

**1. IDA KERALA STATE AWARDS GUIDELINES,2018**  
**APPLICATION FORM FOR BEST LOCAL BRANCH**

ITEM	Please Answer	Document Evidence Additional Sheet No.	Marks per items	Marks by committee	Max. Marks
<b>1.MAINTENANCE OF OFFICE</b>					<b>100</b>
a. Minutes Book in order?			40		40
b. Attendance registers of meetings?			10		10
c. Complete Membership List & New members Register			30		30
d. Audited Statement of accounts till last March 31st					20
<b>2.MEMBERSHIP</b>					<b>60</b>
a. Net Increase in membership this year.(every 10%-4 marks)					60
<b>3.MEETINGS</b>					<b>80</b>
a. No of EC meetings held (maximum 5)			4		20
b. No of Family meet held			20		60
<b>4.CDE ACTIVITIES</b> (*State CDE Chairman must be intimated in advance. Participants must be given certificates)					<b>340</b>
a. No of Half day Programmes held (Min 3hrs)*			10		40
b. No of Full day Programmes held (Min. 5hours)*			20		60
c. No of 2 day Programmes held (Min. 9 hours)*			30		60
d. No. of Hands on Programme*			30		60
e. No. of Live demonstrations			20		40
f. No. of Inter-branch CDE Programmes (State CDE Wing Approved)*			25		50
g. Average attendance in CDE Programme (For every 20%-10 marks)					30
<b>5.CDH ACTIVITIES ( Documental evidence compulsory)</b>					<b>380</b>
a. No. of Awareness programmes			10		30
b. No. of Check up/ Treatment Camps conducted			5		50
c. No.ofPatients examined/treated (every100pts10 marks)					50
d. No. of School dental health Programmes (NOHP)			2		50
e. No. of Oral Health Care Kits distributed by NOHP					40

f. No. of competitions held for children			10		20
g. No. of Adoptions of Institutes			30		60
h. No. of parent/Teachers orientation programmes held			10		20
i. Active Free Dental Clinic			60		60

## 6.PUBLICATIONS

140

a. No. of Issues of Journal Published this IDA year?			15		60
b. No. of Issues of Bulletin Published this IDA year?			15		30
c. Quality of the publication					50

## 7.IDA State WEBSITE (Certificate from IDA State Website In-Charge)

60

Do you Update 1. Membership Record 2. Activity reports 3. Photo gallery					
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## 8.BRANCH ACHIEVEMENTS (\*\* Only letter issued from concerned State/HO is valid)

a. No. of IDA State Events hosted **			30		60
b. No. of IDA National Events hosted**			70		70
c. Participation in IDA State/HO Projects of this term?			15		30
d. Attendance in IDA State Pres. & Sec. Seminar? **					30
e. IDA State Sports Meet  Chilamboli		Conducted Participated Conducted Participated			100 50 100 50
f. Branch RC member Registrations in immediate last IDA State Conference**					50
g. Branch RC member Registrations in upcoming IDA National Conference**					50
h. Benefit Schemes for members			35		70

## 9.OTHER BRANCH ACTIVITIES –

80

a. No. of branch level Sports activities conducted			20		40
b. No. of Special Day Celebrations (National/International)			10		40

## 10. "REACHING IDA TO THE MASSES"

220

c. No. of dental health exhibitions			50		50
d. No. of Radio/ T.V. talk			25		50
e. No. of write ups in public News paper / Magazine?			25		50
f. Benefit Schemes for the public Adoption,Dentures,Free DC			35		70

## 11.STUDENT ACTIVITY

10% total student activity

30

## 12. GENERAL IMPRESSION

	<b>For Presentation, Substantiating &amp; Systematic Reporting</b>					<b>100</b>
1.	State President					25
2.	State Secretary					25
3.	Awards committee					50
		<b>TOTAL MARKS</b>				<b>2250</b>

**IDA KERALA STATE AWARDS GUIDELINES 2018**  
**APPLICATION FORM FOR THE BEST LOCAL BRANCH PRESIDENT**

Name of the Branch President			
IDA Local Branch			
Address			
Branch membership strength as on <b>October Last year</b>	Life M=	Annual M=	Total=
Branch membership strength as on <b>November this year</b>	Life M=	Annual M=	Total=
<b>Increase in membership</b>	Life M=	Annual M=	Total=

*(Use Additional Sheet wherever necessary)*

**\* Certificate from concerned IDA State/National authority is only valid.**

Sl. No	Item	Please Answer	Document Proof Additional Sheet No.	Marks/items	Max marks
1	How many New members have joined in your Branch during this term? * Every 20 -10 marks				30
2	Percentage of branch IDA membership <b>renewal</b> in your term? *every 20% 10 marks				30
3	No of executive committee meetings presided by you during your term?			4	20
4	No of family meetings held during your term?			15	30
5	No. of CDE Programmes conducted during your term?			3	30
6	No. of CDH Activities held during your term?			2	60
7	No. of Issues of Journals and Branch Bulletin			6	30

	published during your term?			
8	Are you a member of <b>IDA HOPE</b> ?*			20
9	No. of new members joined from your branch for <b>IDA HOPE</b> during your term?*			20
10	Percentage of <b>IDA HOPE</b> membership <b>renewal</b> from your branch?*			20
11	Are you a member of <b>IDA IMAGE</b> ?			20
12	No. of new members from your branch who have joined <b>IMAGE</b> during your term?			20
13	Have you registered as an RC Member for the upcoming <b>IDA Kerala State Conference</b> ?*			20
14	No of RC member Registrations from your branch in <b>IDA Kerala State Conference</b> during your term? (till October 31 <sup>st</sup> )*			30
15	Have you registered as an RC Member for the upcoming <b>IDA National Conference</b> ?*			20
16	No of RC member Registrations from your branch for upcoming <b>IDA National Conference</b> ? (till October 31 <sup>st</sup> )*			30
17	How many <b>State conferences</b> you have attended so far for the last 5 years			30
18	How many <b>National conferences</b> you have attended so far for the last 5 years			30
19	Any scientific papers presentation/ publication during your term?			20
20	Have you received any IDA Awards in the past 5 years? If yes give details			20
21	Any major achievement or recognition during this IDA year?			20
22	Did you attend the IDA Kerala State President & Secretary Seminar this term?*			20
23	No. of <b>State IDA events</b> hosted during this term?*			30
24	No. of <b>National IDA events</b> hosted during this term?			30
25	Did you attend the last <b>AGM of IDA Kerala</b>			20

	<b>State?*</b>			
26	Did you attend the last <b>AGM</b> of <b>IDA head office?</b>			20
27	Have you ensured that head office election was conducted and the result forwarded in time?			20
28	Have you ensured that the State and Head office share were sent within specified time?*			30
29	Have you ensured that branch programmes were intimated to <b>State office</b> regularly then and there?			10
30	Have you ensured that branch programmes were intimated to <b>Head office</b> regularly then and there?			10
31	Have you ensured that the activity reports of the Branch were sent timely to <b>State office?</b>			20
32	Have you ensured that the reports of activities of the Branch were timely to <b>Head office?</b>			20
33	Have you ensured that the list of members and office bearers of your branch with their address were sent to <b>State office</b> on time?			20
34	Have you ensured that the list of members and office bearers of your branch with their address were sent to <b>Head office</b> on time?			20
35	Have you forwarded branch activities to State journal?			20
36	No. of New Projects under taken during your term?			30
37	Measures taken to highlight the Projects & IDA to the public?			30
38	Student Activity		10% total student activity mark	
39	<b>General Impression</b> (for presentation & reporting) 1. State President 2. State Secretary 3. Awards committee			25 25 50
	<b>Total Marks</b>			<b>1000</b>
	25% of marks obtained for the overall branch activity			<b>500</b>

## IDA KERALA STATE AWARDS GUIDELINES

2018

### APPLICATION FORM FOR THE **BEST LOCAL BRANCH SECRETARY**

Name of the Branch Secretary	
IDA Local Branch	
Address	
Branch membership strength as on <b>October Last year</b>	Life M=      Annual M=      Total=
Branch membership strength as on <b>November this year</b>	Life M=      Annual M=      Total=
<b>Increase in membership</b>	Life M=      Annual M=      Total=

*(Use Additional Sheet wherever necessary)*

**\* Certificate from concerned IDA State/National authority is only valid.**

SI. No	Item	Please Answer	Document Proof Additional Sheet No.	Marks by Awards Committee
1	How many New members have joined in your Branch during this term?*			30
2	Percentage of branch IDA membership <b>renewal</b> in your term?*			30
3	No of executive committee meetings organised by you during your term?			20
4	No of family meetings organized during your term?			30
5	No. of CDE Programmes conducted during your term?			30
6	No. of CDH activities held during your term?			60
7	No. of Issues of Journals and Branch Bulletin published during your term?			30
8	Are you a member of <b>IDA HOPE</b> ?*			20
9	No. of new members joined from your branch for <b>IDA HOPE</b> during your term?*			20
10	Percentage of <b>IDA HOPE</b> membership <b>renewal</b> from your branch?*			20
11	Are you a member of <b>IDA IMAGE</b> ?			20
12	No. of new members from your branch who have joined <b>IMAGE</b> during your term?			20

13	Have you registered as an RC Member for the upcoming <b>IDA Kerala State Conference?*</b>			20
14	No of RC member Registrations from your branch in <b>IDA Kerala State Conference</b> during your term? (till October 31 <sup>st</sup> )*			30
15	Have you registered as an RC Member for the upcoming <b>IDA National Conference?*</b>			20
16	No of RC member Registrations from your branch for upcoming <b>IDA National Conference?</b> (till October 31st)*			30
17	How many <b>State conferences</b> you have attended so far?			30
18	How many <b>National conferences</b> you have attended so far?			40
19	Any scientific papers presentation/ publication during your term?			20
20	Have you received any IDA Awards in the past 5 years? If yes give details			20
21	Any major achievement or recognition during this IDA year?			20
22	Did you attend the IDA Kerala State President & Secretary Seminar this year?*			20
23	No. of <b>State IDA events</b> hosted during this term?*			30
24	No. of <b>National IDA events</b> hosted during this term?*			30
25	Did you attend the last <b>AGM</b> of IDA <b>Kerala State?*</b>			20
26	Did you attend the last AGM of IDA <b>Head office?</b>			20
27	Have you conducted head office election and the result forwarded in time?			20
28	Have you sent the State office and Head office share within specified time?*			30
29	Have you intimated branch programmes to <b>State office</b> regularly then and there?			10

30	Have you intimated branch programmes to <b>Head office</b> regularly then and there?			10
31	Have you sent the reports of activities of the Branch timely to <b>State office</b> ?			20
32	Have you sent the reports of activities of the Branch timely to <b>Head office</b> ?			20
33	Have you send the list of members and office bearers of your branch with their address to State office on time?			20
34	Have you send the list of members and office bearers of your branch with their address to Head office on time?			20
35	Have you forwarded branch activities to State/National journal?			30
36	No. of New Projects under taken during your term?			30
37	Measures taken to highlight Projects & IDA to Public?			30
38	<b>General Impression</b> (for presentation & reporting) 1. State President 2. State Secretary 3. Awards committee			25 25 50
	<b>Total Marks</b>			<b>1000</b>
	25% of marks obtained for the overall branch activity			<b>500</b>

**Indian Dental Association  
Kerala State Branch - 2018**

**Assessment form for Journal Award**

SI. No	ITEM	Please Answer
1)	Name of the Local Branch	
2)	Name of the Journal	
3)	Periodicity : Min 4 for bidding Monthly/ Quarterly/ Half Yearly/ Yearly	
4)	How many articles have appeared in each issue of journal? Give details a)Editorial b)Scientific c) Association. (Give issue wise in a separate paper)	
5)	How many copies you print (per issue) (Photo copy of printers bill to be enclosed issue wise)	
6)	Are you sending copies to HO as and when published Encl: copies of journal from 1st November to 31 st October	

**(Sd)  
Editor**

## MARKS FOR JOURNAL AWARD

Sl. No	Description	Please Answer	Marks Awarded	Maximum Marks
A.	1. Regularity of Publication a. Regular Monthly b. Regular Quarterly c. Regular Half yearly d. Regular yearly			60
B.	2. No of Articles in total a. Scientific b. Association news c. Editorial d. General Articles			40
C.	3. Quality : a. Presentation (Cover, Colour, size overall look) b. No. of pages in total c. Quality of Paper & Printing			60
D.	4. Circulation a. Only branch members b. State EC members c. All local branches d. Branches outside state			40
	<b>Grand Total</b>			<b>200</b>

## IDA KERALA STATE AWARDS GUIDELINES

2018

### APPLICATION FORM FOR THE **BEST STUDENT ACTIVITY AWARD**

Name of the IDA Local Branch			
No. of Dental Colleges in the branch territory?			
Total no. of Students?			
No. of IDA Student Members from total student no?	<b>No.</b>	<b>Percentage =</b>	
Student membership strength as on <b>October Last year</b>	<b>Renewal M=</b>	<b>New M=</b>	<b>Total=</b>
Student membership strength as on <b>November this year</b>	<b>Renewal M=</b>	<b>New M=</b>	<b>Total=</b>
<b>Increase in membership</b>	<b>Renewal M=</b>	<b>New M=</b>	<b>Total=</b>

*(Use Additional Sheet wherever necessary)*

(\*Certificates from concerned State authorities only VALID)

Sl. No	Item	Please Answer	Document Proof Additional Sheet No.	Marks by Awards Committee
1	How many new Student members have joined in your Branch during this term?*			30
2	Percentage of branch student membership renewal?*			30
3	No of Scientific programmes for Student members?			30
4	No of Cultural programmes for Student members?			30
5	No of Sports activities for Student members?			30
6	How many IDA Orientation Classes taken?			30
7	Privileges given to IDA Student members?			30
8	No. of IDA Student members registered for Student Dental Conference?*			30
9	No. of IDA Student members registered for IDA State conference?*			30
10	Measures taken to Promote IDA in Dental colleges?			30
	<b>Total</b>			<b>300</b>

