Central/Public Sector Undertakings. It is desirable to avoid state level state level Public Sector Undertakings. Even in the case of Central Public Undertakings, investments may only be done after carefully evaluating the financial performance and status of the company. The temporary surplus with the Centres may suitably invested in short-term deposit with nationalized/scheduled banks. Under no circumstances Centres should enter into speculative investments or invest in private sector companies.
15.11	Custody of Investments
15.11.1	FDRs etc with companies banks are to be kept by the Centre in safe custody. Photocopies of the same will be kept with the Hony. Treasurer. The details of FDRs clearly indicating date of maturity and interest amounts and date of receipt of interest/dividends should be kept up to date in Register so that receipt of interest and maturity of the instruments could be monitored effectively. Surprise checks are to be carried out by the Chairperson or by a member of the Executive Committee detailed by the Chairperson.
15.12	Maintenance and Upkeep of Assets
15.12.1	It is necessary that regular maintenance of buildings and other assets is carried out scrupulously and timely action taken to prevent recourse to major repairs/ renovations. Centres should preferably constitute a separate Building Maintenance Committee which will monitor the buildings and other major assets and recommend suitable and timely preventive actions.
15.13	Original Documents of Immovable Assets
15.13.1	It is imperative that all sale deeds, registration papers, drawings duly approved by the concerned municipalities and other relevant papers are procured in time as and

when the land buildings are purchased/ constructed. All such assets will always be in the name of the President IETE. Original documents will be submitted to HQ IETE for safe custody. Any problem in processing the documents shall be intimated to HQ IETE at the earliest.

15.14 Tax deduction at Source

15.14.1 All Centres should obtain TAN number from Income Tax department and deduct taxes from payments made to Professionals, Contractors etc as per requirement of Income Tax Act. Further, quarterly and annual return of TDS to be filed as per law.

15.15 Service Tax

15.15.1 In case any activities of the Centre require levy of Service Tax, the same should be realized and paid. The Registration under Serving Tax Act to be done at the earliest.

15.16 Insurance Coverage

15.16.1 All Centres/Sub-Centres shall insure their all movable assets against theft/burglary/fire etc every year. Centres/Sub-Centres having their own buildings have option to get insurance cover of their immovable assets. However, building located in flood or any other natural calamities prone areas should also be covered for these hazards.

15.17 Balance Confirmation from Vendors/Suppliers

15.17.1 The Centre should obtain balance confirmation from all Vendors, Suppliers etc to or from whom the money is payable or receivable at the end of the financial year.

15.18 Financial Norms for conduct of MTS/IETE Annual Convention by the Centres

15.18.1 For conducting these events, a fixed grant is authorized (refer para 15.27.1).

<p>15.18.2</p>	<p>The Centre shall bear all other expenses including expenses on delegate kits, the travel and accommodation expenses of the speakers, if any, rentals of the conference hall, hospitality expenses of the delegates, publication expenses of the proceedings/souvenir, exhibition expenses etc for the conduct for the event. All receipts including the grant-in-aids received from various Government organizations, delegate fee, fee against advertisement in the souvenir, exhibitions etc accrue to the Centre. On completion of these events, the concerned Centre shall send detailed statements showing the receipts and payment accounts duly signed by the Office Bearers for transfer of such grant-in-aids received by the HQ to the Centre. The surplus generated by the Centre, if any, as per the above guidelines shall be retained by the Centre exclusively.</p>
<p>15.19</p>	<p>Expenses by Centres for HQ Activities</p>
<p>15.19.1</p>	<p>The Centres often organize activities on behalf of HQ e.g. IETE Annual Convention, MTS, Apex Forum, Memorial Lectures, opening of new Centres or up gradating of Centres and / or conduct of Council meetings etc. The expenses on all these events will be controlled as per norms laid down by the Governing Council from time to time. The anticipated expenses of the event shall be intimated in detail to HQ by the Centres well in advance in order to get approval of the competent authority. No expenditure should be committed/made before the approval.</p>
<p>15.20</p>	<p>Guidelines for Maintenance of Accounts</p>
<p>15.20.1</p>	<p>The Books of Accounts of the Centres/Sub-Centres are to be necessarily in the “Tally Accounting Package”. All Centres/Sub-Centres are required to:</p> <p>(a) Adhere to the basic principles of accounting and maintain proper books of accounts.</p>

	<ul style="list-style-type: none"> (b) Ensure that proper receipts are issued for the money received by the Centre and a systematic record of the same is maintained. (c) Oversee that all receipts i.e. cash, drafts etc are deposited with the bank regularly through proper pay-in-slips. (d) Prepare monthly bank reconciliation statements and report to the ECM. (e) Maintain proper records of all disbursements made by the Centre in a Systematic Manner. (f) Verify that all payments/disbursements are made after obtaining the approval/sanction of the concerned Office Bearers. (g) Prepare monthly trial balances. (h) Maintain proper fixed assets register giving the gross cost depreciated cost and quantity-wise details. (i) Ensure that a proper stock register, especially for the proper stock register, especially for the priced publications is maintained. (j) Maintain a file containing the Auditors Report along with the audited statements of accounts of the previous years.
15.20.2	<p>The Hony Treasurer of the Centre/Sub-Centre has to ensure that proper accounting procedures are followed and there is no room for any lapse and discrepancies. A standard operating procedure for maintenance of books of Accounts is given in the succeeding paragraphs. This procedure is to be treated as a guideline. However, the responsibility of maintenance of proper accounts/Book of Accounts will rest with the Hony Treasurer.</p>
15.20.3	<p>The Following Books of Accounts are required to be maintained by the Centre:</p> <ul style="list-style-type: none"> (a) Activity-wise Receipt Register (b) Cash Book

- (c) Bank Book
- (d) Ledger
- (e) Petty Cash Register
- (f) Journal
- (g) Fixed Assets Register
- (h) Bank Reconciliation Register
- (i) FDRs and other investments Register

(a) Activitywise – Receipt Register

All receipts in the form of cash, cheques, IPOs and drafts received by the Centre should be entered in the activitywise Receipt Registers serially and datewise. Based on the quantum of activities undertaken by the Centre, the Centre can maintain requisite number of such Registers. All receipts beyond ₹ 5001/- , for all types of activities, should be in th form of local cheques/bank drafts an not through cash. Total of entries in such Registers should be made on day to day basis and brought forward upto the last working day of every month.

(b) Cash Book

One cash voucher for all the Receipts Register should be made on daily basis and should be entered in the receipts side of the Cash Book. Entry in the cash voucher should be as per the specimen given below:

Specimen Receipts Entry

Cash in hand (Debit)	₹ 1,000/-
To Library Receipt Register (Credit)	₹ 1,000/-

(Being the amount of cash, cheques, drafts and IPOs collected through Library Receipt Register on)

Efforts should be made to deposit all such receipt in the bank on the following day through a Contra Voucher. The entry in the Contra Voucher should be as per the specimen given below:

Specimen Contra Voucher Entry

Bank A/c (Debit)	₹ 1,000/-
To cash in hand (Credit)	₹ 1,000/-
(Being amount of receipts now deposited with bank.)	

All Contra Voucher should be serially numbered and kept separately in a proper file. The receipts as and when deposited should be entered in the payment side of the Cash Book. The closing balance in the Cash Book at any given date represents the Cash in hand which include cash, Drafts, Cheques and IPOs. All such cash vouchers prepared should be serially numbered and kept in a proper file. The amount of cash collected through such Receipts Registers should NOT be utilized for meeting day to day expenses of the Centre. The Chairperson shall detail one of the Executive Committee members other than the Honorary Treasurer to check the cash in hand at the end of every month. He may also make surprise checks occasionally at his discretion.

(c) Bank Book

This book represents all transactions effected through the bank which includes both deposits and payments. The amounts deposited in the Bank through Contra Vouchers should be entered in the receipts side of the Bank Book. The pay-in-slips side which the amounts are being deposited by the Centre are to be serially numbered and kept under proper custody. All payments made through the bank are to be paid through Bank vouchers duly supported with bills etc and duly signed by authorized signatory. All bank vouchers are to be serially numbered, accounted on day to day basis and are to be kept in a proper file. All payment vouchers made through the Bank vouchers are to be entered in the payment side of the Bank book.

(d) Ledger

The Ledger should contain all the heads of accounts operated by the Centre. The opening balances as on 01

April every year may be taken from the audited statements of accounts of the previous year except Cash in hand, petty cash book balance and Bank balances which are to be taken from the respective books. Entries in the ledger should be up-to-date and at the end of every month, a trial balance should be made to verify the accuracy of the accounts maintained by the Centre.

(e) Petty Cash Register

All payments made through cash should be routed through petty cash register. All payments made through the petty cash register are to be supported with petty cash vouchers which are to be serially numbered, duly signed by authorized signatory and kept in a proper file. The amount of petty cash payment file. The amount of petty cash payment may be limited to a maximum of ₹ 1,000/- per transaction. A certain amount as and when required for petty Cash Register may be withdrawn through Bank vouchers and be entered in the receipt side of the Petty Cash Register. Daily totals of the petty cash entries should be made and brought forward upto the last working day of every month. The limit of petty cash which can be retained by a Centre/Sub-Centre will be as per the decision of Executive Committee based on the requirement of the Centre. At the end of every month, a journal voucher will be made as under as per the specimen:

Specimen Journal Entry

Various Expenses A/c (Debit)	₹ 1,000/-
To Petty Cash A/c (Credit)	₹ 1,000/-
(Being Expenses incurred through petty Cash Register during the month of is now adjusted)	

(f) Journal

All adjustment entries are to be passed through a Journal Voucher, serially numbered and kept in a proper file. This includes monthly adjustment Entries of Receipt Register also. The specimen entry of Receipt Register is:

	<p>Specimen Receipt Entry</p> <p>Library Receipt Register A/c (Debit) ₹ 1,000/- To Various Receipt A/c (Credit) ₹ 1,000/- (Being amount collected through Library Receipt Register for the month of).</p> <p>The balance in "Receipt Register" in the ledger will be nil at the end of every month.</p>
	<p>(g) Fixed Asset Register</p> <p>This register represents all the assets acquired by the Centre and depreciation charged on yearly basis. Depreciation on assets are to be charged at the same rates as per the Income Tax Rules every year.</p>
	<p>(h) Bank Reconciliation Register</p> <p>The amounts deposited through-pay-in-slips should be serially entered in the register on monthly basis. Bank Reconciliation should be carried out on monthly basis. The record of all bank reconciliation should be maintained systematically in the form of a register.</p>
	<p>(i) FDRs and other Investments Register</p> <p>The details of FDRs clearly indicating date of maturity and interest amounts and date of receipt of interest/dividends should be kept up to date in a Register so that receipt of interest and maturity of the instruments could be monitored effectively.</p>
15.21	Norms for payment of Annual Grant to Centres/Sub-Centres
15.21.1	<p>The minimum amount of annual grant payable to Centres/Sub-Centres shall consists of Operational Grant and Salary Support Grant</p> <p>(a) Operational Grant will be on the basis of membership units of Centres/Sub Centres – Total number of units will be worked out on the basis of corporate members, student members, number of ISF Institution and Organisational Members as per following details :-</p>

Units will be calculated as under :		
(i)	Total active corporate members as on 31 March of the previous year (i.e for the Grant payable in financial year 2015-16,it will be 31 March 2014)	1 Unit per two corporate members as on 31 March of the previous year.
(ii)	Corporate members who have joined from 01 April of previous year till 31 March of this year	1 Unit per member
(iii)	Total active students (DiplETE, AMIETE,ALCCS) as on 31 March of the previous year	1 Unit per five students
(iv)	No of students who have enrolled during the year	1 Unit per two students
(v)	Active ISF institutions	10 Units per Institution
(vi)	Organizational Members	10 Units per Organisation

The Operational Grant is calculated as under :-

UNITS	AMOUNT
1-150	₹ 20000/-
151-300	₹ 40000/-
301-450	₹ 60000/-
451-600	₹ 80000/-
601-800	₹ 100000/-
801-1000	₹ 120000/-
1001-1500	₹ 135000/-
1501-2000	₹ 150000/-
2001-2500	₹ 175000/-
2501-3000	₹ 200000/-
3001 & above	₹ 250000/-

	<p>(b) Salary Support grant :- The salary support grant admissible to Centres/Sub Centres shall be ₹ 5000/- per month for one person i.e ₹ 60,000/- in a year.</p> <p>(c) Implementation norms</p> <p>(i) The first installment which is 50% of the annual grant shall only be released after obtaining the Audited Statement of Accounts of the previous year. Second installment will be released subject to the receipt of activity reports upto December from Centres/Sub-Centres.</p> <p>(ii) 10% of the total grant payable to a Centre/Sub-Centre shall be deducted per month in case of non-receipt of the Audited Statement of Accounts from the Centre/Sub-Centre by 30th June every year.</p> <p>(iii) Any outstanding loan from HQ shall be deducted in 10 equal yearly installments.</p> <p>(iv) The Centres/Sub-Centres are to utilize the salary support grant exclusively for payment of salaries/honorarium to the employees and are not to be diverted any other puposes.</p> <p>(v) HQ IETE shall adjust the un-utilized salary support grant in the following year based on the audited annual accounts of the previous year submitted by the Centres/Sub-Centres.</p>
15.22	Furnishing grant/loan to Centres
15.22.1	The Centre/Sub-Centres which are housed in rented premises
	<p>(a) The Centres/Sub-Centres housed in rented premises may be given an amount of ₹ 50,000/- as a one time grant on specific requests received from them for furnishing.</p>

	(b)	These furnishing items should be movable and not permanent fitting/fixture forming part of the building.															
15.22.2		<p>Centres/Sub-Centres which are housed in own building</p> <p>The Centres/Sub-Centres acquiring new buildings may be sanctioned a loan upto ₹ 1 lac towards furnishing based on a request received from them. This amount shall be refunded by the Centres in five equal yearly installments after a moratorium of 3 years from the date of completion/possession of the building.</p>															
15.23		<p>Loan/grants to Centres for own Building</p> <p>(a) The basic minimum requirements of Centres/Sub-Centres should be about 2000 sq. ft. covered area which include office space, lab, library and a classroom etc.</p> <p>(b) Preference should be given initially for purchase of flat by Centres/Sub-Centres.</p> <p>(c) Norms for payment by the HQ for purchase of a flat/and with building would be as under:</p> <table border="1"> <thead> <tr> <th>Age of Centre/ Sub-Centre</th> <th>HQ Contribution (grant)</th> <th>Centre Contribution</th> </tr> </thead> <tbody> <tr> <td>02-05 years</td> <td>100%</td> <td>NIL</td> </tr> <tr> <td>05-10 years</td> <td>90%</td> <td>10%</td> </tr> <tr> <td>10-15 years</td> <td>80%</td> <td>20%</td> </tr> <tr> <td>Above 15 years</td> <td>70%</td> <td>30%</td> </tr> </tbody> </table> <p>(d) The Centres where land has been allotted free of cost by any agency and the Centres who acquire land with their own resources are entitled an out-right grant @₹ 600/- per sq.ft. upto a maximum covered area of about 2000 sq. ft. Additional money required by the Centre, if any, for completion of construction of the building may be paid based on the age of Centre, as given above.</p> <p>(e) For additional construction, if any in the existing building, the required funds should be generated by the Centre concerned.</p>	Age of Centre/ Sub-Centre	HQ Contribution (grant)	Centre Contribution	02-05 years	100%	NIL	05-10 years	90%	10%	10-15 years	80%	20%	Above 15 years	70%	30%
Age of Centre/ Sub-Centre	HQ Contribution (grant)	Centre Contribution															
02-05 years	100%	NIL															
05-10 years	90%	10%															
10-15 years	80%	20%															
Above 15 years	70%	30%															

		<p>(f) Centre already functioning from a ready-built flat that seeking financial assistance for an independent land and building, the recommended norms are:</p> <ul style="list-style-type: none"> (i) The Centre should send a consolidated project detailing the cost of land and the proposed buildings. (ii) 50% of the land cost should be met by the Centre. (iii) HQ may give 50% of the cost of land as grant upto a maximum area of about 2000 sq.ft. (iv) Cost of construction of the building be given by the HQ based on the area of the Centre, as above. (v) In such cases, the flat should be disposed off once the construction is completed and the entire sale proceeds should be deposited with HQ. <p>(g) At the beginning of September and March every year, all Centres/Sub-Centres should be requested to send their requirements by a given date and the Governing Council should allocated funds, based on the availability of amount available under the head 'Building-cum Library Fund' every year, preference being given to Centres who do not have the basic infrastructure.</p> <p>(h) Request for purchase of a flat by a Centres/Sub-Centres should be forwarded in the prescribed format as given in Appendix – 'I-A'. Requests for additional construction/construction of building on a plot by a Centres/Sub-Centres should be forwarded in the prescribed format as given in Appendix-'I-B'.</p> <p>(i) Request for purchase of a flat/construction of new buildings in metropolitan cities, as and when received, would be considered separately by the Governing Council, since the rates of land/construction/building are considerably higher than other places.</p>
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15.24	Standing Sanction for Purchase of Fax/Internet
15.24.1	The Centres/Sub-Centres may be paid an amount upto ₹ 17,000/- as grant having own building/hired accommodating with telephone connection for installation of FAX and internet facility.
15.25	Norms for payment of ET & Computer Laboratory Grants
	<p>(a) The Centres/Sub-Centres should have its own premises, or housed in an organization with suitable MoU or hired premises with a minimum lease period of one year extendable to two or more years.</p> <p>(b) Equipment to be purchased by the Centre are to be as per the prescribed list of equipment approved by the Governing Council/AC.</p> <p>(c) An amount of ₹6.50 lacs as grant may be sanctioned to a Centres/Sub-Centres as one time payment, to set up both Electronics and Computer Labs. Out of this, an amount of ₹4.50 lacs may be spent for Electronics Lab and ₹2 lacs for Computer Lab. However, the Centre is eligible to re-appropriate ₹1 lac out of the above sanction grant for Electronics or Computer lab based on their requirements.</p> <p>(d) The amount shall be released in two installments. The second installment shall only be released after the receipt of the utilization certificate of the first installment.</p> <p>(e) The Centre shall submit a consolidated list of equipment purchased within two months from the date of release of the second installment.</p> <p>(f) The Centres from their own resources will carry out any updation of equipment/hardwares.</p> <p>(g) All such proposals received from the Centres are to be put up to the Governing Council through M&CC/FPPC for approval.</p>

	(h)	The Centres who have already been earlier paid based on the previous norms, an additional amount of ₹1 lac may be sanctioned provided such Centres submit a consolidated utilization certificate of the equipment purchased out of the earlier grant of ₹6.50 lacs to meet the requirement on case to case basis as per the request received and the approval of the M&CC/FPPC.
15.26		Purchase of Printer for conduct of Examination: Centres/Sub-Centres which are conducting examinations through e transmission system may be paid the actual cost of one printer subject to a maximum of ₹ 30,000/- as grant, based on request received.
15.27		Grants to Centres/Sub-Centres for IETE HQ Technical Programmes
15.27.1		IETE HQ will give seminar grants for the approved programmes by the Governing Council as under:-
	(a)	IETE Annual Convention ₹ 1 Lac
	(b)	Mid Term Symposium (MTS) ₹ 75,000/-
	(c)	Zonal Seminar cum Zonal ISF Congress ₹ 35,000/- + ₹ 25,000/- respectively
	(c)	Apex Forum ₹ 15,000/-
	(d)	Student's Day ₹ 2000/-
15.28		Laboratory Grant for ALCCS In order to start ALCCS programmes at Centres, the HQ IETE provides an amount of ₹5 lacs, as grant, for setting up to computer lab both for hardwares and softwares.

CHAPTER – XVI

ANNUAL PERFORMANCE REPORT (Best Centre(s)/Sub-Centre(s)) AWARD

- 16.1** Centres and Sub-Centres are eligible for 'Best Centre' and 'Best Sub-Centre' Awards. The number of awards are as under :
- (a) Centre - 1st Prize & 2nd Prize
 - (b) Sub-Centre - 1st Prize & 2nd Prize
- 16.2** The Governing Council evaluates each Centre and Sub-Centre for these awards. The evaluation by the Governing Council is based on the Annual Performance Report of the Centres/Sub-Centres. The Proforma for Annual Performance Report is enclosed as **Appendix 'J'**.
- 16.2.1** Centre should complete the proforma highlighting the information about the activities of their Centre/Sub Centre for the period April of the previous year to March of the current year and return the same to the HQ so as to reach by 15th May every year for evaluation. For example, for a report prepared in May 2016 will cover the period 01 April 2015 to 31st March 2016 and the report duly completed must reach HQ by 15 May every year.
- 16.2.2** It may please be noted that submission of Annual Performance Report is mandatory and is required to be submitted by all Centres/ Sub-Centres by the due date.
- 16.2.3** It may be noted that cooling period of 2 years for Best Centre Award has been done away with. The Centre who have received 1st prize in a year is eligible for this award for the subsequent year(s).

16.2.4	The award should be received by the present Chairman. If he desires to bring Immediate Past Chairman, he may be allowed to jointly receive the award but the expenses for travelling & hospitality of Past Chairman is to be borne by Centre concerned.
16.3	Trophies alongwith the Certificate are given during the inaugural session of the IETE Annual Convention to the Best Centres/ Sub-Centres.

CHAPTER – XVII

THE REPORTS AND RETURNS

17.1 The activities of all Centres/Sub-Centres are standardized and feedback from the Centres are expected to be communicated timely. It is essential that Centres sent report and returns to the HQ as decided from time to time.

17.2 At present the following reports and returns are required to be submitted by the Centres/Sub-Centres to IETE HQ.

Sl No.	Report	Periodicity	Date of Submission	Para Ref
1.	Plan of Activities of Centres/Sub Centres	Annual	31 st July	5.2.4
2.	Annual Performance Reports	Annual	15 th May	16.2.1
3.	Handing Over/Taking Over	As Applicable	Within 15 days of AGM	5.6.1
4.	Minutes of AGM	Annual	15 th July	5.5.1.1
5.	Annual Report	Annual	30 th June	5.5.3.1 (b)
6.	Audited Statement of Accounts	Annual	30 th June	5.5.3.1 (b)
7.	Report of Stock Taking of Assets	Annual	30 th June	5.7.1 (a)
8.	Quarterly Activities Reports	Quarterly	15 th Apr/15 th July/15 th Oct /15 th Jan	5.2.9.2
9.	Receipts & Payments Accounts	Quarterly	10 th Aug/10 th Oct/10 th Feb/10 th May	5.4.7
10.	ECM Minutes after the Meetings	Monthly	Within 15 days	5.2.9.1
11	List of Assets			15.12

CHAPTER – XVIII
MEDIA AND PUBLICITY

18.1 IETE HQ and Centres/Sub-Centres in particular can pay a crucial role in Media and Publicity for the growth of IETE.

18.2 **Objectives :**

- (a) To have close interaction with media to achieve the objectives of IETE.
- (b) To provide publicity to academic and Technical programmes.
- (c) To use media for visibility of IETE

18.3 For this purpose the Centres/Sub-Centres are advised to have direct interaction with the Doordarshan and other Channels, where IETE Centres Chairpersons can give interview focusing IETE activities, guidance classes conducted by the Centres and details of the proposed activities of Seminars/Workshop/Conferences/MTS/IETE Annual Convention being organized at their Centres.

18.4 Similarly advertisements in Newspaper/local dailies, Magazines and other Publications, can be given for IETE Guidance classes as well as by scrolling advertisement through Doordarshan or Cable TV particularly for launching student membership drive. IETE Centres are advised to have direct interaction with Polytechnics and it is and Schools by visiting these venues by placing posters of IETE in their Notice Board for information of Students who aspire for engineering courses.

18.5 At various functions of IETE, a video of IETE, which is already available with the Centres/Sub-Centres, can be shown wherever Centre's Chairperson visits any Institution for publicity.

18.6		IETE HQ/Centres from time to time also participate in Education Fair where the Centre can have a stall of IETE to promote the activities of IETE by displaying publicity material and other publications of IETE available with Centres.
18.7		The Centres/Sub-Centres can also give publicity through their websites and or through banners being displayed at various places as well publicity can be given at various proceedings and other publications of IETE or other organizations.
18.8		Wherever the new Sub-Centre/PAC are opened, publicity counters should be put up at the Inaugural function.

CHAPTER - XIX

INDUSTRIAL COORDINATION

19.1 One of the objectives of the IETE is to have proper coordination with industries. For this purpose IETE HQ and Centres/Sub-Centres are to organize the following :

- (a) Conduct of Apex Forum meetings.
- (b) Preparation of position paper relating to the electronics, telecommunication and IT Industry.
- (c) Interaction with Industry, Laboratories, Commercial Organisations, manufacturing associations and allied bodies with a view of formulating policies. Planning and organization of joint activities with Industry and peer Organisations for finalizing policies/position papers.
- (d) Consultancy service to small-scale Industry after identifying areas of expertise.
- (e) Publicizing activities of the Institution for attracting organizational members.

19.2 Normally HQ conducts four Apex Fora in a year, out of which at least two are organized outside Delhi. The HQ/Centres are to first select latest topic for the Apex Forum in the field of Electronics and Telecommunication/IT with the following steps :

- (a) Selection of Subject
- (b) Chief Guest /Guest of Honour
- (c) 4-5 Speakers
- (d) Venue and Dates to be selected
- (e) And list of Invitees in that particular field to be prepared.

19.3	Normally the Apex Forum is like a brain storming session consisting of about 30 to 40 experts in this field, discuss thread bare in the round table conference mode and prepare recommendations which can be sent to the concerned Govt departments and Industry associations etc. Grant applicable for conduct of Apex Forum is given at para 15.27.1
19.4	IETE has always been closely associated with the Industry by promoting such interactions through seminars, workshops, apex fora and discussions. Industries join IETE directly as Organisational Members and their representatives find a placed in the Governing Council of the Institution.
19.5	The consultancy assignment and projects may interalia include technical consultancy, training, testing and evaluation, technical problem solving, project and feasibility reports and allied services to the Industry Institutions and Organisations.
19.6	IETE is promoting in national interest, Apex Forum (AF-IETE) to provide a platform for exchange of meaningful ideas on current state-of-the-art technology and regulatory issues amongst : (a) Policy makers/implementers (b) Industry Leaders (c) Leading Academicians/Research Organizations (d) Eminent Professionals
19.7	IETE is trying to have better coordination though MoU's with other Industry Associations like IEEE, MTNL, Techno India Group, Reliance Jio Infocomm Ltd, The Insitution of Engineers (India), TSSC, GISFI, NIELIT, ESSCI, Sedulity Solutions & Technologies, Redefine dimesions Convergence Pvt. Ltd. and other sister organizations where IETE HQ/Centres can join hands together to conduct such programme related with Industry-IETE Industry Interaction.

CHAPTER – XX

IETE ALUMNI

20.1 IETE Alumni Association has been founded by the IETE Governing Council with the purpose of furthering the aims and objectives of the Institution and also to help all the IETEians to achieve professional excellence, provide opportunities to upgrade professional skills, keep abreast on latest development in the field of ICT and networked with IETE Alumni members.

20.2 By now 122 IETE passouts student of DIPIETE/GradIETE/AMIETE/ALCCS examination of the Institution have been registered in the Alumni Association the record of which is maintained at www.iete.org under Alumni Association link.

20.3 HOW TO ENROLL for becoming an alumni

The “IETE Alumni Association” has been formally launched by IETE and the passouts can register themselves by paying a membership fee of Rs 1000/-. Registration form is attached as **Appendix 'K'**. Payment can also be made in cash at the Reception Counter.

20.4 Objectives : Main objectives of the Association are :

- (a) To bring all the pass outs of IETE under one umbrella to work for the benefits of IETE fraternity.
- (b) Growth of professional and technical activities among alumni members.
- (c) To facilitate and impart training for IETE students for job opportunities through Placement cell in co-ordination with IETE.
- (d) Creating awareness among members to be in touch with the latest day to day technological advancement

		(e) Providing all help to the members who are interested in higher studies and research.
		(f) Opportunity to meet, discuss, understand and share the information during Annual general body meet of the Associatizn.
20.5		Alumni get-together :-
20.5.1		1 st IETE Alumni get-together was arranged as CSOI on 16 September 2011 at 7.00 pm. The meeting has a single point agenda of interacting and networking with the IETE Alumni.
20.5.2		2 nd IETE Alumni get-together was arranged at CSOI, New Delhi on 22 June 2012 in order to facilitate constant interaction with alma mater. The meeting was fruitful and interactive.
20.6		Advantages of IETE Alumni
		(a) Have lifelong connection with the Institution.
		(b) Share details of mutual growth, achievement.
		(c) Publicity of your achievements through IETE Journals.
		(d) Develop professional relationship with your mates.
		(e) Help your fellow students in their projects/Training.
		(f) Information on employment opportunities.

CHAPTER – XXI

MANAGEMENT OF IETE WEBSITES

21.1 Preamble

As recommended by the Students' Interaction and Web Management Committee (SIWMC) and decided by the Governing Council during the Bhopal meeting on July 2009, there will be only one website of IETE iete.org. The e-learning portal is linked through it.

21.2 Home page - www.iete.org

21.2.1 The Education section of the website is exclusive for the Students and hosts content relevant to them, is highly dynamic and interactive would need regular monitoring.

21.2.2 The Information Section will have announcements of current activities and forthcoming events of IETE HQ and IETE Centres and will require constant vigil by the sections concerned to ensure the relevance of the content.

21.3 Procedure of uploading the contents.

21.3.1 The procedure to be followed for uploading the contents on the website would be as given in following paragraphs.

- a) Each section of IETE will designate a person who will be responsible for checking the web contents, pertaining to their section, for its relevance, accuracy, authenticity and timeliness.
- b) The content, with the date for uploading and the date for removing it from the website will be transmitted by e mail, pendrive or any other memory device.
- c) The content from various sections will be routed to élan section at IETE HQ.

APPENDICES

Evaluation Proforma (For Opening of a Sub-Centre)

1. Name of the proposed Sub-Centre:
2. Geographical area proposed for above.
3. No. of Corporate Members in this area:
4. No. of Student Members in this area:
5. Engineering Colleges in this area (give the name and addresses of Colleges)
Name of Colleges:
 - (a)
 - (b)
 - (c)
 - (d)
 - (e)
6. No. of Diploma Institutes in this area (give the name and addresses of Polytechnics)
 - (a)
 - (b)
 - (c)
 - (d)
 - (e)
7. Name of 5 major Electronics/ Telecom/ IT Industry in the area:
 - (a)
 - (b)
 - (c)
 - (d)

8. Services

- (a) How will Corporate Members be served better by opening this Sub-Centre?
- (b) How will student members be served better by opening of the Sub-Centre?
- (c) How will opening of the Sub-Centre increase the following?
(please give estimated numbers):
 - (i) Corporate Members :
 - (ii) Student Members :
 - (iii) Industry / academic number :

9. If this application is being sent by local Corporate Members of a place, the opinion of the concerning Centre is to be given:

- (a) Chairperson:
- (b) Hony Secretary:
- (c) Hony Treasurer:
- (d) Members:
 - 1.
 - 2.
 - 3.
 - 4.

10. Any possibility of land being given by Government or some other organization:

11. Location and the address of the proposed Sub-Centre:

Signature of

Chairperson

Hony Secretary

Hony Treasurer

We undertake that we will manage the affairs of the Sub-Centre _____, as per the positions contained in Byelaw and Rules and Regulations for Centre/Sub-Centre.

Signatures of the Office Bearers of proposed ad-hoc Committee

Appendix 'B'
(Refer Chapter II, Para 2.6)

ADDRESSES OF CENTRES /SUB-CENTRES AND THEIR GEOGRAPHICAL JURISDICTION

Centres -All Caps
Sub Centres - Upper lower Caps

CENTRES	ADDRESS	JURISDICTION
AHMEDABAD	206, Umiya Vijay Shopping Centre Nr. Shivranjani, Cross Road Ahmedabad - 380 015 Tel: 079-26753938, 26733931, E-mail: ahmedabad.iete@gmail.com ahmedabad@iete.org Website: www.ieteahmedabad.org www.ieteahmedabad.info	State of Gujarat (excluding Dist under the jurisdiction of Satellite, Vadodara), Anand (except Changa), Dahod, Panchmahal, Nadiad, Kheda, Gandinagar, Mahesana, Himmat Nagar, Pattan, Palanpur, Banaskantha, Sabarkantha,
ALIGARH	Flat No 1 & 2, 1 st Floor Shah Residency Medical Road Aligarh (UP) - 202 002 Tel: 0571-2702190 Fax : 0571-2721148 E-mail: aligarh@iete.org ietealigarhcentre_24@rediffmail.com	Aligarh, Bulandshahr, Etah and Badaun Districts of U.P
Agra	C/o 509 Army Base Workshop Agra Cantt -282 001 Tel (O) : 0562-2412257 Extn: 5190 Fax : 0562-2412240 E-mail : agra@iete.org, iete.509abw.agra@gmail.com	Agra, Mathura and Hathras
ALLAHABAD	IE TE Building J K Institute of Applied Physics & Technology, University of Allahabad, Allahabad - 211 002 Tel: 0532-2462522 E-mail: allahabad@iete.org ieteallahabad@yahoo.co.in	Allahabad, Pratapgarh
VARANASI	36 Nand Nagar Colony ITI Road, Karaundi Varanasi - 221005 Tel : 0542-2570512 E-mail : varanasi@iete.org suryapal_s@yahoo.co.in	Varanasi, Mirzapur, Jaunpur Ghazipur, Mughalsarai
AMRAVATI	IE TE Amravati Centre Bldg. Sipna Engineering College, Nimbhora In front of Nemani Godown, Badnera Road, Amravati 444 701 Tel : 0721-2520313, 2522341/42 Fax : 0721-2522343 E-mail : pvingole@gmail.com knilesh123@rediffmail.com Website: www.ieteamravati.org	Amravati, Akola & Buldana,
Yavatmal	Jawaharlal Darda Institute of Engg & Technology Campus MIDC Lohara, Amravati Road Yavatmal-445 001(M S) Tel: 07232-249460 Fax: 07232-249586 Email: smgulhane67@rediffmail.com	Yavatmal & Washim

CENTRES	ADDRESS	JURISDICTION
AURANGABAD	Deptt. of Computer Science & IT, Dr.Babasaheb Ambedkar Marathwada University Aurangabad - 431 004 Office Add: MGM's, JNCE Campus, CIDCO, Aurangabad . Telefax: 0240-2403317 E-mail : aurangabad@iete.org, ratnadeep_deshmukh@yahoo.co.in	Aurangabad , Jalna and Jalgaon Hingoli, Parbhani, Nanded, Latur, Osmanabad and Ahmednagar
BENGALURU	IETE Building, Bellary Road, Ganganagar Extn Bengaluru - 560 032 Tel: 080-23331133 Fax : 080-23337231 E-mail: bangalore@iete.org Website: www.ietebblr.org	Karnataka excluding Bidar and Gulbarga Districts but including Dharmapuri Districts of Tamil Nadu and excluding jurisdictions of Dharwad & Shivamogga
Dharwad	SDM College of Engineering and Technology Darwad - 580 002 Tel: 0836-2447465, 2448327 Fax : 0836-2464638 E-mail : dharwad@iete.org, ietedwd@yahoo.com	Dharwad, Hubli, Belgaum & Gadag,Bijapur& Karwar
BHOPAL	Hall No 3, Gomantika Parisar Jawahar Chowk, North TT Nagar Bhopal - 462 003 (M P) Tel: 0755- 2775597 Email: ietebpicenter@gmail.com Website:www.ietebpl.org	State of Madhya Pradesh & Chattisgarh except jurisdiction of Gwalior,Jabalpur, Indore & Mhow Sub Centres
Gwalior	C/o MIR Labs,135-E Mayur Nagar,Thatipur Gwalior - 474 011 (M.P) Tel: 0751-2234890 E-mail: gwalior@iete.org; ietegwalior@rediffmail.com	Gwalior, Bhind, Morena, Shivpuri, Datia, Shyopur, Chanderi, Guna & Ashok Nagar
Indore	C/o Principal Oriental University Opp Revati Range Aurobindo Sanwer Road Gate No. 1 Jakhya Indore-453 555(M P) Email:ieteindore@gmail.com	Indore, Corp Area upto Rau Ujjain & Dewas
Jabalpur	2nd Floor, Raj Kumari Bhawan Complex Near Sai Baba Mandir South Civil Lines Jabalpur - 482 001 Telfax: 0761-2623797 E-mail: ietejabalpur@yahoo.com	Jabalpur, Panna, Damoh, Seoni, Satna, Rewa, Sidhi, Surguja, Balaghat
Mhow	C/o MCTE Faculty of Comm Engg Mhow- 453 441 (M P) Tel: 07324-275871, 228395 Fax: 07324-275871 E-mail : mhowcentre@gmail.com	Mhow, Dhar,West Nimar East Nimar
BHUBANESWAR	Room No. 2/6 Barabhuja Commercial Complex Khandagiri, PO. Khandagiri Bhubaneswar 751 030 Telfax: 0674-2384612 E-mail: bhubneswar@iete.org Website:www.ietebbsr.org	State of Orissa

CENTRES	ADDRESS	JURISDICTION
CHANDIGARH	<p>IETE Building Sector 30-B Chandigarh – 160 030 Tel : 0172- 2651061 Fax : 0172-2657333 E-mail : chandigarh@iete.org iete_chd@yahoo.com Website :www.ietechandigarh.org</p>	<p>Union Territory of Chandigarh, J&K, HP, Punjab and Haryana excluding Faridabad & Gurgaon,Ambala, Jind, Kaithal Kamal, Kurukshetra, Panipat, Sonipat and Yamunanagar</p>
Jalandhar	<p>C/o DAV University Jalandhar-144 012 Tel : 0181-2708844</p>	<p>Ludhiana, kapurthala, Jalandhar, Navashehar, Gurdaspur, Amritsar, Nakodar, Kartarpur, Hoshiarpur, Phagwara, Phillaur, Adampur, Tarantaran</p>
Jammu	<p>Buiding No. 1, Sunder Nagar Camp Road, Talab Tillo Jammu 180 002 (M) 09419200267 E-mail: ietejammu@gmail.com Website: www.ietejammu.org</p>	<p>State of J & K</p>
Shimla	<p>Saligram Bhawan, New Police Complex Khalini, Shimla - 171 002 Telefax : 0177-2625268 E-mail: shimla@iete.org</p>	<p>State of Himachal Pradesh</p>
CHENNAI	<p>37, Conran Smith Road, (New No. 169) Main Entrance Peters Road Gopalapuram, Chennai - 600 086 Tel: 044- 28350773, 28350045 Fax: 044-28350773 E-mail : ietechennai@gmail.com;</p>	<p>Tamilnadu excluding District of Dharamapuri & Kanyakumari ,</p>
COIMBATORE	<p>Amrita School of Engineering Amrita Vishwa Vidyapeetham University; Amrita Nagar PO Ettimadai, Coimbatore-641 112 (T.N) Tel: 0422-2685000 Extn : 5116 Fax : 0422-2656274 E-mail: coimbatore@iete.org, iete@amrita.edu Website : www.ietecbe.org</p>	<p>Coimbatore, Erode, Nilgiri, & Tiruchirapalli Excluding Salem, Madurai</p>
DEHRADUN	<p>C/o DEAL Campus, Raipur Road, Dehradun - 248 001 Uttarakhand Tel: 0135-2223050 Fax: 0135-2787265,2787290 E-mail : manojdhaka@deal.drdo.in</p>	<p>State of Ultrakhand</p>
DELHI	<p>16/1-2, Institutional Area, Pankha Road, Janakpuri, New Delhi - 110 058 Tel : 011- 28521618, 28525084 Fax : 011-28520912 E-mail : delhi@iete.org iete_dlc@yahoo.com, delhi.iete@gmail.com Website: www.ietedelhi.org</p>	<p>Delhi State, Faridabad and Gurgaon</p>
ERODE	<p>C/o Kongu Engg College Perundural, Erode Dist - 638052 Tel : 04294-226533/531/532 E-mail: ietesalem.sec@gmail.com Website : www.kongu.ac.in</p>	<p>Salem, Erode and Namakkal</p>

CENTRES	ADDRESS	JURISDICTION
GUWAHATI	3rd Floor, Eureka Tower, Chandmari Guwahati – 781 003 Tel: 0361-2656166,2571117, E-mail : ieteguwahaticentre@rediffmail.com	Entire North Eastern Region excluding the jurisdiction of Imphal
HYDERABAD	Near Jama-I-Osmania Post Office Osmania Univ Campus Hyderabad - 500 007 Tel : 040- 27098025, 27095128 Telefax : 040-27097175 E-mail : hyderabad.iete@gmail.com info@ietehyd.org Website : www.ietehyd.org	State of AP except Districts under the jurisdiction of Visakhapatnam, Vijayawada and Warangal & Tirupati Centres & including Gulbarga Sub-Centre Excluding Anantapur district
Gulbarga	Bheemanna Khandre Institute of Tech Bhalki – 585 328 Tel: 08484-262288 Email: bkitbhalki@gmail.com	Gulbarga, Raichur, Bellary & Bidar
IMPHAL	Lamphei-Langol Shija Hospital Road Adjacent to Sewerage Project Po Lamphei, Manipur-795 004 E-mail : imphal@iete.org iete_imphal@yahoo.com	State of Manipur
JAIPUR	IETE Bhawan, D-Block Shopping Centre Malaviya Nagar, Jaipur - 302 017 Tel: 0141-2545924 E-mail : ietejaipur@gmail.com	Rajasthan except the Dist of Jhunjhunu, Churu and Sikar
KANPUR	111/457, 1st Floor, Vasundhara Complex 80 Ft Road, Brahm Nagar Kanpur-208 012(UP) Tel: 0512-3259019, M-08960885318, E-mail: ietekanpurcentre80@gmail.com	Kanpur, Jalaun, Jhansi, Fatehpur, Etawah, Lalitpur, Hamirpur and Farrukhabad Districts of U.P Rambai Nagar and District Banda
KAKINADA	JNT University Kakinada Pithapuram Road, Kakinada-533 003 Tel:0884-2300801 Fax:0884-2300802 E-mail : a_mall65@yahoo.com	Kakinada, East & West Godavari
KOCHI	IETE House, LXII-6341 (XL/216 K), 3rd Floor, Jewel Arcade, Layam Road, Kochi - 682 011 Telefax: 0484-2369944 E-mail: Kochi.iete@gmail.com Website: www.ietekochi.org	Kochi, Trissur, Allapuzha, Kottayam. excluding jurisdiction of Palakkad
KOLKATA	Plot No J-1/7, Block-EP, Sector V, Salt Lake Electronics Complex (OppWEBEL Bhawan) Kolkata - 700 091 Tel: 033-23574290, Telefax: 033-23577054 E-mail : kolkata@iete.org, ietekolkata@gmail.com Website: www.ietekolkata.org	State of West Bengal excluding jurisdictions of Burdwan
Burdwan	C/o of Dept of Physics Burdwan University, Golapbag Burdwan – 713 104(WB) Tel: 0342-2040062 E-mail : ietebwn@yahoo.com	Burdwan, Asansol, Durgapur & Birbhum

CENTRES	ADDRESS	JURISDICTION
LUCKNOW	3-D, Khushnuma Complex 7, Meerabai Marg, Lucknow - 226 001 Telefax: 0522-2207779 E-mail: lucknow.iete@gmail.com	State of UP excluding districts under the Jurisdiction of Kanpur, Aligarh, Allahabad & Noida Centres
MANKAPUR	Sanchar Vihar Colony, I T I Ltd, Mankapur - 271 308, Dist. Gonda Tel: 05265- 274358 Fax:05265-239477 Email: ietemankapur@yahoo.co.in	Gonda District of U.P, adjoining district of Sant Nagar, Faizabad, Sravasti, Siddharth Nagar in addition to the existing districts Basti & Balrampur Gorakhpur, Deoria, Balia, Kushinagar, Maharajganj, Mau & Azamgarh.
MUMBAI	73-B, IETE House Collector's Colony, Mahul Road Chembur, Mumbai - 400 074 Tel: 022-25536391,022-25535851 E-mail: Mumbai.iete@gmail.com, Website: www.ietemumbai.org	Mumbai Metropolis, Thane, excluding Navi Mumbai and Raigarh Districts of Maharashtra
Goa	Goa College of Engg Electronics & Telecommunication Department Farmagudi, Ponda, Goa – 403 401 Tel : 0832-2336344 E-mail iete.gsc@gmail.com,	State of Goa
MYSURU	# No 201, Mythri Arcade 1st Floor, 1st Main, Saraswathipuram Mysuru - 570 009 Telefax: 0821-2518171 E-mail : chairman_iete@bsnl.in	Mysuru, Hassan Mandya, & Chamaraja Nagara District of Karnataka
NAGPUR	131 , Near Gajanan Mandir,Zenda Chowk Dharampeth Nagpur 440 010 Telefax: 0712-2551890 M:09923104647 E-mail : nagpur@iete.org ietenagpurcenter@yahoo.co.in	Nagpur, Chandrapur, Gadchiroli, Bhandara,Wardha & Gondhia
NAVI MUMBAI	Navi Mumbai Sports Association (NMSA) Sector 1A, Vashi Navi Mumbai-400 703 Tel : 022-41611076 Fax: 022-241611025 E-mail: ssmande@yahoo.com Navimumbai.iete@gmail.com	Navi Mumbai, Raigad, Sindhudurg, & Ratnagiri
NOIDA	PS-1D, Behind Brahamputra Shopping Complex, Sector 29, Arun Vihar Noida 201 303 Tel: 0120-4230533/34 E-mail: ietenoidacentre9@gmail.com	Noida, Ghaziabad, Distts of Meerut,Muzzafarnagar and Saharanpur excluding sector included under Noida Amity Sub- Centre
IETE Amity University Noida	C/o Amity Inst of Telecom Tech& Mgmt (AITTM) C- Block Ground Floor Amity Univ. Campus, Sec-125 GB Nagar, Noida – 201 303 Tel: 0120-4392207 Fax: 0120-2431878 E-mail: mkjain@amity.edu Website: www.amity.edu/aittm	Noida Sector 44,47,48,49,125 and 127

CENTRES	ADDRESS	JURISDICTION
PALAKKAD	28/143,144 , 2 nd & 3 rd Floor West Fort Road, Palakkad 678 001, Kerala Tel :0491-2525666, Fax: 0491-2555900 E-mail : iete_pkd@rediffmail.com Website : www.ietepalakkad.org	Palakkad, Mallapuram, Cannore,Wyanad, Kasargode & Kannur
Kozhikode	Ashiana, Purathara Road Pudiyangadi P.O., Kozhikode – 673021 (M) 09744916886 E-mail : iete.kozhikode@gmail.com	Distt Kozhikode
PATNA	205,Sri Ram Plaza Station Road, Patna – 800 001 Tel : 09234185408 E-mail : patna@iete.org , ietepatna@gmail.com Website: www.ietepatna.org	State of Bihar
PILANI	CSIR-CEERI, Pilani - 333 031(Raj.) Tel : 01596-242359, Fax 01596-242294 E-mail: pilani@iete.org , root@ceeri.ernet.in Website: www.ceeri.res.in	Dist of Jhunjhunu, Churu and Sikar
PUNE	'Raghuraj', 62, Indiranagar, Near Mehendale Garage, Erandwane, Pune - 411 004 Tel: 020-25449762, Fax : 020-25410179 E-mail: ietepune5@gmail.com Website: www.ietepune.org	Maharashtra State, excluding Mumbai Metropolis, Navi Mumbai Thane, Raigarh Distt of Maharashtra and Vidharbha Region
Nashik	C/o Sanchar Parisar BSNL Canada Corner, Nashik - 422 002 Tel : 0253-2571155, Fax : 0253-2570555 E-mail: nashik.iete@gmail.com	Nashik District, Dhule, Sangammer & Kopargaon
Kolhapur	Sanjeevan Engg & Tech Institute, Panhala-Tal, Dist-Kolhapur-416 201 Tel: 0231-2686613, Fax: 0231-2686629 E-mail: iete64subcentre_kolhapur@seti.edu.in Website: www.seti.edu.in	Kolhapur, Sangli, Miraj, Satara, Karad
RAJKOT	Prerna-2, 1st Floor, Tirupatinagar-3, Raiya Road Near Hanuman Madhi Chowk, Rajkot - 360 007 Telefax : 0281-2572357 E-mail : info@ieterajkot.org , Website: www.ieterajkot.org	Rajkot, Junagarh, Jamnagar Porbander, Veraval, Amreli Surendra Nagar, Bhavnagar and <i>Kutch</i>
RANCHI	Department of Electronics & Communication Engineering, Birla Institute of Technology, Mesra, Ranchi-835215 Jharkhand, India Mobil :0 9973886214 Website : www.ieteranchi.org	State of Jharkhand
SHIVAMOGGA	Jawaharlal Nehru National College of Engineering Navule, Shimoga-577 204 Tel : 08182-276707-709, 270450 Fax : 08182-222450 E-mail : shimoga@iete.org shimoga.iete@gmail.com website : www.ietesmg.org	Shimoga, Chikmaglur, Devangere and Chitradurga

CENTRES	ADDRESS	JURISDICTION
SIVAKASI	MEPCO Schlenk Engineering College, MEPCO Engg College (Post), Sivakasi-626 005 Tel: 04562-235000, Fax: 04562-235111 E-mail: iete_svks@mepcoeng.ac.in, iete_svks@yahoo.com Website: www.mepcoeng.ac.in	Virudhunagar, Madurai and Theni Dindigul, Ramanathapuram, Sivagangai, Tuticorin, Tirunelveli
THIRUVANANTHAPURAM	Pottakuzhy, Pattom PO, Thiruvananthapuram- 695 004 Tel : 0471- 2554727 E-mail : ietetrivandrum@gmail.com Website : www.ietetvm.com	Dist of Thiruvananthapuram, Kollam, Pathanamthitta, Idukki and Kanayakumari District of Tamilnadu
TIRUPATI	401 & 402 4th Floor, A V R Complex Balaji Colony, Tirupati- 517 502 Mobile: 09247007122, Fax: 0877-2248580 E-mail:tirupati@iete.org,iete_tirupati@yahoo.com Website :www.ietetirupati.org	Districts of Chittoor, Kurnool, Cuddapah, Nellore and Tirupati Including Anantapur district
VADODARA	501-506, Vrajasiddhi Tower Raj Mahal Road, Khanderao , Char Rasta, Vadodara – 390 001 Telfax: 0265-2422475 E-mail: ietevadodara@gmail.com iete.vadodara@indiatimes.com Website : www.iete-vadodara.org	Vadodara, Vapi, Bharuch, Surat, Valsad Changa, ,Narmada, The Dangs, Navsari and Dadra & Nagar Haveli
Surat	Electronics Engg Deptt Sardar Vallabhbhai National Institute of Technology, Ichchhanath Surat-395007 (Gujarat) Tel: 0261-2201552 E-mail: info@ietesurat.org Website:www.svnit.ac.in	Distt of Surat, Bardoli, Chorasi. Kamrej, Mahura, Mandvi, Mangrol, Nizar, Olpad, Palsana, Bharuch, Tithal. Dang, Songadh, Uchchhar, Umarpada, Valod, Vyara, Navsari
VIJAYAWADA	Flat No 107 & 108, 1st Floor Vijaya Sowdha Apts, High School Road, Patamata M G Road Vijayawada – 520 010 Krishna Dist. (A P) Tel : 0866-2550974 E-mail: iete.vjc@gmail.com, iete.vjlc@yahoo.com	Khammam, Krishna, Guntur, Prakasham,
VISAKHAPATNAM	IETE Building, Near ECE Deptt AU College of Engg Visakhapatnam - 530 003 Tel: 0891-2844613 E-mail: iete.vizag@gmail.com Website: www.ietevizag.org	Srikakulam, Vijayanagar, Vishakhapatnam
WARANGAL	3rd Floor, Mayuri Mall Kishanpura, Hanamkonda, Warangal – 506 001 Tel: 0870-2533737 E-mail: warnagal@iete.org ietewarangal@yahoo.co.in	Warangal, Karim Nagar Nizamabad & Adilabad
KATHMANDU	GPO Box 5662 TTC Building, Nepal Telecom Babar Mahal, Kathmandu, Nepal Phone : 00977-1-4784213 Fax: 00977-1- 4784220 E-mail: kathmandu@iete.org, ietenepal@yahoo.com	Nepal

Guidelines for Employing Staff at IETE Centre/Sub-Centre

1. The Staff requirements at Centres depend upon factors like: Strength of Corporate and Student members, activities conducted (guidance classes, professional courses, seminars and conferences, regular labs & library service, student forum, etc, whether the Centre has an examination Centre: industry and institution support available, number of years the Centre has been in existence). It is not feasible to suggest uniform staff pattern after considering such factors. However, the following guidelines could be used for minimum essential staff to be engaged for efficient functioning of Centres/Sub-Centres:

Office Assistant : A computer literate who apart from his/her duties will be required to attend telephone calls, visitors and queries from the students during office hours.

Helper for doing odd jobs: Part time as per requirement.

Cleaner: Part Time/Outsource

Security: As per Local requirements

Lab Assistant: For Centres having their own Laboratories.

Library Assistant: This function could be performed either by Office Assistant/Lab Assistant, where Centres cannot offer a full time Librarian.

Accountant: Part Time

2. The terms and conditions of the staff engaged will be decided by the Executive Committee of the Centre within the available financial resources of the Centre including the grants received from the HQ.

3. The Executive Committee of the Centre shall be the controlling authority in respect of appointment, termination, tenure/fixing emoluments/duties assigned , renewal of contract and all liabilities (financial, administrative and legal) of the staff.
4. The matter of engaging staff at Centres, and the procedure and rules to be adopted are to be decided by the Executive Committee of the Centres/Sub-Centres.
5. The Centres will maintain a 'Employees Attendance and Leave Registers' in respect of all employees of the Centres.



Appendix 'D'

(Refer Chapter III, Para 3.4.5)

Since 1953

In the service of the Nation

IETE

Brig (Retd) SC Anand, Chairman
and Member of the Executive Committee of
The Institution of Electronics and Telecommunication Engineers
Noida Centre

*cordially invite you to the
Inauguration of*

Sub-Centre of IETE at Amity University , Noida

On Friday, 20th July 2012 at 1500 hrs

at

F-2 Auditorium , Amity University Campus

Sector 125, Noida-201303

Dr Ashok K Chauhan

Founder President, Ritnand Balved Education Foundation(RBEF)
Foundation of Amity Institution & Sponsoring Body of
Amity Universities

has kindly consented to be the Chief Guest and will
inaugurate the Centre

Shri R K Gupta

President, IETE

will preside over the function

Dr Surendra Pal
President (Elect)
& Chairman , M & CC

Wg Cdr D N Misra (Retd)
Zonal Coordinator
North Zone

Prof R K Kapur
Chairperson
IETE Sub-Centre,
Amity University , Noida

Sh. S R Aggarwal
Secretary General
IETE HQ

Col Jagjit Singh
Hony Secretary
IETE Noida Centre

RSVP:

Noida Centre: (M) 09818788169

Amity Sub-Centre: (M) 09650354489

IETE HQ : (M) 09312231206/9811835828

(Programme Overleaf)

Programme

Friday , 20th July 2012

- 1500 hrs
- Tea
 - Arrival of the Chief Guest & Introduction
 - **Invocation & Lighting of the Ceremonial Lamp**
 - **Welcome Address**
Brig (Retd) S C Anand
 - **Address by**
 - ❖ Wg Cdr D N Misra (Retd)
 - ❖ Dr Surendra Pal
 - ❖ Lt Gen PD Bhargava, PVSM, AVSM (Retd) Dy
Vice Chancellor, Amity University
 - ❖ Prof (Ms) Balwinder Shukla
Acting Vice Chancellor, Amity University, Noida
 - **Address by the President**
Shri R K Gupta
 - **Address by the Chief Guest**
Dr Ashok K Chauhan

Presentation of Mementoes

Vote of Thanks

Prof R K Kapur

Chairman

IETE Sub-Centre, Amity University , Noida

Quarterly Activity Performance Report

(For the period ending 15th April/15 July/15 October/15th January)
(To be submitted by 15th of the following months)

1. Name of the Centres
2. No. of ECM's held during the period
3. Activity (Seminar, Symposia, Workshop, Technical Lecture etc)

Details of Type/Topic of Activities	Date held	No of Members attended	Remarks
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4. Guidance Classes

Streams	No. of Subjects	No. of students attending	Remarks
AMIETE	_____	_____	_____
DIPIETE	_____	_____	_____

5. Lab Practice Conducted

Streams	AMIETE (LP I)	AMIETE (LP II)	DIPIETE (LP)
(a) No. of students Attended	_____	_____	_____
(b) Conducted by/ (Centre/Outside Institution)	_____	_____	_____

6. Short term courses

Name of the Course	Duration	Numbers attended
_____	_____	_____
_____	_____	_____
_____	_____	_____

7. DOEACC Courses

Level	Duration	No. of Students
_____	_____	_____

8. Social or any other Activity (Give details)

Chairman/Chairperson

Place : _____

Date : _____

Check List : Programmes

Reception (Responsibility by name)

- ◆ Who is to receive the dignitaries/VIPs
- ◆ Bouquet presentations(s)
- ◆ Rosette, lapels fixing
- ◆ Timings
- ◆ Bringing the VIP and dropping him back

Seating (Responsibility by name)

- ◆ Reservation of seats, fixing of boards indicating the reservations
- ◆ Guides from reception area to the seating plan (venue)
- ◆ Guides inside venue
- ◆ 2 to 3 portable mikes to be carried by the volunteers during the lecture

Dais (Responsibility by name)

- ◆ No. of Chairs
- ◆ Table and its decoration
- ◆ Water glasses
- ◆ Name Plates
- ◆ Banner
- ◆ Screen & Projection system, computer, video system
- ◆ Audio, mikes, collar mikes
- ◆ Preparation of mementoes and their presentation
- ◆ Bouquets and presentation
- ◆ Lighting of lamp & Invocation – Responsibility
- ◆ Flower Decoration of the Dais – Responsibility

Venue arrangements

- ◆ AC Plant
- ◆ Heating system working and testing
- ◆ Lighting system working and testing
- ◆ Audio system working and testing
- ◆ Stage lights working and testing
- ◆ Video system working and testing
- ◆ Bathrooms cleaning and inspected
- ◆ Availability of sweepers

- ◆ Seats cleaning and covers (15 days in advance)
 - ◆ Floor cleaning
 - ◆ Walls –polish
 - ◆ Decoration
 - ◆ Management of Dais
- } interior decoration

Tea Arrangements

- ◆ Menu and cost
- ◆ Selection of Vendor
- ◆ Venue and layout, including hiring of tent, furniture
- ◆ Method of serving , particularly for VIPs (separately)

Dinner

- ◆ Menu (snacks, soup, meals, drinks)
- ◆ Strength of participants
- ◆ Venue
- ◆ Reception at venue, transportation of VIPs

Recording and Publication

- ◆ Audio recording of programme
- ◆ Background paper and distribution
- ◆ Taking notes for giving coverage in our publications

Parking of vehicles

- ◆ Instructions before hand for parking of vehicles
- ◆ Parking and control during the function
- ◆ Parking of vehicles of visitors and guests

Attendance

- ◆ Attendance by own staff- giving instructions including timings (by officers)
- ◆ Confirming attendance of guests (By Officers as detailed)
- ◆ Confirming attendance of Governing Council Members to be assisted by Respective Officers
- ◆ Attendance of Chief Guest etc (by Officers as detailed)

Preparation of speech, if any

- ◆ Officers to choose
- ◆ To be ready 3 days in advance

Prior intimation, printing of cards, selection of the Chief Guest /GOH/Speakers

- ◆ Selection of the Chief Guest – start working 3 to 6 months in advance

- ◆ Intimation of programme to members, Governing Council Members and others –One month in advance
- ◆ Printing of cards – 45 days in advance
- ◆ Posting

Printing of Proceedings and keeping of records

- ◆ Officer to have a copy
- ◆ Library to have copies

Expenditure

- ◆ Expected expenditure to be approval in advance by all concerned
- ◆ All bills to be presented within maximum 10 days after the function.
- ◆ Accounts to submit total expenditure with 20 days after the function.
- ◆ To keep progress track of programme of Chief Guest, Guest of Honour
- ◆ Confirmation of Memorial Lectures/Award lecturers
- ◆ Technical sessions
- ◆ Chairperson of the Session/Speakers of the Sessions, Invited Speakers
- ◆ Confirmation of the above
- ◆ Contributed Papers
- ◆ No of papers received/accepted
- ◆ Valedictory Session/Panel Discussion
Any Chief Guest for Panel Discussion/Validictory
Who will preside over
- ◆ Inauguration
 - a) Dais - Seating arrangement
 - b) MC - Seating arrangement
 - c) Lighting of the Lamp & Invocation
 - d) Back Drop
 - e) Bouquets
 - f) Minute to Minute programme
- ◆ **Sponsors**

a) Banners	b) Lunch/Dinner
c) High Tea	d) 2 Teas

- ◆ Conference Kits, if any
 - Pen/Pad, Pocket Cards, Programme +
- ◆ Proceedings / Souvenir
 - Who is to do/printing of Papers
- ◆ Screen & Projection Systems
 - Audio, Video, Photos
 - LCD, Recording and Publication
- ◆ Tea/ Lunch/ Dinner
 - Sponsors if any
 - Venue
 - Menus for all
- ◆ Cultural Programme
 - Who is to do
 - Finances
 - Mementoes
- ◆ Print- Invitation Cards
- ◆ Mementoes & Rosettes to
- ◆ Chief Guest, Guest of Honor Awardees, dignitaries , Session Chairperson, speaker, or any other volunteers
Press Conference on the eve of IETE Annual Convention/ MTS; & at Governing Council Dinner; Press Release; Brochures on IETE; Write-up on the IETE Annual Convention/MTS
- ◆ Writing for grants to DST, ISRO, DRDO, DAE, AICTE, MC & IT, CSIR & DoT
- ◆ Writing and coordinating with Sponsors like
 - BSNL, GAIL, MTNL, ONGC, ISRO
 - Reliance, VSNL
 - Leading and other industry
- ◆ Preparation for Exhibition
- ◆ Publicity – counters etc

Tentative Check List for Organising Zonal Seminar alongwith ISF Congress

- Selection of theme and topics for the Technical Sessions
- Date & Venue
- Chief Guest
- Guest of Honour
- Printing of Brochure, Call for papers and Registration (If not to print, e-mail can go).
- Finalisation of names of Chairpersons' of the Sessions and Invited Speakers/Contributed authors
- Finalisation of Invitation cards with Technical Sessions Programme
- Printing of Invitation Card and finalization of list of invitees (all Corporate Members in that city may be invited and also Executive Committee members of other Centres in that zone. (If card can not be printed, e-mail invitation can go)
- Valedictory session may be organized on second day if time permits
- **Publicity-**
 - ❖ Through electronic and print media, email/SMS and Doordarshan/AIR
 - ❖ Design of Cover Page, Collection of Advt in the Publication of Souvenir to be released on this occasion which contains messages from dignitaries in that particular State, President, IETE, Chairperson TP&PC, Zonal Coordinator (respective zones) as well as Chairperson of the Centre alongwith the brief write up of that Centre and HQ IETE
 - ❖ Name of the Executive Committee Members and Governing Council Members
 - ❖ Publication of abstracts of papers as per programme.
- Get Sponsors from Industries, State Govt and organizations. Letter should go from the Chairperson of the Centre.

- **Inauguration**
 - a) Dais – Seating arrangement
 - b) MC – to be trained with programme
 - c) Lighting of the Lamp &
 - d) Invocation
 - e) Back Drop
 - f) Bouquets
 - g) Minute to Minute programme
- Sponsors – Names
 - Industry and Organisations
 - a) Banners
 - b) Lunch/Dinner
 - c) High Tea
 - d) 2 Teas
- Conference Kits (Sponsored)
 - No. of Kits
 - Pen/Pad, Pocket Cards, Programme +
- Screen & Projection Systems
 - Audio, Video, Photos
 - LCD, Recording and Publication
- Tea/Lunch/Dinner
 - Sponsors if any
 - Venue
 - Menus for all
- Cultural Programme (if required)
- Mementoes to Dignitaries as on the Dais & Chairperson/Invited Speakers of Technical Sessions
- Rosettes
- Press Conference to be organized (if this can be arranged)
- Press Release to be made
- HQ pays a grant of ₹ 35,000/- to the Centre for conducting Zonal Seminar and ₹ 25,000 for conducting ISF Congress.

Guidelines for Conduct of Theory & Practical Examination

1. **The guidelines for conduct of theory examinations are attached with letter as under**

- | | | | |
|-----|--|---|-------------------------------|
| (a) | Guidelines for Chairperson | - | Annexure I
(Appendix H) |
| (b) | Guidelines for Exam Supdt | - | Annexure II
(Appendix H) |
| (c) | Guidelines for Invigilators | - | Annexure III
(Appendix H) |
| (d) | Announcement to be made to Students by Exam Supdt/Invigilator before the conduct of exam | - | Annexure IV
(Appendix H) |
| (e) | Claim for Exam Expenses | - | Annexure V
(Appendix-H) |
| (f) | Blank Answer Books summary | - | Annexure VI
(Appendix-H) |
| (g) | Answer Books (ABs) used / absentee report | - | Annexure VII
(Appendix-H) |
| (h) | Examination staff daily attendance & honorarium distribution sheet | - | Annexure VIII
(Appendix-H) |

2. Chairperson Centres and the Exam Superintendent are requested to ensure that these guidelines are strictly followed. Copy of **Annexure IV of Appendix H** should be displayed in the Examination Hall at the entrance or other prominent place for information of the candidates. It is also desirable that a **poster/chart banning use of cell phones is displayed prominently.**

3. It has been observed that in some Centres Invigilators are not adhering to the guidelines like checking the identity of the candidate, checking whether the candidate has filled in all columns correctly, darken the circles correctly, collection of Answer Books before a candidate is allowed to go out of the Exam room even for usage of toilets, crossing the blank pages in the Answer Books etc. **NO CANDIDATE IS TO BE ALLOWED TO APPEAR FOR EXAMINATION IF HE/SHE HAS NOT BEEN ALLOTTED A VALID ROLL NO. For such cases phone & email confirmation of the HQ must be obtained.**
4. All Centre Chairpersons are requested to issue instructions to examination Superintendents and Invigilators at the Centres to strictly adhere to these norms/guidelines.
5. In the event of failure to adhere the norms/guidelines strictly, and any mis-conduct that may come to notice will be taken seriously by the Governing Council and the concerned Centre may be removed from the list of examination Centres for future IETE examinations.

CONDUCT OF THEORY EXAMINATIONS
GUIDELINES FOR CHAIRMAN/CHAIRPERSON OF IETE
CENTRES

1. Chairperson, IETE Centres are responsible for smooth conduct of examination at the Centres. He/She is to ensure that examinations are not only conducted as per laid down norms but also see to it that no unfair means are practiced, basic amenities to the students are provided and the expenses are kept under control. Centre Chairpersons are to conduct the examination through exam-superintendent.
2. Password protected Question Papers of ALCCS, AMIETE and DiplIETE will be sent by E- Transmission mode on the email ID mentioned by the Centre Chairperson only and password will be sent on the mobile mentioned by the Centre Chairperson on the day of examinations, two/three hours before starting of the each session (forenoon/afternoon). Problems, if any may immediately be intimated to **Controller of Examination (CoE) at phone nos. 011-43538846 or through e-mail - iete.coe@gmail.com.**
3. Daily receiving and custody of Question Papers: Session wise encrypted, password protected question papers will be e-mailed to the centre chairperson 2-3 hours before the commencement of the examinations. Password will be sent through SMS to the Centre Chairperson's mobile from the COE/ Technical Officer (COE) mobile number only. Receiving of the QPs, should be acknowledged immediately to COE through SMS/email by the Centre Chairperson. These QPs are to be downloaded, printed and counted under the strict supervision of the Centre Chairperson. These Question papers should be properly packed & sealed and remain in the custody of the centre chairperson. He will hand over the question papers to the Examination Suptd. 15 minutes before start of exams. It must be ensured that the number of QPs printed is strictly in adherence to the number of students in the roll list for the particular subject. If the chairperson feels that he will not be able to discharge the assigned job effectively due to any reason, he may assign the responsibility and authorize the

person as per the following PRIORITY (This should be resorted to only as an exception):

- (a) Immediate Past Chairperson
- (b) Vice Chairperson
- (c) Any other elected office bearer or EC member, who is not designated as Examination Superintendent.

4. Care & Custody of Question Papers: Care and safe custody of soft and hard copies of QPs and smooth conduct of entire examination is the sole responsibility of the Centre Chairperson.

5. Opening of QPs: Papers should be distributed ten minutes before the commencement of the examinations in class room.

6. Guidelines for remuneration & determining the number of examination staff

- (a) The staff for conduct of exam is to be appointed only for the period of exam. In case centre feels that some of the staff is needed prior or after the examination period, their remuneration will be accordingly negotiated. However, irrespective of the number of staff hired & irrespective of the number of days, HQ shall reimburse the expenses as per following criteria/norms only:

S.No	Category	Basis	Details	Payment
(i)	Exam Supdt	One per location per day	Irrespective of number of students	@ ₹1200/- per day for 8 days (limited to 8 days of exam)
(ii)	Asst Exam Supdt	No. of students	- 0-299-Nil -1 for every 300 per day	@ ₹800/- per day per Asst. exam supdt (only for the day Students are equal to/ More than 300)
(iii)	Invigilator	No. of students Per session	1 per 30 students in a session	@ ₹300/- per Session
(iv)	Additional Invigilator	No. of invigilators	1-10 Invigilator-1 invigilator per session (1 for 10 invigilators, thereafter)	@ ₹300/- per Session

S.No	Category	Basis	Details	Payment
(v)	Exam Asstt/ Clerk	No. of students per day(limited to 8 days of exam)	One per 100 students per day	@ ₹300/- per day
(vi)	Peon cum Water boy	No. of students (limited to 8 days of exam)	One per 120 students	@ ₹120/- per session
(vii)	Safaiwala	No. of students (Limited to 8 days of exam)	One per 175 students	@ ₹200/- per day

- (b) **Conveyance:** Chairperson or his representative authorized by him to receive QPs shall be paid reimbursement of conveyance @ ₹13 per km. This will be calculated on actual number of trips made by Chairperson/representative. No other type of conveyance charges by any other functionary is permitted.
- (c) **Hospitality:** An amount of ₹50/- per session per individual employed for the exam or actual expenditure, whichever is less.
- (d) **Hiring of Building and furniture (if required):** Prior approval of the HQ has to be obtained giving details of the building/furniture charges etc.
- (e) **Postage/courier:** Actual expenditure (if the courier not arranged by the HQ).
- (f) **Practical Exams:** It is the Centre's responsibility to pay remuneration depending on the local conditions. No amount will be reimbursed by the HQ. However, if the fee for practicals has been deposited with the HQ by the student same shall be paid to the concerned Centre.
- (g) **Reimbursement:** All payments related to reimbursement of examination expenses will be paid by the HQ to the Centre. Centres in turn are required to pay and account the expenses properly.

7. OMR Answer Books

- (a) Chairpersons are to emphasize that OMR answer books are properly filled and verified by Exam Supdt and the invigilators. It is advisable that invigilators check the circles marked by the students for their correctness.
- (b) The OMR Answer book contains perforated sheet (Part V) for answering the objective type questions. This should be explained to the students. Objective type questions are to be answered in this sheet only and this (Part V) should be detached and collected after 45 minutes. Attempting Q. No.1 anywhere else shall not be evaluated.

8. Selection of Examination Superintendents and Invigilators: Examination Superintendents/Invigilators in whose presence mass copying was reported by the evaluator in any exam should not be re-employed by the centre.

9. Bills for expenses: An advance is sent to the Chairperson of all the examination Centres, to make necessary arrangements for the smooth conduct of the examination. The expenses incurred for the conduct of the examination shall be submitted to IETE HQ by the Exam Superintendent on the prescribed proforma (**attached**) **immediately but NOT later than 15 days after completion** of the examination, with necessary supporting vouchers and bills. The HQ will reimburse the balance amount of claim raised by the Centre if admissible as per norms. The format for claim is attached as Appendix 'E' **All supporting documents enclosed with claim proforma of Exam Expenses like Bills/vouchers/Cash Memo must be duly signed by the Chairman/Hony Secy with their name and seal of Centre.**

10. Additional Requirement: In case any Centre has some specific requirement that have not been covered in these guidelines, they are requested to forward the requirement to seek prior approval of HQ. No reimbursement will be considered for any deviation from the laid down guidelines.

11. Chairperson as Exam Superintendent: In case the Chairperson has to designate himself as the exam supdts. Prior permission of the HQ is to be taken. However, in such cases, no remuneration/honorarium shall be paid.

CONDUCT OF THEORY EXAMINATIONS
GUIDELINES FOR EXAMINATION SUPERINTENDENT

1. The Examination Superintendent is the overall in charge and is fully responsible for the conduct of the IETE examinations at the Examination Centre. He/She will take charge of all examination materials like answer books, Roll Lists, Centre Checks, roll registers, attendance sheets and question papers etc as entrusted by the Chairman and keep these in his/her safe personal custody. The Roll list, Roll Register and attendance sheets should be printed at the Centre from web site **www.iete.org**.
2. The Assistant Superintendent, where needed, invigilators and other staff are to be appointed by the Examination Superintendent. Utmost care must be taken in selecting responsible persons as Asst. Supdt. and invigilators. The invigilators should be briefed about the invigilation procedure by the exam supdt. **In any circumstances, no student be involved in the examination work.** In case the chairperson has to designate himself or other office bearers as the Exam Superintendent, prior approval from the HQ is to be obtained. In such case no remuneration is admissible to chairperson/other office bearer.

RECEIPT AND DISTRIBUTION OF ANSWER BOOKS AT CENTRES

3. All answer books are duly numbered and sent by road transport/Regd. Post/Speed Post/Courier in the name of the Exam Superintendent. He must carefully scrutinize the parcel(s) to check that there has been no tampering. In case the parcel(s) appear to have been tampered with/or the parcel(s) does not reach at least 10 days before the commencement of the examination, IETE HQ should be informed by telephone/fax/email after making proper enquiries at the local post office/transport office. Receipt of all parcels

must be acknowledged. The answer books must be kept in safe custody by the Exam Superintendent. Similarly, all other examination material like roll lists, roll registers, attendance sheets, etc received by exam suptd in his/her name should be checked for completeness & kept in safe custody.

4. **The Exam Superintendent must sign his name or affix a facsimile stamp of his signature on the cover of all answer books issued to the candidates.**
5. OMR cover Answer Books are to be used for all subjects of all the streams of ALCCS, AMIETE and DipIETE.
6. The answer books will be distributed only **fifteen** minutes before the time of commencement of the examination to enable the candidate to write his/her roll number and other particulars. Special care is to be taken in guiding the candidates to correctly mark/fill the OMR covers. He/She must ensure that no extra markings/signatures are put on the OMR answer books. **Only Blue/Black pen is to be used for darkening of the circles in OMR cover of the Answer Book.**
7. He must instruct invigilators to ensure that the serial numbers of Part-IV of the answer books distributed to the students, are noted down in the attendance sheet against each candidate and signed by the student. In case of any mistake, the same shall be corrected by the candidate himself/herself and has to be countersigned by the invigilator and the Examination Supdt.
8. **Continuation sheets may be provided to candidates if required. If using continuation sheets, serial No of Part IV of cover of the answer book must be written on each continuation sheet and number of continuation sheets must be filled on the cover of the answer book. The main sheet itself can be used as continuation sheet.**
9. Only the answer books supplied by HQ for a particular examination are to be used for that examination. Any answer books left over at the centre from any previous examinations **shall not** be used. Only the answer books supplied by HQ for the specific examination will be used during the examination.

10. All unused answer books are to be returned to the HQ separately giving proper account of answer books received, utilized and returned in the attached format as given in the Appendix F, by road transport/cheapest courier.

Seating arrangements

11. Following guidelines will be followed for seating arrangements:-
- (a) Plans showing seating arrangement shall be prominently displayed at the entrance of the examination hall(s)/rooms(s) an hour before start of an Examination.
 - (b) A definite seat number assigned to each candidate shall be pasted on his desk.
 - (c) While making the seating arrangements the following points should be taken into consideration:
 - (i) Candidates of the same stream should not sit together. (Either the alternate seats are occupied by the students of the same stream in a row or the rows can be arranged in a manner that the adjacent rows are of different streams.). Even students of ALCCS, AMIETE and DipIETE can be mixed seated to maintain row/column wise adequate distance between two students of the same stream/course.
 - (ii) The distance between the two rows should be like that the contents of the answer sheet of one row should not be visible to the adjacent row occupants.
 - (d) Students are to be seated strictly as per seating plan.
 - (e) A copy of seating plan showing the seating arrangement should be sent to the IETE HQ at least one day before the commencement of the exams through email or by post.

Identification of candidate

12. Identification of each candidate shall be done with that of the photograph and signature of the candidate on the Admit Card as well as on attendance sheet. If a candidate fails to produce his/her admit card, he/she may be permitted to sit in the examination hall after due verification from the centre, from the attendance sheet and roll register available at the examination centre and/or from his/her identity card issued by IETE. Admit Cards are also uploaded on our website www.iete.org.

13. Admittance to/exit from examination hall

- (a) Candidates shall not be permitted to take to the examination hall any text books, notes or loose sheets of paper, cell phones or any device which in the opinion of the Exam Superintendent is not required for answering the question paper.
- (b) Candidates arriving more than half an hour late after the commencement of the examination for any paper shall not be admitted to the examination hall. The Exam Superintendent may however, admit a student upto half an hour after commencement of the examination. No extra time will be given to such candidates.
- (c) No candidate shall be permitted to leave the examination room in the first half-hour. Thereafter, the candidate may be allowed to leave the examination hall with the specific permission of the Exam Superintendent/Invigilator. However, a candidate leaving the examination hall earlier than the expiry of two and half hours after the commencement of the examination will not be allowed to take the question paper with him/her.
- (d) The attendance sheet must be got signed from the student by the invigilator during the first hour of the exam.

14. The Exam Superintendent must ensure that following is carried out under his direct supervision :

- (a) The classrooms should be checked for any hidden unfair means material before the starting of every examination.
- (b) As far as possible drinking water should be supplied to the students by waterman on the exam desk of the student.
- (c) Washrooms/Toilets should be checked for any hidden unfair means material before the starting of every examination.
- (d) No student will be allowed to go to washroom/toilet without handing over the answer book and QP to the invigilator. On return he can collect the same from him. All peon, safaiwala & watermen should be checked for any written material.

- (f) No student will be allowed to leave the examination hall till the time invigilator has collected the answer books and tallied with the number of students appeared for exam. All the answer books collected are to be arranged in the ascending order of roll number and subject wise. Keep Part V in one envelope subject wise. All part V should also be arranged in the ascending order of roll number. These are to be made into one packet subject wise and send all details of student enrolled, present, absent and answer books in the format attached in Appendix 'G' by Email (**exam@iete.org**) to the exam section including dispatch details on daily basis (**exam@iete.org**). Each packet must contain :
- (i) Subject wise answer copies and part V in the envelope in ascending order of Roll No.
 - (ii) Copy of the question paper relating to answer books in the packet.
 - (iii) The attendance sheet for that particular subject.
 - (iv) Copy of the seating plan of the subject examined.
- (g) If No student is present in any one of the subject in any session then you are required to send NIL report (absentee report) by Email (**exam@iete.org**).
- (h) Separate packets are to be made for each stream for AMIETE & DipIETE and will be sent only by Registered insured Parcel / or authorized courier/Speed post only. All packets are to be addressed as under:-
- The Secretary General
IETE, 2 Institutional Area, Lodi Road
New Delhi – 110 003**
- (i) The Exam Superintendent must ensure safe custody till dispatch. The packets must be sent on the date of examination itself or by the next post.
 - (j) The date of dispatch and registration number of dispatch of answer books along with Part V in the envelope for each subject shall be intimated to IETE HQ daily till the completion of the examination.

- (k) The unused answer books left over after the examination along with Centre Check sheets shall be returned to IETE HQ duly accounted for, immediately after the last day of the examination, by Cheapest transport or Registered Parcel only. Under no circumstance, blank answer book shall be returned through courier. The packing note shall contain information as given in appendix 'F'

Handling of Qps

15. **Opening of QPs:** Papers should be distributed ten minutes before the commencement of the examination in class room.
16. **Accounting of QPs:** The Exam Superintendent shall collect all copies of question papers not distributed by invigilators immediately and check the number of spare copies with the number of question papers received taking into account the number of absentees. No spare copies of the question papers should be left in the hand of invigilators or allowed to go outside the examination rooms. If a candidate wishes to leave the examination room earlier than the expiry of two and half hours after the commencement of the examination, he/she should not be allowed to take with him/her the question paper. He/she should not be allowed to take the question papers with him/her if and when he/she goes out to the bath-room/toilet etc.

Power of the Exam Superintendent

17. The Exam Superintendent has absolute power in expelling a candidate from the examination hall, if, in his opinion, the candidate adopted unfair means during examination.
18. A candidate will be considered to have adopted Unfair Means if he/she is found copying from the answer books of another candidate or permits his/her answer book to be copied by another candidate or has obtained any assistance in answering the question papers or is found copying from papers etc. in his/her possession or any other means which in the opinion of the Exam Superintendent is not permissible.
19. If a candidate is detected using Unfair Means the invigilator shall report the matter to the Examn. Supdt. In each case, **a written statement by the invigilator, the candidate (duly signed) and the Examn. Supdt.** Must be sent along with the

answer book and the incriminating documents, if any, to the Hony Secretary General, IETE HQ in a separate sealed cover. If a candidate refuses to give a statement, the Examination Supdt should get a report from the invigilator and signed by a witness and forward the same to the IETE HQ.

20. No candidate shall speak with another candidate on any account in the examination hall.
21. In case of a situation beyond the control of the Exam Superintendent (e.g. case of mass copying etc.) telephonic /fax information shall be given to the Secretary General, IETE HQ immediately and the Chairperson of the Centre shall be kept informed.

Miscellaneous

22. The Exam Superintendent may make an announcement that examinee suffering from infectious disease should report to him/her for making necessary alternate arrangement for examinee's seating.
23. The Exam Supdt. shall ensure that the invigilators remain alert and respond promptly to the requests of the candidates for supply of drinking water, additional answer books, tags etc. The invigilator shall give a signal by sounding a bell at the beginning of the examination on each day and also after half the time is over. A signal shall also be given 10 minutes before the end time. The invigilator shall ensure that no candidate writes or revises his/her answers after the expiry of the prescribed time and should sideline the said portion on both sides. He/she should write the words, "written after the expiry of prescribed time" under his/her signature and date in the left hand margin. He/she will also make a report to the Exam Suptd. who will forward it to the Hony Secretary General, IETE HQ with his remarks.
24. All doors of the examination hall(s)/rooms(s) shall be closed 10 minutes before the closing time for each paper and till all the answer books have been collected and accounted for. A suitable announcement to this effect shall be made at the time of commencement of the paper and again 10 minutes before the closing hour.
25. The student may be allowed to use scientific non-programmable calculators/log tables only. Exchange of calculators should not be permitted. No mobile phone in the name of use as calculator is

permitted. No material other than the Admit Card and identity card is permissible.

26. Guidelines for determining the number of examination staff

- (a) The Staff for conduct of exam is to be appointed only for the period of exam. In case Centre feels that some of the staff is needed prior or after the examination period, their remuneration would be accordingly negotiated. However, irrespective of the number of staff hired & irrespective of the number of days the same are hired, HQ shall reimburse the expenses as per criteria/norms given in guidelines to Chairperson.

27. Unruly behavior/threat by the students

- (a) Exam Supdt may approach Police/Magisterial authorities to seek their help or support for smooth conduct of IETE examinations. However, this HQ and local Centre Chairperson should always be kept informed of the developments.
- (b) Examination Section at IETE HQ will seek the direction of Secy. General for further action.
- (c) Exam Supdt will take appropriate steps as deemed fit under the prevailing situation at the examination centre. However, in case of situation beyond the control of Exam Supdt. a telephone/e-mail information shall be given to Secretary General immediately and Chairperson of local centre be also kept informed.
- (d) Invigilator must check the pencil box of the students for any written material related to the exam.
- (e) Wash rooms/toilets should be checked personally by the exam supdt during the examination for any written material/books.
- (f) One person/Safaiwala should be on duty in toilet/washroom as long as the examination is being conducted and he/she should report to the Exam Supdt in case of any Unfair Means is being adopted by the students. All written material/books should be removed from the toilets.
- (g) Wherever a case of malpractice is seen, efforts be made that concerned student's signature are taken below his statement. In addition one/two student witness may also be asked to certify the same. The concerned invigilator should also give a brief about the malpractice.

CONDUCT OF THEORY EXAMINATIONS
GUIDELINES FOR INVIGILATORS

Seating arrangements

1. Following guidelines will be followed for seating arrangements:-
 - (a) Plans showing seating arrangement shall be prominently displayed at the entrance of the examination hall(s)/rooms(s) an hour before start of an Examination.
 - (b) A definite seat number assigned to each candidate shall be pasted on his desk.
 - (c) While making the Seating arrangements the following points should be taken into consideration:
 - (i) Candidates of the same stream should not sit together. (Either the alternate seats are occupied by the students of the same stream in a row or the rows can be arranged in a manner that the adjacent rows are of different streams). Even students of ALCCS, AMIETE and DipIETE can be mixed seated to maintain row/column wise adequate distance between two students of the same stream/course.
 - (ii) The distance between the two rows should be like that the contents of the answer sheet of one row should not be visible to the adjacent row occupants.
 - (d) Students are to be seated strictly as per seating plan.
 - (e) A copy of seating plan showing the seating arrangement should be sent to the IETE HQ at least one day before the commencement of the exams through email or by post.

Identification of candidates

2. Identification of each candidate shall be done with that of the photograph and signature of candidate on the Admit Card and attendance sheet. If a candidate fails to produce his/her admit card, he/she may be permitted to sit in the examination hall after due verification from the centre check cards available at the examination centre and/or from his/her Identity Card issued by IETE.

3. Admittance to/exit from examination hall

- (a) A candidate shall not be admitted to the examination hall before half an hour of the commencement of the examination. Candidate shall not be permitted to take to the examination hall any text books, notes or loose sheets of paper, cell phones or any device which in the opinion of the Exam Superintendent is not required for answering the question paper.
- (b) Candidates arriving more than half an hour late after the commencement of the examination for any paper shall not be admitted to the examination hall. The Exam Superintendent may however, admit a student up to half an hour after commencement of the examination. No extra time will be given to such candidates.
- (c) No candidate shall be permitted to leave the examination room in the first half-hour. Thereafter, the candidate may be allowed to leave the examination hall with the specific permission of the Exam Superintendent/Invigilator. However, a candidate leaving the examination hall earlier than the expiry of two and half hours after the commencement of the examination will not be allowed to take the question paper with him/her.
- (d) The attendance sheet must be got signed by the student by the invigilator during the first hour of the exam.
- (e) The students shall not be permitted to leave the examination hall even for washroom/toilet unless he hands over his answer book and QP to the invigilator. The same may be returned when he returns.
- (f) No student will be allowed to leave the examination hall till the time the invigilator has collected the answer books and tally with the number of students appeared for examination. THE RESONSIBILITY OF LOSS OF ANSWER BOOK LIES WITH THE INVIGILATOR.
- (g) No candidate should be permitted to leave the examination room on the pretext of Washroom/Toilet in the first and last one hour of the examination.
- (h) The candidate should be checked properly after his/her visit to the washroom for any kind of written materials.

Conduct of Examination

4. The invigilator shall give a signal by sounding a bell at the beginning of the examination on each day and also after half the time is over. A signal shall also be given 10 minutes before the end time.
5. **OMR cover Answer Books supplied by HQ for this particular examination are to be used for all subjects of all the streams of ALCCS, AMIETE & DipIETE. Any answer books left over at the centre from any previous examinations shall not be used.**
6. The answer books will be distributed only **fifteen** minutes before the time of commencement of the examination to enable the candidate to write his/her roll number and other particulars. Special care is to be taken in guiding candidates to correctly mark/fill the OMR covers. **Only Blue/Black pen is to be used for darkening of the circles in OMR cover of the Answer Book.** Special care is to be taken in guiding candidates to correctly mark/fill the OMR covers. He/she must ensure that no extra markings/signatures are put on the OMR answer books. **Only Blue/Black pen is to be used for darkening of the circles in OMR cover of the Answer Book.**
7. Objective type question for AMIETE and DipIETE is to be answered on Part-V of OMR Answer copy and should be detached and collected after **45 minutes**.
8. Invigilator will make the announcement of all the points as contained in Appendix 'D'
9. The invigilator will ensure that the serial numbers of Part-IV of the answer books distributed to the students is noted down in the attendance sheet against each candidate and signed by the student. In case of any mistake, the same shall be corrected by the candidate himself/herself and is to be countersigned by the invigilator and the Exam Supdt.
10. **Continuation sheets may be provided to candidates if required. If using continuation sheets, serial No. of Part IV of cover of the answer book must be written on each continuation sheet(s) and number of continuation sheets used must be filled on the cover of the answer book. The continuation sheets (s) must be tagged serially with the main**

answer book. Main answer book itself can be used as continuation sheet. The continuous sheets must be tagged properly in between last two pages of the main answer sheet.

11. Any answer books left over at the centre from any previous examinations **shall not** be used. Only the answer books supplied by HQ for the specific examination will be used during the examination.
12. All unused answer books are to be returned to the HQ after the last exam, Exam Supdt giving proper account of answer books received, utilized and returned
13. Invigilator will announce 5 minutes before the end of the examination asking the students to cross all unused pages in the answer sheets and write END boldly at the end of the last attempted question.
14. **All Answer Books shall be signed by the Invigilator at the end of the last attempted question in the answer book and check that student has crossed all the unused pages.**

Unfair Means

15. A candidate will be considered to have adopted Unfair Means if he/she is found copying from the answer books of another candidate or permits his/her answer book to be copied by another candidate or has obtained any assistance in answering the question papers or is found copying from papers etc. in his/her possession or any other means which in the opinion of the Exam Superintendent is not permissible.
16. If a candidate is detected using Unfair Means the invigilator shall report the matter to the Exam Supdt. In each case, **a written statement duly signed by the invigilator, the candidate and the Exam Supdt. must be sent along with the answer book and the incriminating documents**, if any, to the Secretary General, IETE HQ in a separate sealed cover. If a candidate refuses to give a statement, the Exam Supdt. should mention the same in his report and signatures and details of one/two witnesses.

Miscellaneous

17. The invigilators shall remain alert and respond promptly to the requests of the candidates for supply of drinking water, additional answer books, tags etc. The Invigilator shall ensure that no

candidate writes or revises his/her answers after the expiry of the prescribed time and should sideline the said portion on both sides. He/she should write the words "**written after the expiry of prescribed time**" under his/her signature and date in the left hand margin. He/she will also make a report to the Exam Supdt. who will forward it to the Secretary General, IETE HQ with his remark.

18. All doors of the examination hall(s)/room(s) shall be closed 10 minutes before the closing time for each paper and till all the answer books have been collected and accounted for. A suitable announcement to this effect shall be made at the time of commencement of the paper and again 10 minutes before the closing hour.
19. The students may be allowed to use non-programmable calculators/log tables only. Exchange of calculators should not be permitted. No mobile other than the Admit Card and the Identity Card is permissible.

CONDUCT OF THEORY EXAMINATIONS

ANNOUNCEMENT TO BE MADE BEFORE THE CONDUCT OF EXAMINATION BY THE EXAM SUPDT/INVIGILATOR

1. Before the commencement of each session of examination, the attention of the candidates shall be drawn to the following:-
 - (a) That their roll number should be written clearly in the space provided on the answer books. For darkening of the circles on OMR cover of the Answer book, only blue/black pen be used.
 - (b) The OMR answer books are to be filled with due care. Any mistake in filling the OMR cover may result in cancellation/withholding of exam results. Any request for correction of data by HQ will entail payment of Rs 100/- per mistake.
 - (d) That the name of the examination and the subject & subject code for which he/she is appearing shall be clearly indicated. Mention subject code as below:

Correct

Example for AE63

A	E	6	3	
---	---	---	---	--

Wrong

Example for AE63

	A	E	6	3
--	---	---	---	---

Example for AE63

A	E		6	3
---	---	--	---	---

- (e) That each candidate is required to write his/her answer on both sides of the paper.
- (f) That no candidate shall leave the hall without signing and noting the answer books Serial No. in the attendance sheet and without handing over the answer books even if it is blank.

- (g) Continuation sheets may be provided to candidates if required.
- (h) If using continuation sheets, serial No of Part IV of cover of the answer book must be written on each continuation sheet and number of continuation sheets must be filled on the cover of the answer book. Tie continuation sheets properly in between last two pages of the main answer sheet.
- (i) Student shall cross all unused pages of the answer sheets and write END boldly at the end of the last attempted question in the answer book.
- (j) That Answer Books shall be signed by the Invigilator at the end of the last attempted question in the answer book.
- (k) The students are allowed to use non-programmable calculators/log tables only. Exchange of calculators is not be permitted. No mobile phone in the name of use as a calculator is permitted. No written material other than the Admit Card and the Identity Card is permissible.
- (l) A candidate will be considered to have adopted Unfair Means if he/she is found copying from the answer books of another candidate or permits his/her answer book to be copied by another candidate or has obtained any assistance in answering the question papers or is found copying from papers etc.
- (m) No candidate shall speak with another candidate on any account in the examination hall.

Annexure V - Appendix 'H'
(Refer Chapter XII, Para 12.4.3)

CONDUCT OF THEORY EXAMINATIONS
CLAIM FOR EXAM EXPENSES

Centre Name _____ Code _____ Examinations _____

S.NO	STAFF APPOINTED	RATE	MAX AMOUNT ADMISSIBLE	MOUNT CLAIMED
1	Exam Supdt.	@ ₹1200/- per day		
2	Asst Exam Supdt*	@ ₹ 800/- per day per Asstt. Exam supdt(if students are >=300 per day)		
3	Invigilators *	@ ₹ 300/- per Session. 1 per 30 students		
4	Additional invigilator	@ ₹ 300/- per Session . 1-10=1 invig, 1 for every 10 invig. Thereafter		
5	Exam Asstt /clerk*	@ ₹ 300/- per day 1 for 100 students per day.		
6	Peon cum water boy*	@ ₹ 120/- per session.		
7	Safaiwala*	@ ₹ 200/- per day 1 for 175 student per day		
8	Conveyance- Chairperson/ representative*	@ ₹ 13/- per km		
9	Hospitality	@ ₹ 50/- per person		
10	Hiring of Building if any as permitted by HQ	As per prior approval of HQ		
11	Postage/Courier charges	Actual expenditure as per bills		
12	Observers (against actual)	@ ₹ 600 per DAY & actual TA upto ₹ 600		

S.NO	STAFF APPOINTED	RATE	MAX AMOUNT ADMISSIBLE	MOUNT CLAIMED
(a)	Visit by observer 1 (Name of the observer) and visited on(dates)	Name:		
(b)	Visit by observer 2 (Name of the observer) and visited On.....(dates)	Name:		
13	Miscellaneous Expenses like stationery items			
*(Fill figure from day wise chart)		Total	Amount claimed	

(Rupees.....)

Place:

Date : Name & Signature of the Chairperson

All supporting documents enclosed with claim proforma of Exam Expenses like Bills/Vouchers/Cash Memo must be duly signed by the Chairman/Hony Secy. with their name and seal of Centre.

CONDUCT OF THEORY EXAMINATIONS
BLANK ANSWER BOOK SUMMARY

Centre Name _____ Code _____ Examinations _____

Details	Serial No.	Total
<u>Number of Answer book received from HQ</u>	_____ to _____	
	_____ to _____	
	_____ to _____	
	_____ to _____	
	_____ to _____	
	_____ to _____	
	_____ to _____	
	_____ to _____	
	_____ to _____	
_____ Total		
Received:		
<u>Number of copies used</u>	_____ to _____	
	_____ to _____	
	_____ to _____	
	_____ to _____	
	_____ to _____	
	_____ to _____	
	_____ to _____	
	_____ to _____	
	_____ to _____	
Total Used:		
<u>No of copies returned to HQ</u>	_____ to _____	
	_____ to _____	
	_____ to _____	
	_____ to _____	
	_____ to _____	
Total Returned:		

Despatch details of unused copies (Surface Transport) _____

Place:

Date:

Signature of Exam Superintendent

Name:

CONDUCT OF THEORY EXAMINATIONS
ANSWER BOOKS (ABs) USED / ABSENTEE REPORT

Send details of **answer books (ABs)** used and absentee report in the format given below by email to Examination Section (**exam@iete.org**) including dispatch details (POD No.....) on daily basis.

Centre Name _____ Code _____ Examinations: Dec/Jun _____ **Date of Exam** _____

Morning Session

	S.No.	Sub Code	Subject Name	No of ABs used	Membership Nos. of absent students	Total absentee
ALCCS						
AMIETE						
DiplETE						
TOTAL						

Evening Session

	S.No.	Sub Code	Subject Name	No of ABs used	Membership Nos. of absent students	Total absentee
ALCCS						
AMIETE						
DiplETE						
TOTAL						

Place:

Date:

Signature of Exam Superintendent

Name:

CONDUCT OF THEORY EXAMINATIONS

EXAMINATION STAFF DAILY ATTENDANCE & HONORARIUM DISTRIBUTION SHEET

Centre Name _____ Code _____ Examinations _____

S. No	Name	Deployed as	Day 1		Day 2		Day 3		Day 4		Day 5		Day 6		Day 7		Day 8		Amount Paid	Signature	
			FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN			FN

Signature of Exam Superintendent..... Signature of Centre Chairman.....
 Name: Name:
 Date: Date :



THE INSTITUTION OF ELECTRONICS AND TELECOMMUNICATION ENGINEERS

2 Institutional Area, Lodi Road, New Delhi

CONDUCT OF PRACTICAL EXAMINATIONS **GUIDELINES FOR CENTRES FOR CONDUCTING** **LAB/SEMINAR/PROJECT/VIVA EXAMS**

Note:- These guidelines are applicable for all the courses i.e. ALCCS, AMIETE and DipIETE.

1. Centres can directly register the students along with fee for conducting the Lab/Seminar/Project/Viva classes and subsequently appearing in lab exam. They will also guide the students to fill the Lab/Seminar/Project/Viva subject in the exam form along with the theory subjects and submit the form with HQ as usual. Students shall have to fill the exam form for appearing in Lab/Seminar/Project/Viva exam even if they do not have to write any of the theory exams in a particular exam cycle. Fee for Lab/Seminar/Project/Viva exam is not to be paid to the HQ.
2. Centre shall receive the list of eligible students, from HQ through e-mail, for respective Lab/Seminar/Project/Viva exam registered for their centre latest by 25th May / 25th Nov for the Jun / Dec exam cycle respectively.
3. Centre shall obtain an undertaking, as per format given in Appendix-'A', from each registered student in respect of appearing in theory exam from the same center and having checked the eligibility to appear for the respective Lab/Seminar/Project/Viva exam as per course/scheme applicable to him/her.
4. Centre shall have to constitute REB for the conduct of Lab/Seminar/Project/Viva exam by 28th May / 28th Nov. Expert faculty of respective stream/subject as per minimum qualification and experience mentioned below for respective courses has to be appointed for each Lab/Seminar/Project/Viva exam. REB approved by Centre Chairperson shall be send to the HQ for information by 30th May / 30th Nov. **Approval from HQ for REB is not required.**



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Course	Minimum qualification	Minimum teaching experience in years		
		Lab/Seminar	Project	Viva (Oral of CS & TW)
ALCCS	M Tech	5	8	NA
AMIETE	M Tech	3	5	NA
	MA in English for Oral of CS & TW	NA	NA	5
DiplETE	B Tech	3	5	NA
	MA in English for Oral of CS & TW	NA	NA	3

5. Centers shall prepare the schedule of Lab/Seminar/Project/Viva exam and display it on the notice board by 30th May / 30th Nov. Scheduled is to be planned between 1st Jun / 1st Dec to 5th Jul / 5th Jan excluding the days of exam i.e. 15th to 22nd June / Dec for the June / December exam cycle respectively. Copy of schedule should also be sent to HQ through e-mail.
6. Attendance sheets and award sheets, as per format given in Appendix-'B' and Appendix-'C' respectively, for each subject duly signed by the respective examiners and counter signed by the Center Chairperson must be dispatched to HQ, in one lot, latest by **8th Jul / 8th Jan**. Please do not send award sheets in installment. Internal marks of theory subjects for ALCCS students should also be sent along with awards for practical. **Centres shall send scanned copy of the attendance and award sheet in one zip folder through E-mail by 8th Jul / 8th Jan as advance copy.**
7. Centres to please note that marks for different practical exams for various courses have to be awarded out of maximum marks as given below:



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Type of practical exam	Course	Maximum Marks
Lab	AMIETE/DiplETE	100
Seminar	AMIETE/DiplETE	100
Project	AMIETE/DiplETE	200
Viva (Oral for Comm Skill & Tech writing)	AMIETE/DiplETE	20
Project (Old scheme)	ALCCS	500
Project-I (New scheme)	ALCCS	100
Project-II (New scheme)	ALCCS	200

8. Honorarium to examiners and other staff deployed for conducting the Lab/Seminar/Project/Viva exam and any other expenses has to be borne by the centers out of the funds collected from students as part of Lab/Seminar/Project/Viva exam fee.



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CONDUCT OF PRACTICAL EXAMINATIONS

UNDERTAKING TO APPEAR IN LAB/SEMINAR/PROJECT/VIVA EXAM

(To be obtained from students whose name does not exist in the list provided by the HQ due to any reason and the student is allowed by Centre to appear in the practical exam)

(1) I, Membership No., Name: give this undertaking that I am appearing both theory and practical exams from one centre i.e. (Centre name and code) in the June / Dec 20.... examination.

(2) I, myself, have checked and confirmed eligibility to appear in the following Lab/Seminar/Project/Viva exam as per course/scheme applicable to me. (Write subjects with code below)

(i)..... (ii).....
(iii)..... (iv).....

(3) I shall be held responsible if my result is withheld for not following above two conditions. I understand that despite cancellation of exam, fee deposited shall also be forfeited in such case.

Signature:.....

Name:.....

Mem. No.....

Course:.....

Date:.....

(Counter signed by centre coordinator)



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CONDUCT OF PRACTICAL EXAMINATIONS Lab/Project/Seminar/Viva - Attendance Sheet

Exam:.....

Centre:.....

Centre Code:.....

Course: ALCCS/AMIETE/DipIETE

Stream: ET/CS/IT

Subject:.....

Subject Code:.....

Date of Exam.....

S. No.	Name	Membership No.	Roll No.	Student Signature

Note:- Enter names of all the registered candidates in the attendance sheet

No. of students registered.....

No. of students present.....

No. of students absent.....

Examiner – 1

Examiner – 2

Signature:.....

Signature:.....

Name:.....

Name:.....

Date:.....

Date:.....

Centre Chairperson

Signature:.....

Name:.....

Date:.....



THE INSTITUTION OF ELECTRONICS AND TELECOMMUNICATION ENGINEERS

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CONDUCT OF PRACTICAL EXAMINATIONS

Lab/Project/Seminar/Viva - Award Sheet

Exam:

Centre:..... Centre Code;.....

Course: ALCCS/AMIETE/DipIETE Stream: ET/CS/IT

Subject:..... Sub Code:..... Maximum Marks:.....

Date of Exam:.....

S. No.	Name	Membership No.	Serial No. of Lab manual	Marks awarded	Marks awarded in words

No. of students registered..... No. of students pass.....

No. of students absent..... No. of students fail.....

Membership Nos. of absentees:.....

Examiner – 1

Examiner – 2

Signature:.....

Signature:.....

Name:.....

Name:.....

Date:.....

Date:.....

Centre Chairperson

Signature:..... Name:..... Date:.....

Proforma for Request for Financial Assistance for Purchase of Flat/Land & Building

1.	Name of Centre:	_____	
2.	Address:	_____ _____ _____	
3.	Year of establishment	_____	
4.	Membership as on 31 st March (previous year ending):		
	Corporate	_____	
	Students	_____	
	Org. Members	_____	
5.	Do you conduct contact programmes regularly for the students?	Yes/No	
6.	Do you conduct short term courses for the students?	Yes / No	
	If yes, specify the name of the courses _____		
7.	Surplus generated during the previous three financial year as per the audited accounts:		
	Year	Amount	
	_____	_____	
	_____	_____	
	_____	_____	

8. Purpose for which the request is made:Purchase of flat /land & Building

8.1 In case of land:-

- a) Area (sq ft) _____
- b) Nature of acquisition Direct purchase/allotted by the Authority
- c) Brief description about the location
- d) Total cost _____
- e) Land _____
 - i) Registration _____
 - ii) Schedule of total payments _____
- f) Type of holding free hold/lease hold
- g) Any pre-conditions, _____
If yes give details _____
In brief _____

8.2 In case of purchase of flat:

- a) Area (sq ft.) _____
- b) Name of acquisition Direct purchase/allotted by the Authority
- c) Facilities proposed Area
 - Office _____
 - Classroom (s) _____
 - Laboratory _____
 - Library _____
 - Service area _____
 - Total _____

d)	Brief description about the location:	
e)	Total cost	
i)	Flat	_____
ii)	Registration	_____
f)	Schedule of total payment	_____
g)	Likely date of possession	_____
h)	Any pre-conditions, If yes give details in brief	_____
i)	Whether the construction is authorized by the local authorities	_____
9.	Funds available with the Centre	_____
10.	Funds likely to be generated by the Centre	_____
11.	Total funds available with the Centre (9+10)	_____
12.	Funds requirement from HQ	_____
	As loan	_____
	As grant	_____
13.	Schedule of requirement of funds from HQ	_____
14.	Schedule of repayment of loans	_____

- | | | |
|-----|---|----------------|
| 15. | Has the project been approved by the Executive Committee | _____ |
| 16. | Need/justification of acquiring permanent premises (indicate the proposed activities for student/corporate member after acquiring permanent premises) | _____ |
| 17. | General Remarks (if any) | _____
_____ |

(Chairperson)

(Hony Secy)

(Hony Treasurer)

Proforma for Request for Building Construction/Additional Construction

1. Name of Centre: _____

2. Address: _____

3. Year of establishment _____

4. Membership as on 31st March (previous year ending):
Corporate _____
Students _____
Org. Members _____

5. Do you conduct contact programmes regularly for the students? Yes/No

6. Do you conduct short term courses for the students? Yes / No
If yes, specify the name of the courses _____

7. Surplus generated during the previous three financial year as per the audited accounts:

Year	Amount
_____	_____
_____	_____
_____	_____

8. Purpose for which the request is made:
Construction of Building/Additional Construction.

8.1 In case of construction of building

- a) Area (sq ft.) _____
- b) Facilities proposed to be constructed
- | | <u>Area</u> |
|------------------|-------------|
| Office | _____ |
| Classroom (s) | _____ |
| Laboratory | _____ |
| Library | _____ |
| Service area | _____ |
| Others (specify) | _____ |
| Total | _____ |
- c) Total cost for the proposed construction _____
- d) Schedule of requirement of total funds: _____
- e) Whether necessary approval from the local authorities has been obtained Yes/No

8.2 In case of addl. Construction

- a) facilities proposed to be construction
- | <u>Description</u> | <u>Area</u> |
|--------------------|-------------|
| Classrooms | |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
- b) Total cost for addl. Construction _____

	a) Schedule of requirement of total funds:	
	b) Give details in brief for justification of addl. Construction	
9.	Funds available with the Centre	
10.	Funds likely to be generated by the Centre	
11.	Total funds available with the centre (9+10)	
12.	Funds requirement from HQ	
	As loan	
	As grant	
13.	Schedule of requirement of funds from HQ	
14.	Schedule of repayment of loans	
15.	Has the project been approved by the Executive Committee	
16.	Need/justification of acquiring permanent premises (indicate the proposed activities for student/corporate members after acquiring permanent premises)	
17.	General Remarks (if any)	
(Chairperson)	(Hony Secy)	(Hony Treasurer)

APPLICATION FOR ALUMNI ASSOCIATION OF IETE

Name : _____

Category of Membership (F/M/AM/A) :

Membership Number :

Designation if employed : _____

Name of the Company & Address : _____

Address (Residence) : _____

Phone/Mobile / Fax # : _____

Email id : _____

I want to register as a member of the IETE Alumni Association. The prescribed fee of ₹ 1000/- in favour of IETE, New Delhi, is being paid as per details given below:

1. Cash :

2. DD/Cheque :

Signature

Important Activities of IETE

IETE Students' Day	February 1 st
IETE Foundation Day	November 2 nd
World Telecommunication & Information Society Day	May 17 th
Mid-Term Symposium	April
IETE Annual Convention	September
Examination AMIETE/DIPIETE/ALCCS	June & December
Sir J C Bose Memorial Lecture	November 30 th
Sir C V Raman Memorial Lecture	February 28 th
Convocation Day	December
4-Zonal Seminars alongwith ISF Congress	
4-Apex Forums at different Centres	
Conferences/Seminars/Symposia/Workshops	
Quizzes at Centres	
National Technical Paper Contest	
ISF Activities for students	

Best Center Award - 2020
IETE CENTRES/SUB-CENTRES

(To be submitted by 31st Jul)

Total Marks - 140

Report Period from 1st April 201__ 31st March 201__

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] _____

-
-
- (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]
-
- (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]***

.....
.....
.....

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

.....
.....
.....

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

.....
.....
.....

(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 : _____