Best Center Award - 20__-20__
IETE CENTRES/SUB-CENTRES
(To be submitted by 31st Jul) Total Marks - 145

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

Title of Centre/Sub-Centre ______________________

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

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

1. Membership [28]
   (i) Total Number of Corporate members as on 31st March of previous year ________________________________
   (ii) Total Number of Corporate members as on 31st March of this year ________________________________
   (iii) Percentage increase/decrease in total membership [20] ________________________________
       (2 Marks per 10 % increase)
   (iv) Number of New organizational members enrolled [8]
        during the assessment year ________________________________
       (1 Mark per Org Member)
   (v) Total number of Organizational members as on date ________________________________

2. Technical programs and other Activities organized in the current year [35]
   (i) No. of Technical Lectures held (List Topics, dates, attended by) [4] ________________________________
       (0.5 marks per technical lecture)
   (ii) No. of Seminars / Symposiums/Conferences ________________________________
       Workshops held (give details) [10]

For Use by HQ
(1 marks per Seminar/Symposium/Conference/Workshop)

(iii) International Conference held [15]  
(give details)

(iv) Exhibition held(give details) [3]  

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

3. IETE Students Forum (ISF) [15]  
(i) No. of ISF established in this Financial year [4]  
(ii) Total number of ISF Students enrolled in this year [4]  
(<5 - 2 Mks; ≥5 - 4 Mks)  
(iii) Activities conducted jointly by your  
Centre and ISF (give details) [2]  
(iv) Whether the centre/ sub-centre conduct  
Paper contest/ project contest (give details) [2]  
(v) Special convention/ISF/Engg students Congress [3]  

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

(ii) Nos. of Students attended (Attendance Record) [5]  
(1-10 - 1 Mks; 11-20 - 2 Mks; ≥21 - 3 Mks, ≥50 -5 Marks)
(iii) Expenditure and Amount of Revenue generated [5] ________________________________
(01 Marks for RoI upto Rs 15,000/- and further in the multiple of Rs 10,000/-)

5. Financial Status [10]
(i) Total Assets (till date) (including property other than building, bank balance, FD etc)
(ii) Asset Register/Detail prepared [3] ________________________________
(iii) Audited Statement of Accounts have been submitted [2] ________________________________
(iv) Assets added in the current year [1] ________________________________
(v) Additional revenue generated from renting space [1] ________________________________
(vi) Total Revenue Generation (including Donations/Sponsorships etc. received) [1] ________________________________
(vii) Economy in spending (Income over expenditure) [1] ________________________________
(viii) Measures taken in making IETE Green [1] ________________________________

6. Utilisation of Funds given by HQ [7]
(i) Any assets created such as Furniture, books, Lab equipment, etc. of building [1]

(ii) Amount of Loan Received ________________________________
(iii) Amount of Special Grant Received ________________________________
(iv) Amount of Loan Returned [2] ________________________________
(v) Expenditure on Salary [1] ________________________________
(vii) Other Expenditure (specify, if applicable) [1] ________________________________

(i) Whether carried out [1] Yes / No
(ii) Date of action taken with details ________________________________

and Valuation as on date [1] ________________________________
(iii) Stock register of assets with values [5] ________________________________
8. Executive Committee Meetings held [8] (2 Mks for each quarter)
   No. of EC Meetings held and issues resolved

9. Reports and Returns: [8]
   (A) Fill in the dates on which the following reports during the evaluation year were forwarded by your Centre/Sub-Centre to HQ

<table>
<thead>
<tr>
<th>No</th>
<th>Report</th>
<th>Periodicity</th>
<th>Due Date</th>
<th>Date of Submission</th>
<th>Remarks, if any</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td>Annual Performance</td>
<td>Annual</td>
<td>15 Jul</td>
<td></td>
<td></td>
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<tr>
<td>(b)</td>
<td>Minutes of AGM</td>
<td>Annual</td>
<td>15 Jul</td>
<td></td>
<td></td>
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<tr>
<td>(c)</td>
<td>Handing Over/ Taking over report (if copy available in center)</td>
<td>As applicable</td>
<td>within 15 days of AGM</td>
<td></td>
<td></td>
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<tr>
<td>(d)</td>
<td>Plan of Annual Activities of Centre</td>
<td></td>
<td>31 Jul</td>
<td></td>
<td></td>
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<tr>
<td>(e)</td>
<td>Quarterly Activities Report</td>
<td>Quarterly 1^st Qtr</td>
<td>15 Oct</td>
<td></td>
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<td></td>
<td></td>
<td>2^nd Qtr</td>
<td>15 Jan</td>
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<td>3^rd Qtr</td>
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<td>4^th Qtr</td>
<td>15 Jul</td>
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<tr>
<td>(f)</td>
<td>Receipts &amp; Payments Accounts</td>
<td>Quarterly 1^st Qtr</td>
<td>10 Aug</td>
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<td>2^nd Qtr</td>
<td>10 Oct</td>
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<td>3^rd Qtr</td>
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<td></td>
<td>4^th Qtr</td>
<td>10 May</td>
<td></td>
<td></td>
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<td>(g)</td>
<td>ECM Minutes and no. of members attended in each month July -</td>
<td>Monthly</td>
<td>Jul to June</td>
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</tbody>
</table>
June

(h) Annual Report  
   Annual  
   30th June

(i) Audited Statement of Accounts/Audit Report  
   Annual  
   30th June

(j) Report of Stock Taking of Assets  
   Annual  
   30th June

(k) Statutory Audit Report Accounts  
   Annual  
   30th June

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

<table>
<thead>
<tr>
<th>No.</th>
<th>Issue related to</th>
<th>Date since pending</th>
<th>Action taken</th>
<th>Current status</th>
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</thead>
<tbody>
<tr>
<td>(a)</td>
<td>Local tax authority</td>
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<tr>
<td>(b)</td>
<td>IETE HQ</td>
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<td>(c)</td>
<td>Legal and court</td>
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<td>(d)</td>
<td>Any other</td>
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10. Miscellaneous: [12]

(i) Publicity [2]
    (a) Has your Centre/Sub-Centre approached any school, Polytechnics, college or Corporates in your jurisdiction for the purpose of membership drive (Give Details)

(ii) Do you have your own website, if yes [4]
    (a) Website id
    (b) Data of each member on website
    (c) No. of times updated each month
(d) No of visitors per month  __________________________
(e) How much do you use the IETE website on ELAN Portal  __________________________

(iii) Are you Publishing any Newsletter or any papers for students/Corporate (Give Details). [2]

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………………………………………………………………………………………………………………………………
………………………………………………………………………………………………………………………………

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

………………………………………………………………………………………………………………………………
………………………………………………………………………………………………………………………………
………………………………………………………………………………………………………………………………

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

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

CERTIFICATE

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

Hony Secretary  Hony Treasurer  Chairman/Chairperson

Place: _____________
Date : _____________