



Indian Dental Association Kerala State Branch

AWARD GUIDELINES 2019

AWARDS COMMITTEE:

Dr. Hussain Manikfan (Chairman)
Dr. Biju A Nair
Dr. Mohammed Sameer
Dr. Renjith C.K.
Dr. Sreejan C.K. (Member)

EX-OFFICIO MEMBERS:

Dr. Anil Thunoli (Vice President -in-charge)
Dr. Jose Paul (CDE Chairman)
Dr. Subhash Madhavan (CDH Chairman)
Dr. Anjana G (Editor KDJ)
Dr. Anwar M. Ali (IDA HOPE)
Dr. Dinesh K.R. (IDA CAN)
Dr. Sherry M Joseph (IDA MARK)
Dr. Mili James (IDA WDC)

Dr. Abhilash G.S.
President, IDA KSB

Dr. Suresh Kumar G
Hon. Secretary, IDA KSB

IDA KERALA STATE AWARDS GUIDELINES 2019

Instruction for Final Bidding of Awards

1. Please read the instruction carefully before filling the award bidding form.
2. The duly filled award bidding form should reach IDA Kerala State Office on or before 5th Dec 2019.
3. Applicant bidding for individual awards should be a RC Member in State Conference.
4. Only activities from 1st January to November 31st of current year will be considered for state awards.
5. Only those programmes uploaded and reported in the IDA Kerala State website only will be considered for awards.
6. Branches without regular trimonthly reporting will not be considered for awards.
7. Documentary evidence produced should either in Malayalam or English language.
8. Make sure that all the programmes are reported with proper banner showing the date and venue.
9. Any application not meeting the guidelines will be rejected. The Awards Committee has the right to accept or reject any application for Annual awards.
10. Decision of the Awards Committee will be final.

INSTRUCTIONS FOR REPORTING :

Branch activity report in word or pdf format must reach IDA Kerala State Awards Committee and State office in the mail id given in mentioned time.
Reporting: (idaksbawards2019@gmail.com & office@idakerala.in)

Activity Reports of **January 1st to March 31st** should be send to above mail id on or before 10th April 5pm.

Activity Reports of **April 1st to June 31st** should be send to above mail id on or before 10th July 5pm.

Activity Reports of **July 1st to September 31st** should be send to above mail id on or before 10th October 5pm.

Activity Reports of **October 1st to November 31st** should be send to above mail id on or before 5th December 5pm.

All the programmes mentioned above should be uploaded in the website 7 days before the programme and report should be uploaded within 14 days after the programme, after 14 days programme cannot be uploaded neither edited. Programmes which are not uploaded in the website will not be considered for awards. Tri monthly reports of all activities should be send to idaksbawards2019@gmail.com and office@idakerala.in. During the time of Award bidding hard copy evaluation of all documents will be done. Kindly keep a copy of Brochures, Notices, Invitations, CDE Attendance Register, CDE participation Certificate, CDH Camp notices and certificates from concerned authorities, Original bills of journal etc. If anybody found doing any type of manipulation will be eliminated and will not be considered for awards. Decisions of the IDA Kerala State Awards Committee will be Final.

AWARD GUIDELINES

IDA Kerala State Awards 2019 are categorized into Category A and Category B according to the membership strength. Branches with less than 150 members are categorized as Category A and branches with more than 150 members are categorized as Category B.

(According to the Membership strength till July 31st 2018)

Referral to Head office: Those who are scoring maximum marks (irrespective of category) will be referred to Head Office for National Awards.

1 MAINTANANCE OF OFFICE (TOTAL MARKS-100)

- (a) Minutes Book (Max Marks-40)
 - (b) Attendance register of meetings (Max Marks-10)
 - (c) Complete Membership list & New Members Register (Max Marks-30)
 - (d) Audited Statement of accounts till March 31st, Income and Expenditure till October 31st 2019. (Max Marks -20)
- All the Originals of the documents mentioned above should be submitted during Award Bidding

2. MEMBERSHIP (MAX MARKS-150)

- (a) Net Increase in Membership this year. (Every 1% - 10 marks) (Max Marks 100)
- (b) Percentage of Branch IDA Membership renewal (Every 10% - 5 Marks) (Max Marks 50)
Certificate from IDA Kerala State Office is Mandatory

3. MEETINGS (MAX MARKS 80)

- (a) Executive Meetings (4 marks per meeting) (Max marks 20)
- (b) Family Meeting (20 marks per meeting) (Max Marks 60)

Note: Executive meetings should be reported with minimum of 3 photographs, Copy of attendance register and notice of executive meeting issued.

Family meeting should be reported with minimum of 3 photographs and invitation of the programme.

4. CDE ACTIVITIES (MAX MARKS -340)

- (a) Half day CDE programmes (Min of 3 hrs) (10 marks each) (Max Marks-40)
- (b) Full day CDE programmes (Min of 6 hrs) (25 marks each) (Max Marks -75)
- (c) Two day CDE Programmes (Min of 9 hrs) (45 marks each) (Max Marks-45)
- (d) Hands on Programmes (30 marks each) (Max Marks-60)
- (e) Live Demonstration (20 Marks each) (Max Marks – 40)
- (f) Inter Branch/Joint CDE Programme (25 Marks each) (Max Marks -50)
- (g) Average attendance in CDE Programmes (Every 20% -10 Marks) (Max Marks 30)

Note: All the cde programmes should be pre approved by state CDE chairman and should be uploaded in IDA Kerala state website with brochure and payment (if any) atleast 21 days before the programme for those applying for KDC Credit points and 14 days before those not applying for KDC Credit points. Report of cde programme including attendance register along with a copy of participation certificate and a minimum of 3 photographs in which faculty and date with banner should be uploaded in the website within 14 days after cde programme. Participation Certificate should be given to all those who are attending the CDE. In case of hands on and live demo evident photographs are required. Programmes which are not uploaded in the IDA Kerala website will not be considered for awards. Half day CDE, Full day CDE and Two day CDE with Hands on and Live Demo can be reported as Live Demo and Hands on CDE's. Not more than two cde programmes in association with any Dental Institutions will be considered for awards. It is mandatory to conduct a cde on any of the topics given below,

- (i) Asepsis, Infection Control and waste management including NACO protocols
- (ii) Dental Jurisprudence & Ethics
- (iii) CPR & Basic Life support
- (iv) Dental Practice management

Branches which are conducting CDE on any of the above topics only will be considered for awards. During the time of award bidding, hard copy of attendance register, Brochure, participation certificate and reporting form should be submitted.

IDA KERALA STATE CDE REPORT FORM

Name of the Local Branch :

Topic of the CDE programme :

Hands on :

Date of the CDE :

Venue :

Duration of the Course :

Name qualification and address of the faculty :

Name, Address and contact of the Secretary :

Total No. of participation attended :

.....

Name Name

Signature of the Secretary Signature of CDE Representative

Seal

5, CDH ACTIVITIES (MAX MARKS - 380)

- (a) Awareness Programmes (10 Marks each) (Max Marks-30)
- (b) Treatment /Checkup Camps (5 Marks each) (Max Marks 50)
- (c) Patients examined or treated (every 100 patients 5 marks) (Max Marks-25)
- (d) School dental health Programmes (NOHP) (2 marks each) (Max Marks -50)
- (e) Oral Health care kits distributed by NOHP (4 marks each) (Max Marks – 40)
- (f) Competitions for children (10 marks each) (Max Marks-20)
- (g) Adoption of Oral health of Institutes (30 marks each) (Max Marks-60)
- (h) Parent Teachers orientation programmes (10 marks each) (Max Marks-20)
- (i) Active Free Dental Clinic (Max Marks -45)
- (j) Charity Programmes (Max Marks -40)

Note: While conducting checkup camps minimum protocol like apron, gloves and masks for Doctors disposable instruments/ having proper autoclave sterilization/ proper cold sterilization should be maintained. Certificate from associated organization, institutions in prescribed format(given below) is mandatory. Report of programme with a minimum of 3 photos, banner showing the date, Certificate, notices if any should be uploaded in the website of IDA Kerala state within 14 days after the programme. Not more than two CDH activities done in association with Dental Institutions will be considered for awards. Programmes which are not uploaded in the IDA Kerala website will not be considered for awards. Special Days should be observed in that particular day only, Observing special days in any other day will not be considered for awards.

IDA KERALA STATE CDH REPORT FPRM

To,

This is to certify that IDA Branch has conducted a Dental Checkup Camp/Treatment/Awareness Class/Distribution of Dental Health Kit/ Teachers Training Programe /Parent Awareness programme/Cancer Awareness programme/etc.. in association with (Name of the Organisation)at (Venue) On (date). Total No of Patients examined/treated

On Behalf of IDA Branch..... participated.(Doctocrs participated)

Date	Seal	Name and Signature of Head of the Institution/Organisation
------	------	--

6. PUBLICATIONS (MAX MARKS - 140)

- (a) Issues of Journal Published this year (15 Marks each) (Max Marks-60)
- (b) Issues of Bulleitin Published this year (15 Marks each) (Max Marks-30)
- (c) Quality of publications (Max Marks – 50)

Note: Original bills of the journal should uploaded and presented during the award bidding. Quality of publications will be assessed based on the no.of articles (Scientific, Association news, Editorial and General articles), Presentation (Cover,Colour,size and over look), No of pages in total, Quality of paper and printing.

7. IDA KERALA STATE WEBSITE (MAX MARKS - 60)

Note: Certificate from IDA Kerala State Office is mandatory.

8 BRANCH ACHIEVEMENTS (MAX MARKS - 460)

- (a) IDA State Events Hosted (30 Marks each) (Max Marks-60)
- (b) IDA National Event Hosted (Max Marks – 70)
- (c) Participation in IDA State/Head Office Projects (15 Mark each) (Max Marks-30)
- (d) Attendance in President & Secretary Seminar (Max Marks-30)
- (e) Branch RC registration done in upcoming IDA State Conference (Max Marks 50)
- (f) Branch RC registration done in upcoming National Conference (Max Marks-50)
- (g) Benefit Schemes for members (35 Marks each) (Max Marks-70)

Note: Certificate from state office is mandatory and report should be uploaded in the website within 14 days after the programme. . Programmes which are not uploaded in the IDA Kerala website will not be considered for awards.

9. OTHER BRANCH ACTIVITIES (MAX MARKS - 80)

- (a) Branch level sports activity conducted (20 Marks each) (Max Marks -40)
- (b) Special Day Celebration (National/International) (10 Marks each) (Max Marks 40)

Note: Copy of intimation letter/circular to members, photographs and report should be uploaded in the IDA Kerala website within 14 days after the programme. . Programmes which are not uploaded in the IDA Kerala website will not be considered for awards.

10. REACHING TO IDA MASSES (MAX MARKS - 220)

- (a) Dental Health Exhibition (Max Marks – 50)
- (b) Radio/TV Talk (25 Marks each) (Max Marks -50)
- (c) Write ups in public News Paper/Magazine (25 Marks each) (Max Marks -50)
- (d) Benefit Schemes for the Public (35 Marks each) (Max Marks-50)

Note: Certificate from the concerned authorities and telecast certificate is mandatory.

11. NEW PROJECTS INITIATED (MAX MARKS - 30)

12. IDA HOPE ACTIVITIES - (MAX MARKS - 50)

(Marks will be divided in the award bidding form and will be awarded based on membership percentage, Certificate should be obtained from IDA HOPE Secretary)

13. IDA MARK ACTIVITIES - (MAX MARKS - 50)

(Marks will be divided in the award bidding form and will be awarded based on membership percentage, Certificate should be obtained from IDA MARK Chairman)

14. IDA CAN - (MAX MARKS - 40)

(Marks will be divided in the award bidding form and awarded based on membership percentage, Certificate should be obtained from IDA CAN Chairman)

15. IDA KERALA STATE WOMEN'S WING - (MAX MARKS - 120)

Tri monthly activity report of women's wing should be send to IDA Kerala State Women's Wing Chairperson and Awards Committee Chairman through local branch Secretary only. Reports without the signature of local branch secretary will not be considered for awards.

- (1) Membership (Max Marks 20- Every 1% 2 marks) Increase in number of lady members in branch.
- (2) IDA HOPE Membership (Max Marks 10- Every 1% 1 Mark) Increase in number of lady members in IDA HOPE.
- (3) Women centric CDE programmes (Max Marks 20), to be done in coordination with CDE Chairman under the aegis of branch executive)
 - A All CDE's conducted by WDC should be a women centric topic (Max Marks-10)
 - B CDE conducted by WDC member as faulty (Max Marks -5)
 - C At least one women's safety – centric topic should be done in every branch with the help of local law enforcement authorities. (Max- 5)
- (4) Women Centric CDH Programme (Max Marks -20)
 - A Women Centric CDH activity (Max Marks 10)
 - B Awareness talk by a WDC Member(Max 10 Marks, Each 5 Marks)

- (5) Publications (Max Marks -10)
 - A Articles by WDC members to KDJ or Branch Journal (Max Marks-5)
 - B Other publications or in news papers written for public awareness (Max Marks 5)
- (6) WDC Branch Activities (Max Marks 20)
 - A Hosting a state programme (Max Marks 10)
 - B IDA Women's Special Day programme (Max Marks 10)
- (7) Participation & Contribution to branch activities by individual or group wdc members. (Max Marks- 20)
 - A WDC Member as office bearer of the branch (Max Marks-10)
(as President, Hon.Secretary, Hon. Tresurer, Editor, CDE Rep or CDH Rep)
 - B Participation in State Sports Activity (Group/Individual) (Max Marks 5)
 - C Participation in State Cultural Meet (Group/Individual) (Max Marks 5)

16. STUDENT ACTIVITY (MAX MARKS 30)

Will not be considered for overall branch activity, best Local branch President and Secretary. There will be separate award for student activity.

APPLICATION FORM FOR THE BEST LOCAL BRANCH

	ITEM	Please Answer	Document Evidence Additional Sheet No.	Marks Per Items	Marks By Committee	Max Marks
1	MAINTANANCE OF OFFICE (Certificate from State office is mandatory)					100
	a. Minutes Book in Order?			40		40
	b. Attendance Register of meetings?			10		10
	c. Complete Membership List & New members register			30		30
	d. Audited Statement of accounts till last March 31 st			20		20
2	MEMBERSHIP (Till July 31st 2019) (Certificate from State office is mandatory)					150
	a. No of New Members Joint this year (Every 1%- 10 Marks)					100
	b. Percentage of Branch IDA Membership Renewal (Every 10% - 5 Marks)					50
3	MEETINGS					80
	a. No of EC meetings (Maximum 5)			4		20
	b. No of Family meetings			20		60
4	CDE ACTIVITIES (State CDE Chairman must be intimated in advance and uploaded in IDA KSB Website)					340
	a. No of Half Day CDE Programmes (Min 3 hrs)			10		40
	b. No of Full Day CDE Programmes (Min 6 hrs)			25		75
	c. No of Two Day CDE Programmes (Min 9 hrs)			45		45
	d. No of Hands On Programmes			30		60
	e. No of Live Demonstration			20		40
	f. No of Inter Branch/Joint CDE Programme			25		50
	g. Average attendance in CDE programmes (attendance reg compulsory) (Every 20%-10 marks)					30
5	CDH ACTIVITIES (Documental Evidence compulsory)					370
	a. No of Awareness Programmes			10		30
	b. No of Checkup/ Treatment Camps Conducted			5		50
	c. No of Patients examined/treated (Every 100 patients 5 marks)					25
	d. No of School Dental Health Programmes (NOHP)			2		50
	e. No of Oral Health Care Kits distributed (NOHP)			4		40
	f. No of Competitions held for children			10		20
	g. No of Adoption of Oral Health of Institutes			30		60
	h. No of parent Teachers orientation Programmes			10		20
	i. No of Active free Dental Clinic					35
	j. Charity Programmes			20		40
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 Publications					50
7	IDA STATE WEBSITE (Certificate from State Office is Compulsory)					60
	Do You Update 1. Membership Record, 2. Activity Report, 3. Photos					
8	BRANCH ACHIEVEMENTS (Certificate from IDA HO/State Office is Compulsory)					350
	a. No of IDA State Event Hosted			30		60
	b. No of IDA National Event Hosted			70		70
	c. Participation in IDA State/HO project of this term?			15		30
	d. Attendance in IDA State Pres & Sec Seminar?					30
	e. Branch RC Member Registration done in Up coming IDA State Conference (Every 1% 2 Marks)					50
	f. Branch RC Member Registration done in Up coming IDA National Conference (Every 1% 2 Marks)					50
	g. Benefit Schemes for Members			30		60
9	OTHER BRANCH ACTIVITIES					80
	a. No of Branch level Sports activity conducted			20		40
	b. No of Special Day Celebrations			10		40
10	REACHING IDA TO THE MASSES					200
	a. No of Dental Health Exhibitions			50		50
	b. No of Radio/TV Talk			25		50
	c. No of write ups in public News paper/magazine in last two years.			25		50
	f. Benefit Schemes for Public Adoption of Oral Health, Dentures, Free DC			25		50
11	IDA HOPE (Certificate from IDA HOPE Secretary is mandatory)					50
	a. No of New Members Joined IDA HOPE this year (Every 1% - 2.5 Marks)					25
	b. Percentage of Hope Membership Renewal this year (Every 10% - 2.5 Marks)					25
12	IDA MARK (Certificate from IDA MARK Chairman is mandatory)					50
	a. Total no of purchase done from the branch this year					25
	b. Total amount of transaction done from the branch this year					25
13	IDA CAN (Certificate from IDA CAN Chairman is mandatory)					30
	a. Total No of Clinics Registered under IDA CAN					30
14	IDA WDC Activities					120
	a. No of New Lady members join this year (Every 1% - 2 Marks)					20
	b. No of New Lady members join IDA HOPE this year (Every 1% -1 Mark)					10

	c. No of CDE conducted by WDC on Women Centric topic			10		10
	d. CDE conducted by WDC Member as Faculty			5		5
	e. No of programme conducted on women's safety as centric topic			5		5
	f. No of Women Centric CDH Activities			10		10
	g. No of Awareness talk by WDC Member			5		10
	h. Article by WDC member to KDJ/Branch Journal			5		5
	i. Other publications or News paper writing for public awareness			5		5
	j. Hosting a state programme by WDC			10		10
	k. IDA Women's Special Day programme			10		10
	l. WDC member as office bearer of branch			10		10
	m. Participation in State Sports activity (Group/Individual)			5		5
	n. Participation in State Cultural Meet (Group/Individual)			5		5
15	STUDENT ACTIVITY (Max Marks - 30) (Marks will not be considered for overall branch activity, best president and best secretary awards)					
16	GENERAL IMPRESSION				100	
	For Presentation, Substantiating & Systemic reporting					
	1 State President					25
	2 State Secretary					25
	3 Awards Committee					50
				TOTAL MARKS		2220

APPLICATION FORM FOR THE BEST LOCAL BRANCH PRESIDENT

Name of the Branch President			
IDA Local Branch			
Address			
Branch Membership Strength as on October Last Year	Life M=	Annual M =	Total=
Branch Membership Strength as on November this year	Life M=	Annual M =	Total=
Increase in Membership	Life M=	Annual M =	Total=

(Use Additional Sheet wherever necessary, Certificate from concerned IDA State/HO is Mandatory)

Sl No.	Item	Please Answer	Document Proof Additional Sheet No.	Marks/Item	Max Marks
1	How many New members have joined in your Branch during this term ? (Every 1 % - 3 Marks)				30
2	Percentage of branch IDA Membership renewal In your term? (Every 10% 3 marks)				30
3	No of executive committee meeting 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 published during your term?			6	30
8	Are you a IDA HOPE Member?				20
9	No of New Members Joined from your branch for IDA Hope during your term? (Every 1% 4 Marks)				20
10	Percentage of IDA HOPE Membership renewal from your branch? (Every 10% 2 Marks)				20
11	How many purchase you have done from IDA Mark this year?				20
12	No of purchase done from IDA MARK from your branch during your term?				20
13	Have you registered your clinic under IDA CAN				20
14	No of Clinics registered under IDA CAN				20
15	Have you registered as an RC Member for the upcoming IDA Kerala State Conference?				20
16	No of RC Member registration from your in upcoming State Conference (till November 31 st)				30
17	Have you registered as an RC Member for upcoming National Conference?				20

18	No of RC Member registered from your branch for the upcoming National Conference?				30
19	How Many State Conference you have attended for the last five years?				30
20	How many National Conference you have attended for the last five years?				30
21	Any scientific papers presentation/ publication during your term?				20
22	Have you received any IDA Awards in the past 5 years? If yes give details.				20
23	Any Major achievement or recognition during this IDA year?				20
24	Did you attend IDA Kerala State President Secretary Seminar this year?				20
25	No of IDA State event hosted during this term?			15	30
26	No of National IDA event hosted during this term?			30	30
27	Did you attend the last AGM of IDA Kerala				20
28	Did you attend the last AGM of IDA Head Office?				20
29	Have you ensured that office election result was sent to Head office in time?				20
30	Have you ensured that the State and Head Office Share were sent within specified time?				30
31	Have you ensured that branch programmes were intimated to State office regularly?				10
32	Have you ensured that branch programmes were intimated to Head Office regularly?				10
33	Have you ensured that branch activity report was sent to State Office in time?				20
34	Have you ensured that branch activity report was sent to Head Office in time?				20
35	Have you ensured that the list of members and office bearers of your branch with address were sent to state office in time?				20
36	Have you ensured that the list of members and office bearers of your branch with address were sent to Head office in time?				20
37	Have you forwarded branch activities to State journal?				20
38	No of New projects initiated during your term?				30
39	Measures taken to highlight the Projects & IDA to the Public?				30
40	General Impression (for presenting and reporting) 1, State President 2, State secretary 3, Awards Committee				100 25 25 50
	Total Marks				1010
	25% of Marks obtained for overall branch activity will be added.				

APPLICATION FORM FOR THE BEST LOCAL BRANCH SECRETARY

Name of the Branch Secretary			
IDA Local Branch			
Address			
Branch Membership Strength as on October Last Year	Life M=	Annual M =	Total=
Branch Membership Strength as on November this year	Life M=	Annual M =	Total=
Increase in Membership	Life M=	Annual M =	Total=

(Use Additional Sheet wherever necessary, Certificate from concerned IDA State/HO is Mandatory)

Sl No.	Item	Please Answer	Document Proof Additional Sheet No.	Marks/Item	Max Marks
1	How many New members have joined in your Branch during this term ? (Every 1% - 3 Marks)				30
2	Percentage of branch IDA Membership renewal In your term? (Every 10% 3 marks)				30
3	No of executive committee meeting 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 published during your term?			6	30
8	Are you a IDA HOPE Member?				20
9	No of New Members Joined from your branch for IDA Hope during your term? (Every 1% 4 Marks)				20
10	Percentage of IDA HOPE Membership renewal from your branch? (Every 10% 2 Marks)				20
11	How many purchase you have done from IDA Mark this year?				20
12	No of purchase done from IDA MARK from your branch during your term?				20
13	Have registered your clinic under IDA CAN				20
14	No of Clics registered under IDA CAN from your branch				20
15	Have you registered as an RC Member for the upcoming IDA Kerala State Conference?				20
16	No of RC Member registration from your in upcoming State Conference (till November 31 st)				30

17	Have you registered as an RC Member for upcoming National Conference?				20
18	No of RC Member registered from your branch for the upcoming National Conference?				30
19	How Many State Conference you have attended for the last five years?				30
20	How many National Conference you have attended for the last five years?				30
21	Any scientific papers presentation/ publication during your term?				20
22	Have you received any IDA Awards in the past 5 years? If yes give details.				20
23	Any Major achievement or recognition during this IDA year?				20
24	Did you attend IDA Kerala State President Secretary Seminar this year?				20
25	No of IDA State event hosted during this term?			15	30
26	No of National IDA event hosted during this term?			30	30
27	Did you attend the last AGM of IDA Kerala				20
28	Did you attend the last AGM of IDA Head Office?				20
29	Have you send office election result was to Head office in time?				20
30	Have you sent the State and Head Office Share within specified time?				30
31	Have you intimated branch programmes to State Office regularly?				10
32	Have you intimated branch programmes to Head Office regularly?				10
33	Have you Sent branch activity report to State Office in time?				20
34	Have you sent branch activity report to Head Office in time?				20
35	Have you sent the list of members and office bearers of your branch with address to state office in time?				20
36	Have you sent the list of members and office bearers of your branch with address to Head office in time?				20
37	Have you forwarded branch activities to State journal?				20
38	No of New projects initiated during your term?				30
39	Measures taken to highlight the Projects & IDA to the Public?				30
40	General Impression (for presenting and reporting) 1, State President 2, State secretary 3, Awards Committee				100 25 25 50
	Total Marks				1010
	25% of Marks obtained for overall branch activity will be added.				

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 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
Grand Total				200

For Any Queries Please Contact:

DR.HUSSAIN MANIKFAN

9447044818

Awards Committee Chairman (IDA KSB 2019)