

## NOTIFICATION

### Inviting Awards Nominations for 2020

**\*\* (Refer the following details thoroughly before filling up Nominations Forms)\*\***

ISTE Gujarat Section is pleased to circulate the **Notification** for various AWARDS instituted by itself as well as ISTE New Delhi for the year 2020. Following are the Awards to be presented by ISTE-New Delhi/Gujarat Section. It may please be noted that the nominations (Standard format along with summary Report mentioning date-wise activities and one photo of each activity with ISTE logo or banner with institute logo on the back) for these Awards are to be submitted **on or before 31<sup>st</sup> December 2020**. The activities carried out **between 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020 (Nominations for the year 2020)** are to be included in the institute nomination report to be submitted by Chapters under ISTE Gujarat State Section. Other rules mentioned below are to be strictly followed by the nominating ISTE Chapter/ISTE Students' Chapter/Institute.

**(A) BEST CHAPTER AWARDS to be presented during the National Annual Conventions**

**(1) Best Student Chapter Award of the state**

**(2) Best Faculty Chapter Award of the state**

The Best Student Chapter award of the state shall be received at The *ISTE Students National Annual Convention* and

The Best Faculty Chapter award of the state shall be received at the ISTE Faculty National Annual Convention.

**(B) THE RUNNERS UP AWARDS (second place)** shall be presented during the state level students Annual Convention and faculty Annual Convention respectively.

**(C) Special awards for the chapters established during LAST FIVE years**

**Best Student Chapter and the Best Faculty Chapter** as adjudged by the scrutiny committee from amongst the chapters established during last five years shall also be honored by special awards during the respective state level Annual Conventions.

**Note: The Awards Nominations along with the chapter reports duly filed in hard copies and received by the Hon. Sec. cum Treasurer of ISTE Gujarat Section on or before 31<sup>st</sup> December 2020** will be scrutinized by the committee of not less than three members to be appointed by the chairman of the ISTE Gujarat Section. The marking pattern (weightage) as indicated in norms cum guidelines shall be adhered to, by the committee during the scrutiny process.

**(D) Best Student Award**

Each ISTE Student Chapter will identify and recommend **a name of one student** as the Best Student of the chapter during 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020 and will communicate to the *Hon. Secretary cum Treasurer* of ISTE Gujarat Section on or before 31<sup>st</sup> December thereafter. Such students will be honored during the State Level students Annual Convention.

**NOTE:**

- Awards nomination eligible of (A) after scrutiny will be forwarded to ISTE ND for further process and intimation.
- Awards (B), (C), and (D) will be presented in the ISTE Gujarat State Convention during the Convention of year 2021, the intimation to the winners shall be communicated later.
- ISTE State-level award nomination related notification for the same duration shall be issued in future prior to announcement of State Faculty and State Students' Conventions of 2021.

Sincerely yours in ISTE,

**Bhasker Vijaykumar Bhatt**  
Hon. Secretary cum Treasurer  
ISTE Gujarat Section

### ***NORMS and GUIDELINES:***

- (1) An Existing AWARD consists **of MEDALLION AND CITATION**.
- (2) Only those ISTE Chapters from Institutions already having ISTE Membership are eligible for Award.
- (3) Standard Format can be downloaded from the link of ISTE Gujarat Section. **A hard copy of the format will be sent to The Chairman/Secretary/Faculty Advisor of each ISTE Chapter /ISTE Students Chapter of the state.**
- (4) **The REPORT must consist of the Summary of Activity in the prescribed format with the supporting documents like Photograph (at-least ONE main photograph) with ISTE Banner and LOGO on the back of it and the Presence (Attendance) Report of that activity or event.** The Sanction proceeding obtained from ISTE ND/ISTE State Section is mandatory for International/national/State level activities.
- (5) The Activity to be carried out must be **TECHNICAL OR BASED ON ENGINEERING CONCEPT/TECHNICAL ASPECT OR SUPPORTING TECHNICAL/ENGINEERING EDUCATION DIRECTLY OR INDIRECTLY TO THE STUDENTS, FACULTIES OF INSTITUTES AT LARGE.** **Activity/ies other than this will not be given any importance in the marking system for ratifying the status of the Chapter amongst all those who have submitted their nominations on or before the firm deadline Date of 31<sup>st</sup> August.**  
**The activities carried out during the period of 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020 are to be reported. It is mandatory to submit the activity summary report on or before 31<sup>st</sup> August every year.**
- (6) Only those Nominations (in the standard format along with requisite supporting documents) which are **received by the ISTE Chairman/Secretary-ISTE Gujarat Section** before the deadline will be scrutinized by the Committee formed by the Chairman - ISTE Gujarat Section.
- (7) In case of **TIE** between two or more Chapters, ***the Award will be SHARED by all of them.***
- (8) The Chairman/Secretary of ISTE Chapters and Faculty Advisors of ISTE Students Chapters are requested to send the information like leaflet, invitation & related details of the Programme to be organized, well before the date of the commencement as well as summary report after completion in the **form of soft copy only,** to all the National Executive Council Members, Section Managing Committee Members, the Chairman along with Hon. Secretary cum Treasurer of ISTE Gujarat Section for their information and promotion of the same at their level to various institutes. **A Hard Copy of the Summary Report of each activity/event/programme is mandatory to be submitted to the Chairman of ISTE Gujarat Section.**
- (9) Other Terms and Conditions to be followed by an individual Chapter for Awards is:
  - **Minimum Six Local/Institutional/Chapter Level** activities are to be organized.

**The below mentioned Marking Pattern (Weightage) will be followed while endorsing the STATUS of Chapters in context with RANK:**

LEVEL OF ACTIVITY/PROGRAMME	DURATION OF ACTIVITY			DOCUMENTS TO BE ATTACHED IN SUPPORT OF ACTIVITY
	1 DAY	2 DAYS	≥ 3 DAYS	
<b>INTERNATIONAL</b>	<b>40</b>	<b>60</b>	<b>80</b>	SANCTION PROCEEDING OF ISTE ND, BROUCHER AND STATESTICAL DATA RELATED TO PARTICIPATION, PHOTOS WITH ISTE & INSTITUTE LOGO IN BANNER ON THE BACK AND <u>FINAL SUMMARY REPORT TO CHAIRMAN/SEC OF ISTE GUJARAT SECTION*</u>
<b>NATIONAL</b>	<b>20</b>	<b>30</b>	<b>40</b>	<u>SAME AS ABOVE*</u>
<b>STATE</b>	<b>10</b>	<b>15</b>	<b>20</b>	SANCTION PROCEEDING OF ISTE GUAJRAT SECTION, BROUCHER AND STATESTICAL DATA RELATED TO PARTICIPATION, <u>FINAL SUMMARY REPORT AND PHOTOS</u> WITH ISTE & INSTITUTE LOGO IN BANNER ON THE BACK TO <u>CHAIRMAN/SECRETARY OF ISTE GUJARAT SECTION</u>
<b>COLLEGE/INSTITUTE/CHAPTER</b> <b>(*MAX. 2 NOS. PER WEEK PER INSTITUTE PERMITTED)</b>	<b>4</b>	<b>5</b>	<b>6</b>	LIST OF PARTICIPANTS WITH PRESENCE REPORT AND PHOTO/S( <u>PHOTO FOR EACH DAY IS DESIRED IF ACTIVITY IS CARRIED OUT FOR MORE THAN ONE DAY</u> )

**NOTE:** For availing partial financial benefits of Rs. 10000.00 per programme per year while organizing National/State/Chapter level Activity, a Proposal is to be sent to the ISTE New Delhi **through ISTE Gujarat Section** for getting sanction and to obtain requisite proceedings for the same. ***This is mandatory in order to make use of ISTE Logo and its name as an Academic Supporter in the banner and Certificate.*** Only those activities are to be considered and included in the scrutiny process for which sanction/s is/are obtained from ISTE, ND/Gujarat as the case may be. The above partial financial assistance may be availed, if the ISTE Chapter has performed minimum number activities as specified by ISTE ND.

In Normal Case (other than above), for Chapter level activity, the intimation is required to be sent to ISTE Gujarat Section before organizing or conducting any activity under the banner of ISTE.

**APPENDIX-I**

**Nomination Form for ISTE FACULTY/STUDENT CHAPTER**

**(Separate form is to be filled up for separate Award)**

*(Please fill the details with computer typing for ease in assessment)*

<b>INFORMATION ABOUT THE INSTITUTE</b>		
Name of the Institute		
Address of the Institute		
Name of Head of the Institute		
Contact details of the Head of the Institute with mobile number and email		
Website of The Institute, if Any.		
Alternate Contact Details		
<b>INFORMATION ABOUT ISTE IN THE INSTITUTE</b>		
Institute ISTE Membership No. & Year of Registration		
ISTE Chapters at Institute (Faculty/ Student)		
ISTE Faculty Chapter No. & Year of Registration		
ISTE Student Chapter No. & Year of Registration		
Name of ISTE Chairman & Contact details <i>(For Faculty Chapter)</i>		Contact Details:- (M) Email:-
Name of ISTE Secretary & Contact details <i>(For Faculty Chapter)</i>		Contact Details:- (M) Email:-
Name of ISTE Faculty Advisor & Contact details <i>(For Student Chapter)</i>		Contact Details:- (M) Email:-

Above information supplied is authentic and true in context with the details provided therein. At any stage, if it found faulty or incorrect, we agree to cancel our nomination for the said award.

Signature  
Chairman/Faculty Advisor

Seal of the Institute

Signature  
Head of Institute with name

**APPENDIX-II**

**DETAILS OF ACTIVITIES ORGANISED DURING THE YEAR**

**01.04.2019 TO 31.03.2020**

SR. NO.	NAME OF ACTIVITY WITH TITLE	LEVEL OF ACTIVITY (LOCAL/ STATE/ NATIONAL /INTERNATIONAL)	NAME OF CONVENER/ COORDINATOR	DURATION IN DAYS	DATES	NO. OF PARTICIPANTS	DOCUMENTS ATTACHED(Only attached those documents as asked in <u>sr. No.10 of norms</u> )
		(if required, additional rows can be added)					

Note:-

1. To avoid any kind of inconvenience, you are requested to attach the documents in the sequence of activities mentioned therein above table. **Please do not prepare the custom format which is liable to result in rejection of nomination.**
2. Attach copy of documents as asked in the guidelines based on level of activity.
3. The activities carried out during the period of 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020 are to be included. It is mandatory to submit the nominations **on or before 31<sup>st</sup> December 2020** in hard copy to ISTE Chairman/Hon. Secretary-ISTE Gujarat Section on address mentioned below:
4. **Communicate for any queries and submission of hard copy of nomination with reports:**

**Prof. Bhasker V. Bhatt**

Hon. Sec. cum Treasurer-ISTE Gujarat Section,

Associate Professor, Arvindbhai Patel Institute of Environmental Design (APIED), Near Bhaikaka Library, Shastri Ground, Vallabh Vidyanagar, Anand-388120, GUJARAT.

(M): 9825835364. Email- [istegujsecretary@gmail.com](mailto:istegujsecretary@gmail.com)

Signature  
Chairman/Faculty Advisor

Seal of the Institute

Signature  
Head of Institute with name

**APPENDIX -IV**  
**Marking Sheet for Scrutiny Committee Members**  
**(To be filled by Scrutiny Committee Member/s)**

**\*\* ONLY FOR REFERENCE TO NOMINATING INSTITUTE \*\***

LEVEL OF ACTIVITY/ PROGRAMME	DURATION OF ACTIVITY			No. of Activities Conducted under each level	Marks		ATTACHMENTS DETAILS
	1 Day	2 Days	≥ 3 Days		Block A	Block B	
International	40	60	80		x	=	<input type="checkbox"/> Brochure <input type="checkbox"/> Photo <input type="checkbox"/> Summary Report
National	20	30	40		x	=	<input type="checkbox"/> Brochure <input type="checkbox"/> Photo <input type="checkbox"/> Summary Report
State	10	15	20		x	=	<input type="checkbox"/> Brochure <input type="checkbox"/> Photo <input type="checkbox"/> Summary Report
College/ Institute/ Chapter <i>(Max. 2 Nos. Per Week Per Institute Permitted)</i>	4	5	6		x	=	<input type="checkbox"/> Brochure <input type="checkbox"/> Photo <input type="checkbox"/> Presence Report  (Brochure if applicable) (This year, Presence Report is not mandatory for evaluation)
TOTAL MARKS OBTAINED							

*\*\*Details below are to be filled up by Scrutiny Member\*\**

Name of the Institute:- \_\_\_\_\_

Nomination filled for:- \_\_\_\_\_ (ISTE Faculty/Student Chapter)

Total Marks obtained:- \_\_\_\_\_

Nominated (Yes/No) :- \_\_\_\_\_

If Yes, then Nominated for:- \_\_\_\_\_

If No, then give feedback:-

\_\_\_\_\_

Name of Scrutiny Committee Member:- \_\_\_\_\_

Sign. :- \_\_\_\_\_

Date:- \_\_\_\_\_

Duly Signed by:-

**Dr. Sachin Parikh**  
ISTE Chairman-Gujarat Section

Date:-

**APPENDIX -III**

**FORMAT of Summary Sheet to be prepared &  
filled by the CHAPTER Chairman/Faculty Advisor  
(TO BE ATTACHED WITH THE FINAL SUMMARY REPORT)**

LEVEL OF ACTIVITY/ PROGRAMME	TITLE OF ACTIVITY	No. of days	Date & Day	Time	Details of Documents attached (Please put a tick 'v' mark)
International					<input type="checkbox"/> Brochure <input type="checkbox"/> Photo <input type="checkbox"/> Summary Report
International	(Additional row/s may be added)				<input type="checkbox"/> Brochure <input type="checkbox"/> Photo <input type="checkbox"/> Summary Report
State					<input type="checkbox"/> Brochure <input type="checkbox"/> Photo <input type="checkbox"/> Summary Report
State	(Additional row/s may be added)				<input type="checkbox"/> Brochure <input type="checkbox"/> Photo <input type="checkbox"/> Summary Report
College/Institute					<input type="checkbox"/> Brochure <input type="checkbox"/> Photo <input type="checkbox"/> Presence Report
College/Institute	(Additional row/s may be added)				<input type="checkbox"/> Brochure <input type="checkbox"/> Photo <input type="checkbox"/> Presence Report
ANY ADDITIONAL REMARK/S TO BE PUT BY ISTE FACULTY CHAIRMAN/ FACULTY ADVISOR OF ISTE STUDENTS CHAPTER					



\_\_\_\_\_  
Signature of the Chairman-ISTE Chapter

\_\_\_\_\_  
Signature of the Head of the Institute