



# INDIAN INDUSTRIES ASSOCIATION

## GENERAL OPERATIONAL GUIDELINES – For IIA Chapters

- ❖ IIA Organizational Structure (Office Bearers)
- ❖ Duties & Functions of Central Office Bearers
- ❖ Guidelines For The Working Of District/ Local Chapters

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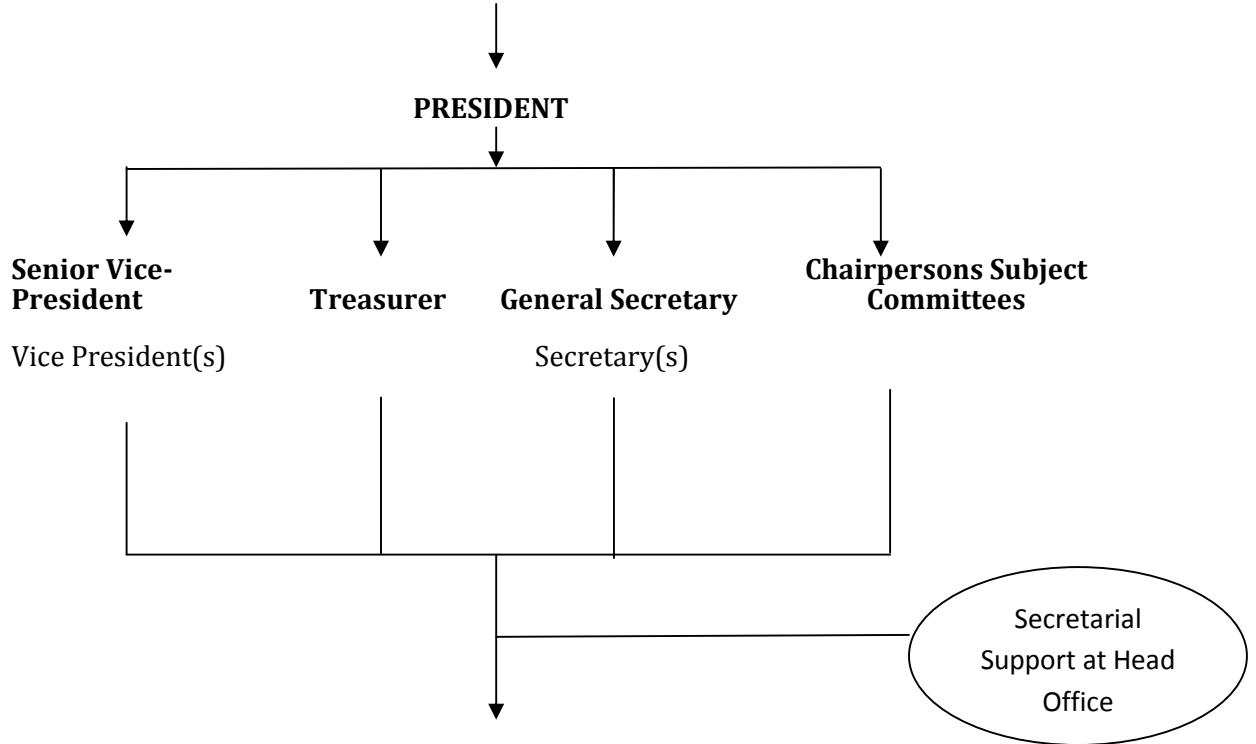
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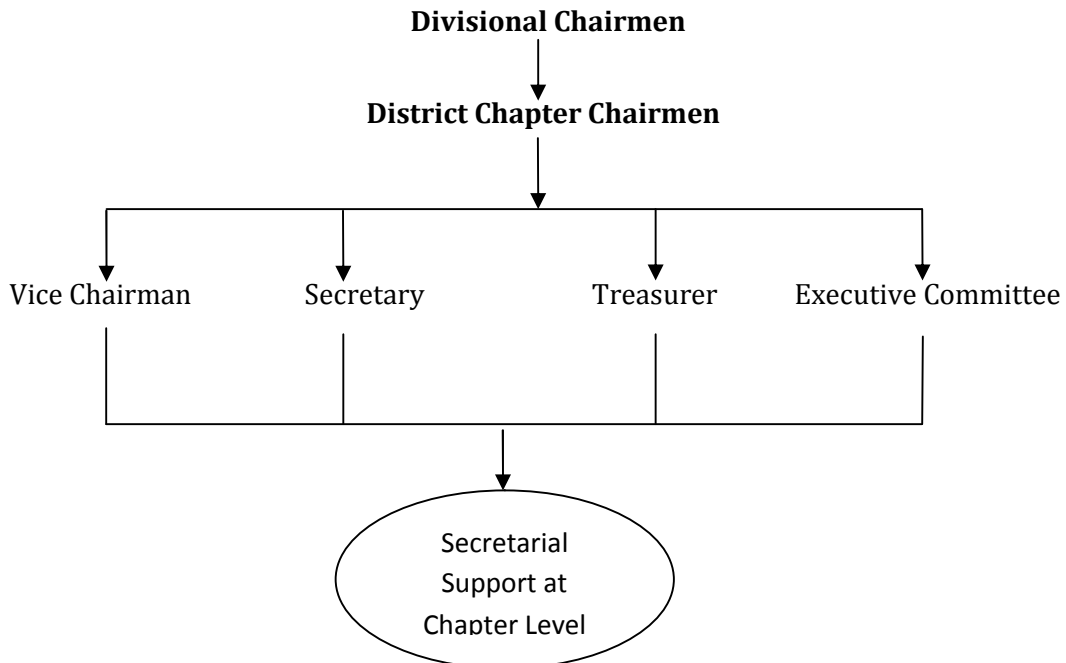
# ORGANISATIONAL STRUCTURE

## Tier-I (State/National/ International matters)

Central Executive Committee (CEC) (21 Elected Members)



## Tier-II (Divisional / District /Local area Matters)



## **[B] DUTIES AND FUNCTIONS OF CENTRAL OFFICE BEARERS**

Reproduced below as defined in rules and regulations of IIA:-

### **1. Sr. Vice President**

One Senior Vice-President may be nominated by the President whose duties and functions shall be assigned to him by the President from time to time

### **2. General Secretary**

The General Secretary shall perform such functions as may be assigned to him by the President from time to time.

### **3. Treasurer**

The Treasurer shall issue appropriate instructions to the Secretariat for the maintenance of accounts of Association in such a manner as may be desired by the CEC from time to time. The Treasurer shall also present the Annual Statement of Accounts of the Association with Auditors Report at the Annual General Meeting of the Association. The Treasurer would present a budget and have the same approved by CEC within three months prior to close of the year together with revised budget estimate to cover the normal recurring expenses, capital expenditure and special activities for the following year.

### **4. Vice Presidents**

Vice-President(s) shall be nominated by the President, whose duties and function shall be assigned to him by the President from time to time.

### **5. Secretary**

The Secretary(s) shall perform such functions as may be assigned by the President from time to time.

## **[C] GUIDELINES FOR THE WORKING OF DISTRICT/LOCAL CHAPTER**

**1-District/Local chapters** can be started at any District Headquarters or town where a minimum of 40 Industrial units are willing to become member of IIA. But for better working and economic viability, a chapter must aim to enroll at least 50 Members. Procedure for opening new IIA Chapter is attached at **Annexure-I**.

**2-Officers and Executive Committee of District/Local Chapters:-** Chairman of the local chapter will nominate the members of executive committee of the chapter as per procedure to be framed by the CEC. However, the Chairman of the chapter shall be nominated by the President.

The Chairman of the District shall nominate one Secretary, one or more Vice-Chairman, one Treasurer and any other officer as required from time to time. They shall perform such duties and function as assigned to them by the Chairman of the District.

The Executive Committee thus constituted shall function from 1<sup>st</sup> July to 30<sup>th</sup> June every year.

### **3-Code of Conduct for IIA Members and Office Bearers:**

Code of conduct for IIA Members and office bearers as decided by IIA CEC are attached at **Annexure- II**

**4- Dues and Accounts:-** Every members shall have to pay the admission fee and annual subscription as decided from time to time by the CEC of IIA.

### **IIA Membership**

At present more than 6400 members through 42 chapters in U.P, Uttarakhand and Delhi. IIA members

are from the following sectors of industry:-

- ✓ Agriculture implements and machinery
- ✓ Agro & Food processing
- ✓ Agro Chemicals and Fertilizers
- ✓ Automobiles and Auto parts
- ✓ Bicycle and Rickshaw & Components
- ✓ Building & Construction material
- ✓ Cement & Cement Products
- ✓ Chemical & Petroleum
- ✓ Cosmetics & Perfumes
- ✓ Electrical & Electronics
- ✓ Engineering Components & Supplies
- ✓ Footwear & Leather
- ✓ Furniture & Furnishing
- ✓ Gems & Jewellery
- ✓ Glass and ceramics
- ✓ Handicrafts & gifts
- ✓ Household items
- ✓ IT & Telecomm
- ✓ Machinery & Equipments
- ✓ Metals, Musical Instruments
- ✓ Packaging, Paints & Varnishes
- ✓ Paper, Printing & publishing
- ✓ Pharmaceuticals
- ✓ Plastic & Rubber
- ✓ Scientific Instruments
- ✓ Soap & Detergents
- ✓ Sports Goods
- ✓ Textile & Garments
- ✓ Wood & Wood products
- ✓ Miscellaneous and others

**Membership Fees:**

**1) FOR MSMEs**

- a) Any company/firm engaged in manufacturing and processing and assembling activities and other industrial activities and commodities or any such products used by the common man/industries in India or in any other country.
- b) Any company/firm/individual engaged in imparting services like consultancy and other professional services.

The fee structure for above (a) & (b) points inclusive of Service Tax is given below:  
{Revised during 223<sup>rd</sup> CEC Meeting held on 21<sup>st</sup> August, 2015}

<b>Admission Fee</b>	<b>Annual Subscription</b>	<b>Turnover</b>
Rs. 600	Rs. 3,000	Upto Rs. 1 Crore
Rs. 600	Rs. 5,500	Rs. 1 Crore - 3 Crore
Rs. 600	Rs. 8,500	Above Rs. 3 Crore

## **2) Other than MSMEs**

- c) All individuals or organizations or association engaged in promotion of industrial activities or services either in private or public sector:

The fee structure inclusive of Service Tax will be:-

Admission fees- Rs. 2000/-

Annual Subscription- Rs. 20,000/-

The Admission fee, Membership fee inclusive of the Service Tax amount and all other receipts of the chapter is to be deposited by each IIA Chapter in respective BOB "Indian Industries Association (Chapter's Name)" Bank Account, for eg. Indian Industries Association Lucknow Chapter. These Bank accounts are to be opened by IIA Head Office and Account Numbers will be provided to the Chapter.

On specific authorization and letter to Bank Manager from President IIA, every Chapter shall have to open an Expenditure Bank Account in nearest Bank of Baroda Branch, which will be jointly operated by the Treasurer and the Chairman/or Secretary of the Chapter, under intimation to the Head Office of IIA within 15 days of opening of the account giving the A/c number. Authorization of the President IIA will be for one year 1<sup>st</sup> July to 30<sup>th</sup> June. A fresh authorization has to be obtained by each IIA Chapter for operating the Expenditure Bank Account in the Chapter as soon as Chapter Chairman is nominated by the President IIA and the Secretary / Treasurer in the Chapter is changed. If at any stage, the President of the Association comes to the conclusion that the manner of operation of the bank account is prejudicial to the interest of the Association, the President will be entitled to get the bank account of the district chapter freezed. In such an event, the amount deposited in such bank account, shall be transferred to the central fund. In any case no amount is to be deposited in the Chapter Expenditure Bank Account and there shall be no other bank account operative at the Chapter level.

**5- Contribution to IIA Head Office:-**Out of the Membership fee and other receipts of the chapter deposited in respective BOB "Indian Industries Association (Chapter Name)" Bank Account, IIA Head Office will retain Rs 1100/-per member + Service tax on the admission & annual membership fee or any other tax liability on the miscellaneous receipts and transfer the remaining amount in to the respective BOB "IIA Expenditure account" of the Chapter based on the statement of membership fee and miscellaneous receipts submitted by the Chapter to IIA Head Office. In case of a new Chapter where membership strength is less than 40 and Chapter is headed by the Convener, the membership fee and other miscellaneous receipts will be deposited in the respective Chapter BOB Bank Accounts / IIA Head Office Accounts. Any expenditure in such Chapters will be reimbursed by the Head Office on actual to the Chapter.

**The counting of Membership fee and other receipts will be from 1<sup>st</sup> April to 31<sup>st</sup> March. {As decided during 222<sup>nd</sup> CEC Meeting held on 27<sup>th</sup> June, 2015}**

**6- IIA Financial year and Auditing of Chapter Accounts:** -IIA Financial year is from 1 April to 31 March. The accounts of IIA Chapter are required to be audited by a qualified CA by 30th April and a copy of the audit report is required to be submitted to IIA Head Office latest by 31st May.

**7- Activities of the District/Local Chapter** (as amended in 223<sup>rd</sup> CEC Meeting held at Agra)

**Monthly, General Body Meeting:** Every Chapter shall hold monthly meeting of general body member on a pre fixed day, time and place every month. The schedule for the whole year July to June end should be drawn and communicated to IIA Head Office.

The agenda of the monthly meetings must broadly include of the following activities:-

1. Self introduction of the members (at least for first months).
2. Proper welcome of Chief Guest/Speaker.
3. Information received from CEC/IIA Head Office
4. Information sent to CEC / IIA Head Office.
5. Information on activities of the Chapter during past one month.
6. Correspondence/details of interaction with Divisional Chairman incharge

It is suggested that General Body Meetings may be organized preferably on the following topics/lines:-

- i) IIA Services to Members such as
  - (a) Online services on IIA website.
    - B-2-B Services through IIA Directory.
    - Post you query and get answers from exporters.
    - Post your problems and track progress.
    - Post vacancies and locate suitable candidates.
    - Own your website for Rs. 500 per year/Rs. 3000 for 10 years.
    - Avail Special Offers.
    - Notifications & Circulars.
    - And many more
  - (b) Individual Member Problem Solving. It is advisable to call a department head or a senior officer or a person who is connected or concerned with some aspect of Industrial growth activities e.g. Labour, Electricity, Industrial Department, Commercial Tax, Bank, SFC, Income Tax, Provident Fund, E.S.I., District Administration, Policy, etc. to the meeting as Chief Guest to address the members and to discuss their day to day problems.
  - (c) Support for business development through participation in Exhibitions within/outside India. Visit to International Trade Fairs.
  - (d) Business information sharing through IIA News Magazine, E-mails, SMS, Meetings etc.
- ii) Awareness programme inviting experts/departmental heads.
- iii) Discussions forums on important current topics and to get the feedback from members.
- iv) Meetings with IIA Central Office Bearers and Divisional Chairmen.
- v) Family get to gether once a year on special occasion properly managed.

The above list is only suggestive. The topics could be chosen as per needs but should be focused on business development.

These meetings should preferably be held in the evening and can be followed by tea or dinner if budget permits. Telephone/SMS/e-Mails requests in addition to the notice for attending the meeting gives better results. Such efforts will induce a better understanding amongst the members & strengthen their faith and confidence in the Association and help in membership growth of the Chapter. A brief report of every meeting be sent to the IIA Head Office preferably online (as stated at 18 below) and to the Divisional Chairman soon after the meeting along with a copy of the meeting notice and agenda or memorandum if any.

**a) Meeting of Executive Committee :-** Meeting of Executive Committee (EC) should be held every month preferably in the week following General Body meeting in which past activities of the Chapter and of the EC can be reviewed and programme for the next meeting and other activities be drawn up.

**b) Minutes of the Meetings & Other Records :-** Proper minutes of the General Body and the Executive Committee meeting be maintained in a separate file or register or in digital form and should be available for inspection by the Divisional Chairman/Secretary IIA H.O / Vice President IIA H.O / General Secretary/ Sr. Vice President /President of IIA during their visit to the Chapter any time throughout the year. Besides a proper record of membership should be maintained **on IIA website and updated from time to time with the help of IIA head Office.** If the directory is maintained properly, respective Chapters will be able to track the dues/ subscription/and arrears of the members online. Files in paper form / digital form be maintained of all the correspondence received made by the Chapter with outsiders, between the Chapter and the members and between the Chapter and IIA Head Office / CEC.

The member's data on IIA website should be checked at least once in a month for updation /correction.

**c) Developmental activities:-** District Chapters will organize developmental activities such as Workshops, Seminars, Symposiums, Exhibitions, Buyer Seller meets and any other activity which is directly related to industry. Chapters will not indulge in any other activity which is not related to industry unless approved by Central Executive Committee.

**8- Important :-** For participating in IIA CEC Election Process, the eligible members shall be those whose chapter contribution has been received by IIA Central Office upto 31<sup>st</sup> March of the respective year from the respective chapter verified by respective Chapter Chairperson. Any member who has not paid his subscription in full upto 31<sup>st</sup> March shall not be entitled to vote.

**9- Day to Day Problems of Members:-** Chapters should invite problems from members and try to solve them by taking up with the concerned department either in writing or through delegation of members, or by referring them to District Udyog Bandhu industry problem redressal forum as the need may be. In case a problem is not solved at District forum, it may be forwarded to Mandaliya Commissionary Udyog Bandhu forum through Divisional Chairman IIA. Problems / issues related to the Central or State Government / departments should be forwarded to IIA Head Office. ***No direct communication at State or Central Government / department level will be made by the Chapter / Divisional Chairmen.***

**An Online System for member's issues and problems solving have been developed at IIA as per the details given below:**

IIA members can submit issues/problems faced by them by furnishing the details in the web-portal specially created for this purpose. Issues/problems so received will be attended by IIA at District/Division/State/National levels (as the case may be) for solution. Members will be able to view the progress/status online anytime anywhere and provide feedback/current

status/additional information if any related to issue/problem submitted.

IIA Chapters are the first contact point for this system, hence is a very important link. Respective Chapter Offices are required to be well versed with the system.

**The Operational Guidelines for using Online Web Portal for resolving IIA members Issues/Problems are as under:-**

The system is accessible at <http://www.iaaonline.in/issuelogin.php> which is a four level process viz:-

**Level-1:-** IIA Members have been provided with the utility to register themselves online. IIA members by using their member ID will be able to register in the portal and create their own password for using this facility. IIA members will then be able to post their issues/problems online and upload related documents. As soon as IIA members post their issues/problems online, an e-mail and SMS (on the e-mail ID and mobile no. provided by the member in the registration form) acknowledging the receipt of I/P will be sent automatically from the respective IIA Chapter Chairpersons/Conveners.

Respective IIA Chapters will also receive an e-mail and SMS (on official e-mail ID provided by IIA HO and permanent mob no. of the chapter) informing them that a new I/P have been posted in the online web portal. I/P posted by IIA members will then be scrutinized by the respective chapters for acceptance and further necessary action. (Note: It may be possible that IIA member(s) are not able to upload their issues / problems online. In such cases, IIA Chapters are required to either help them or upload the problem / issue from the Chapter itself.)

**Level-2:-** IIA Chapters by using their respective official e-mail ID and password (as has already been provided by IIA HO) will log in to the online web portal and scrutinize the I/P to accept for further action or return back to the member for more information required if any. As soon as the Chapter accepts the I/P, the member will receive an e-mail and SMS of acceptance of the I/P for further action at chapter level which IIA member can view on their online interface.

Respective IIA Chapter will then take up the I/P of IIA members with the department concerned for resolving them if the I/P is concerned with the District level administration only. No IIA Chapters will have direct communication with the Division level Administration of the State Govt/Central Govt. IIA Chapters will upload the progress summary alongwith the details of efforts made by them at the district level for resolving members I/P in the online web portal. Respective IIA Chapters will receive an e-mail after each 15 days from the last action taken on respective I/P reminding IIA Chapters about the action required. This will continue till the status of the I/P changes to solved/dropped/rejected. If the I/P is not resolved at district level, the Chapters will refer the I/P to the level 3 i.e. Division level.

**Level-3:-** Respective IIA Divisional Chairmen will receive an e-mail and SMS (on official e-mail ID provided by IIA HO and mob no. of Divisional Chairman) informing them about the I/P referred by IIA Chapter of their division for further action at division level. IIA Divisional Chairmen then take up the I/P referred by IIA Chapters falling in their divisions with the division level administration of the Govt. No IIA Divisional Chairman will have direct communication with the State Govt/Central Govt. Secretarial support to the Divisional Chairmen will be provided by the Chapter to which Divisional Chairman belongs. IIA Divisional Chairmen with the support of chapter office concerned will upload the progress summary alongwith the details of efforts made by them at the division level for resolving members I/P referred by respective Chapters of their divisions. Respective IIA Divisions will receive an e-mail after each 15 days from the last action taken on respective I/P reminding about the action required. This will continue till the status of the I/P changes to solved/dropped/rejected. If the I/P is not resolved at division level, the Divisional Chairmen will refer the I/P to the level 4 i.e. IIA HO.



**Level-4:-** IIA HO will receive an e-mail and SMS about the I/P referred by IIA Divisional Chairman for further action at State/Central Govt Level. IIA HO will then take up the I/P referred by IIA Divisional Chairmen with the concerned State/Central Govt Departments for resolving the I/P. IIA HO will upload the details of the actions taken alongwith the progress summary of each I/P on IIA website which can be viewed by all the stake holders i.e. Divisional Chairman, Chapter Chairman and member concerned. IIA HO will receive an e-mail after each 15 days from the last action taken on respective I/P reminding about the action required. This will continue till the status of the I/P changes to solved/dropped/rejected.

<b>Status of Issues/Problems:-</b>	<b>Level of Issues/Problems:-</b>
1.Active	Level-1 IIA Members
2.Solved	Level-2 IIA Chapters
3.Rejected	Level-3 IIA Divisions
	Level-4 IIA HO

In case of any difficulty in using this online system, help is available from IIA head office at: [eac@iiaonline.in](mailto:eac@iiaonline.in) /8601855546

**10- Meeting of CEC:-** Meeting of Central Executive Committee (CEC) must be attended by the Chairman of the Chapter, who is also an ex-officio member of the CEC. Only under unavoidable circumstances, should he seek a leave of absence from the CEC in that case it is desirable that the Vice Chairperson / Secretary of the Chapter attends the CEC .

**11- Divisional Chairman:** -One Divisional Chairman is nominated for a group of Chapters. Chapter Chairman must feel free to contact Divisional Chairman of his/her area for any problem/suggestion/assistance regarding working of the Chapter or for solving problem with Government Departments in his town and at Divisional Level. Chapter Chairman should also invite Divisional Chairman in important meetings, of Chapter. However, every Divisional Chairman is required to visit the Chapter atleast once during the first quarter of the year i.e. July-Sept. and as and when he feels necessary for furthering the interest of the Association and the Chapter.

Divisional Chairman may use chapter office whenever he needs such help for preparing cases of the IIA members.

Divisional Chairman will attend all Mandaliya Udyog Bandhu forum Meetings and problems of IIA members not solved at this forum will be forwarded to IIA Head Office through respective Chapters.

Divisional Chairman will maintain liaison with all Divisional Level Officers of the Govt.

**12- Response to IIA Head Office:-** IIA Chapter is required to respond to the requests sent by the IIA Head Office for views on policy issues and Studies/Surveys conducted from time to time.

**13- Specialization in Various Subjects:-** Specialisation in various subjects should be encouraged. Members can be identified who can give advice to other members on the subjects like Commercial Tax, Labour, Banking etc. Such pooling of resources and ideas will help the members and also increase their interest in the Association. Professionals in various field can also be enrolled as members and their help and views sought in the matter of solving individual problems as well as in making suggestions on policy issues for consideration by the IIA Head Office.

**15- Office Staff:-** Appointment of Office Staff is a must for successful IIA Chapters. It is seen that those chapters who have the services of part time or full time staff member, have generally done

well, as the availability of staff member helps in improving communication between Chapter and its members as also between the Chapter and the Head Office.

**16- Chapter Office:** IIA Chapter must have a permanent Chapter Office of its own or in rented premises.

**17- Directory of Industries:-** Directory of Industries in your District/Town should be prepared listing units working in your area, with details of their item of production and other relevant information. This list should contain the names of members as well as non-member units in your area. For preparing the directory, members data available on IIA website should be used.

**18- Online System for chapter activities:** IIA Chapters must submit their chapter monthly / other reports through an online portal created for this purpose at [www.ijaonline.in/admin/login.php](http://www.ijaonline.in/admin/login.php). For doing so, respective Chapters are required to log in using the USER ID & PASSWORD which has been communicated to the Chapters. However if the LOG IN details are lost / not traceable at the Chapter level, these can be provided by IIA Head Office through phone/e-mail at 8601855543 OR [mkb@ijaonline.in](mailto:mkb@ijaonline.in).

This online system provides following facilities to the Chapter:

1. Addition of New Members and corrections of member's data in the Chapter.
2. Generate invoice & receipts for the payments received in the chapter for Membership fee and other receipts.
3. Upload Chapter activities / Chapter news / Monthly report/Press Cuttings & photographs etc
4. Upload the District/Divisional Meetings, Meetings with Udyog Bandhu etc.

**19- IIA Chapter Ratings:** IIA is getting itself accredited with National Accreditation Board for Education & Training (NABET) which is a constituent Board of Quality Council of India. This accreditation will be applicable to IIA Head Office as well as all IIA Chapters. Therefore it will become mandatory for all IIA Chapters to follow and comply with all the criterias prescribed in the "Accreditation Evaluation Sheet" enclosed at **Annexure-III**.

To start the process of evaluation of the chapters all IIA Chapters will be rated internally on regular basis. For doing so, a preliminary Performance & Evaluation proforma has been introduced as enclosed at **Annexure-IV**. This proforma will be aligned to IIA Accreditation Evaluation Sheet in times to come. However to start the process, IIA Vice Presidents and IIA secretaries at Central Office has been assigned the task to carry out the audit of the chapters as per performance and evaluation proforma periodically. This year, the rating will be done as on 1<sup>st</sup> July, 2015, 1<sup>st</sup> November, 2015, 1<sup>st</sup> March, 2016 and 30<sup>th</sup> June, 2016.

#### **Annexure-I**

वकीवकीव, - पश्वि किजहक द्जुस दस फ्य, फन'क फुनक

1. नया आई.आई.ए. चैप्टर सामान्यतः जिला स्तर पर प्रारम्भ किया जा सकता है तथा उन्ही जिलों में प्रारम्भ किया जा सकता है जहाँ पूर्व में आई.आई.ए. चैप्टर स्थित नहीं है।
2. नये चैप्टर को प्रारम्भ करने के इच्छुक उद्यमी को आई0आई0ए0 का सदस्य बनना अनिवार्य है जिसके लिए सदस्यता फार्म आई.आई.ए. बैवसाइट [http://www.ijaonline.in/doc\\_files/IIA\\_Membership\\_Form.pdf](http://www.ijaonline.in/doc_files/IIA_Membership_Form.pdf) पर उपलब्ध

है। सदस्यता फार्म प्रवेश शुल्क एवं सदस्यता शुल्क सहित आई0आई0ए0 केन्द्रीय कार्यालय, लखनऊ में जमा कराना आवश्यक है।

3. सदस्यता स्वीकृति होने पर सम्बन्धित उद्यमी को प्रारम्भ में अध्यक्ष द्वारा आई0आई0ए0 ----- चैप्टर का कनविनर (Convener) नियुक्त किया जाएगा जिसकी सूचना जिलाधिकारी, महाप्रबन्धक जिला उद्योग केन्द्र को इस आषय से भेजी जाएगी कि वे आपको उद्योगों से सम्बन्धित सभी बैठकों में आमंत्रित करें।
4. आई0आई0ए0 के ----- चैप्टर के कनविनर (Convener) की नियुक्ति के उपरान्त, कनविनर को आई0आई0ए0 से सम्बन्धित सम्पूर्ण लिट्रेचर, 40 सदस्यता फार्म तथा आवेदन पत्र भेजे जाएंगे तथा आई0आई0ए0 की केन्द्रीय कार्यकारिणी की बैठकों में भी आमंत्रित किया जाएगा
5. आई0आई0ए0 के ----- चैप्टर के कनविनर के रूप में जब कम से कम 40 सदस्य बना लेंगे तथा नये सदस्यों से प्राप्त प्रवेश शुल्क एवं सदस्यता शुल्क आई0आई0ए0 केन्द्रीय कार्यालय को प्राप्त हो जाएगा तब आई0आई0ए0 के----- चैप्टर का विधिवत उद्घाटन किया जाएगा तथा चैप्टर के चेयरमैन की नियुक्ति आई0आई0ए0 अध्यक्ष द्वारा की जाएगी। सामान्यतः चैप्टर के कनविनर को ही आई0आई0ए0 अध्यक्ष द्वारा चैप्टर का प्रथम (Founder) चेयरमैन नियुक्त किया जाता है। जिसके लिए आवश्यक दिशा निर्देश आई. आई. ए. केन्द्रिय कार्यालय द्वारा प्रेषित किए जाएंगे।
6. आई0आई0ए0 के ----- चैप्टर का विधिवत उद्घाटन होने के उपरान्त चैप्टर की गतिविधियाँ चलाने हेतु सदस्यता शुल्क का अधिकतम भाग चैप्टर में ही रखा जाएगा और आई0आई0ए0 केन्द्रीय कार्यालय को केवल रू0 1100/- प्रति सदस्य प्रति वर्ष देय होगा। जिसके लिए आवश्यक दिशा निर्देश आई0आई0ए0 केन्द्रिय कार्यालय द्वारा प्रेषित किये जाएंगे।
7. आई0आई0ए0 के ----- चैप्टर का विधिवत उद्घाटन होने के उपरान्त एवं चैप्टर के चेयरमैन की नियुक्ति होने पर, चेयरमैन चैप्टर कार्यकारिणी की नियुक्ति करेंगे जिसमें आवश्यक रूप से एक सचिव तथा एक कोषाध्यक्ष की नियुक्ति की जाएगी। अध्यक्ष आई0आई0ए0 के अथारिटी लेटर के आधार पर चैप्टर के चेयरमैन द्वारा आई0आई0ए0 ----- के नाम से एक बैंक खाता खुलवाया जाएगा जिसका संचालन कम से कम दो पदाधिकारियों द्वारा किया जाएगा।
8. जिलास्तर पर सदस्यों की समस्याओं का निराकरण चैप्टर के पदाधिकारियों द्वारा अथवा चैप्टर कार्यालय में नियुक्ति कर्मचारियों द्वारा किया जाएगा।
9. मण्डल स्तर पर सदस्यों की समस्याओं के समाधान हेतु समस्याएं चेयरमैन द्वारा मण्डलीय अध्यक्ष को प्रेषित की जाएगी तथा वे इनका समाधान मण्डल स्तर पर करवाने का प्रयास करेंगे।
10. मण्डल स्तर पर जिन समस्याओं का समाधान नहीं हो पाता है वे आई0आई0ए0 केन्द्रीय कार्यालय को प्रदेश स्तर पर हल करने के लिए भेजी जाती है।
11. सदस्यों को समस्याओं के अतिरिक्त आई0आई0ए0 सदस्यों के विकास एवं जानकारी हेतु भी अनेक कार्यक्रम आयोजित करता है। कार्यक्रम चैप्टर स्तर पर एवं केन्द्रीय कार्यालय में आयोजित किये जाते हैं।

## **Annexure-II**

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v& vkbDvkbD, 0 | nL; ka ds fy, dkM vknQ dUMDV

- अपने उत्पाद एवं सेवाओं की गुणवत्ता को निरन्तर बढ़ाने का प्रयास करेंगे।
- दूसरे आई0आई0ए0 सदस्यों की सहायता के लिए सदैव तत्पर रहेंगे।

- अपनी समस्याओं के समाधान के लिए सर्वप्रथम सम्बन्धित चैप्टर को ही सम्पर्क करेंगे न की केन्द्रीय कार्यालय को।
- आई0आई0ए0 पदाधिकारियों एवं आई0आई0ए0 सदस्यों का उचित मान सम्मान करेंगे।
- आई0आई0ए0 द्वारा आयोजित कार्यक्रमों में समय का विशेष ध्यान रखेंगे।
- आई0आई0ए0 के उत्थान के लिए सदैव तत्पर रहें एवं आई0आई0ए0 में लगाया गया समय अपने उद्योगों में लगाया गया समय ही समझेगें।

### c& vkbDvkbD, 0 i nkf/kdkfj; ka ds fy, dkM vkbD dUMDV

- आई.आई.ए. संस्था के धन का सदुपयोग करेंगे और इसका व्यक्तिगत उपयोग नहीं करेंगे। यदि पदाधिकारी आई.आई.ए. के कार्य से लखनऊ या कहीं और जाएंगे तो अपना खर्चा स्वयं वहन करेंगे अर्थात् जिला स्तरीय पदाधिकारी जिले से तथा प्रदेश स्तरीय पदाधिकारी प्रदेश से खर्चा नहीं लेंगे। इस बात को मीटिंग आदि में सदस्यों को समय-समय पर बताते भी रहेंगे जिससे अच्छी परम्परा का विकास हो तथा आई0आई0ए0 के सदस्य अपनी संस्था पर अधिक विष्वास रख सकें।
- आई.आई.ए. जिला पदाधिकारी जब केन्द्रीय कार्यकारिणी की मीटिंग या अन्य इस प्रकार की मीटिंग में आते हैं तो होटल की व्यवस्था केन्द्रीय कार्यालय द्वारा की जाती है। अन्य किन्हीं कारणों से आने पर हैड ऑफिस की ओर से किसी भी प्रकार की होटल आदि की व्यवस्था की अपेक्षा पदाधिकारी नहीं करेंगे।
- आई0आई0ए0 सदस्यों को सम्मान देंगे।
- आई0आई0ए0 की मीटिंगों में ड्रिंक्स इत्यादि के लिए एसोसिएशन का धन उपयोग नहीं करेंगे केवल आवश्यक खर्चे ही एसोसिएशन के मद से करेंगे।
- कोई भी पद सम्भालने से पहले यह सुनिश्चित कर लेंगे कि इस पद से सम्बन्धित एसोसिएशन के कार्यों के लिए आवश्यक समय दे सकेंगे।
- आई0आई0ए0 सदस्यों, सम्बन्धित दूसरे पदाधिकारियों के साथ विभिन्न माध्यमों से यथा ई-मेल/टेलीफोन द्वारा संवाद बनाये रखेंगे जिससे एकजुटता एवं सदभाव बना रहे।
- पूर्व एवं वरिष्ठ पदाधिकारियों का उचित मान-सम्मान करेंगे।
- अपने पद से सम्बन्धित गतिविधियों, कार्यक्रमों इत्यादि को चिन्हित करेंगे तथा उनका पूरी तरह से उत्तरदायित्व सम्भालेंगे।
- आई0आई0ए0 में किये जा रहे खर्चों एवं बैलेंस –सीट की जानकारी आम सदस्यों को प्रदान करेंगे।
- यदि चैप्टर मीटिंग में प्रदेश स्तरीय पदाधिकारी/पदाधिकारीगण आते हैं तो उन्हें पद की सीनियरिटी के अनुसार डायस पर स्थान दिया जायेगा। ;g Hkh /; ku j [kk tk; s fd orëku i nkf/kdkjhx. kka dh mi \$kk Hkh u gkA
- केन्द्रीय कार्यालय के पदाधिकारी समय-समय पर चैप्टर कार्यालयों का भ्रमण करेंगे।
- नये पदाधिकारियों का पुराने पदाधिकारी मार्गदर्शन एवं साथ देते रहेंगे।
- संचार हेतु ई-मेल का अधिक से अधिक उपयोग करेंगे।
- प्रदेश, राष्ट्रीय एवं अंतर्राष्ट्रीय स्तर के किसी भी कार्यालय से पत्र व्यवहार आई.आई.ए. के केन्द्रीय कार्यालय के माध्यम से ही किया जायेगा।
- डिवीजनल चेयरमैन, जिला स्तरीय चैप्टर कार्यालय का सैक्रेट्रिएट के रूप में i =kpkj bR; kfn ds fy, प्रयोग कर सकते हैं। p\$Vj ds depkfj; ka dks ; fn vkfQI I s ckgj vkbDvkbD, 0 fMhrtu ds

dk; l ds fy, Hkstus dh vko'; drk gks rks pSVj ps jesu ds l kFk ckrphr dj , d k djuk  
mfpr gksxkA

- pSVj , o dlnh; dk; dlfj.kh l febr ds l nL; vkbDvkbD, 0 dh l Hkh cBdks ea Hkkx  
vo'; yxA fdUgh fo'ksh i fjLFkfr; ka ea ; fn , d k u dj i k; s rks vi uk i frfuf/k Hkstuk  
vo'; l fuf'pr djxs

**Accrditation Evaluation Sheet - NABET, QCI**

*Accreditation Standard, Requirement and Process  
For Business Membership Organizations*



**ANNEXURE  
2**

**APPLICATION FORM**

Application for Accreditation

Name of the Applicant BMO



National Accreditation Board for Education and Training (NABET)  
Quality Council of India

ITPI Building, 6th Floor, 4 - A, Ring Road, I P Estate, New Delhi - 110002  
Tel: +91 11 233 23 416 / 417 / 418 / 419 / 420 Fax: +91 11 233 23 415





**SECTION A: PROFILE**

1. Name of BMO

I	N	D	I	A	N	I	N	D	U	S	T	R	I	E	S				
A	S	S	O	C	I	A	T	I	O	N									

2. Address

I	I	A	B	H	A	W	A	N	V	I	B	H	U	T	I				
K	H	A	N	D	G	O	M	T	I	N	A	G	A	R					
L	G	C	K	N	O	W	-	2	2	E	O	I	O						

3. Phone/Fax /email

Phone 1	0	5	2	2	2	7	2	0	0	9	0									
Phone 2																				
Fax	0	5	2	2	2	7	2	0	0	9	7									
E-Mail	i	i	a	@	i	i	a	o	n	l	i	n	e	.	i	n				
Website	w	w	w	.	i	i	a	o	n	l	i	n	e	.	i	n				

4. Legal Status:

What is the legal status of BMO incorporation (Please specify, if others)	Society	Trust	Section 25	Others
Year of incorporation	1992			
Does the BMOs have By Laws	No		Yes	✓
Is the By Laws easily accessible to all the members (given to all the members/ available on websites)	No		Yes	✓

5. Details of Board Members

S.N	Name	Designation	Contact No.
1	Sh Parmod Miglani	President - IIA	9897780030
2	Sh. Manish Goel	Sr Vice President	9415021021
3	Sh. Neeharj Singhal	General secretary	9810134849
4	Sh. Satish Gupta	Treasurer	9839109700

6. Chief Executive Officer (Head of Secretariat) Contact Details

Name	D	.	S	.	V	E	R	M	A											
Designation	E	X	E	C	U	T	I	V	E	D	I	R	E	C	T	O	R			



Phone	8	6	0	1	8	5	5	5	4	4							
Email id	e	a	@	i	i	a	o	n	l	i	n	e	.	i	n		

7. Membership Details:

Total number of active member enterprises				
Breakup details of member enterprises (absolute number/percentage, if available)	Micro 85%	Small 12%	Medium 3%	Large -
Total number of institutional members (if any) N/A				
Members are from	Cluster	District	More than 1 District	All over 1 state
Members are from more than 1 state	2 state	<5 state	<10 state	>10

**SECTION B: GOVERNANCE**

Please mark your response by crossing the applicable box and by providing information for few open questions. Most

1	Mission				
	Does the chamber have a Mission Statement	No		Yes	✓
	If yes, Does it clearly state what the BMO wants to achieve	No		Yes	✓
	Frequency at which it is reviewed by the Board/other governing body	< 6 month	12 month ✓	> 24 month	Never

2	System	Do By Laws (Or operational guideline) mention the Following:			
	Election Process for selecting Members of Management Committee (MC) and its term limits	No		Yes	✓
	Quorums required (meetings: board, executive committee, committees, etc.)	No		Yes	✓
	Procedure of Inducting/Removing members of MC	No		Yes	✓
	Responsibility & Authority of Management Committee	No		Yes	✓
	Appointment, procedures, responsibilities of special committees/task forces/councils	No		Yes	✓
	Procedure for amendments in By Laws	No		Yes	✓
	Dissolution clause	No		Yes	✓





Accreditation Standard, Requirement and Process  
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3	Organization Management & Structure				
	Has the election taken place regularly since last two terms as per term/duration defined in Bylaws	No		Yes	✓
	Are all posts filled as per provisions in By Laws	No		Yes	✓
	Are AGMs conducted on a regular basis as mandated in By Laws	No		Yes	✓
	Does the BMO have a formalized chart that shows the organization's governance structure	No		Yes	✓
	Are there detailed job descriptions (other than bylaws) outlining responsibility and authority of the elected officers and directors	No		Yes	✓
	Are there orientation programs for staff	No		Yes	✓
	Are there orientation programs for office bearers			Yes	✓
	Is there a procedure for the board to review member complaints	No		Yes	✓
	Is there a HR policy	No		Yes	✓
4	Leadership (Board/Management Committee/ Special Committee)				
	Do board/management committee meetings takes place regularly at a frequency mentioned in the By Laws	No		Yes	✓
	How often does the management committee /Board meet			Generally every month	
	Are minutes carefully recorded and distributed to officers and board members on a timely basis	No		Yes	✓
	Are Committees/task force formed to work on specific issues	No		Yes	✓
	Whether the role of committees are clearly defined	No		Yes	✓
	Are minutes of these sub committees documented	No		Yes	✓
	Are Minutes distributed to all the members	No		Yes	✓



*Accreditation Standard, Requirement and Process  
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	Does the BMO organize professional development of its staff?	No		Yes	✓
	Does BMO provide any social security benefits (e.g. medical insurance etc) to the staff	No		Yes	✓
	Educational Qualifications of full time staffs	Name		Qualification	

8	<b>Office Infrastructure</b>				
	Does BMO has an independent premises	Rented		Owned	✓
	Does the BMO has appropriate ICT infrastructure (Telephone, internet etc) in place	No		Yes	✓
	Number of laptop/computers	Computers	20	Laptops	5
	Number of Photostat Machine		10		
	Please provide details of available infrastructure such as meeting rooms / conference halls etc	Meeting Room	12		

9	<b>Financial management</b>				
	Does BMO prepares annual budget and financial plan	No		Yes	✓
	Does the BMO detail out the costs and revenues for major planned activities in the budget	No		Yes	✓
	Is there a dedicated staff accountable for managing accounts ( accountant)	No		Yes	✓
	Is BMO's accounting system maintained electronically	No		Yes	✓
	Does Management Committee/board reviews financial reports/status regularly?	No		Yes	✓
	Has BMO conduct third party audit of its accounts regularly since last 2 years?	No		Yes	✓
	Does there exists clear delegation of financial power between elected office bearers and CEO	No	✓	Yes	
	Total revenue earned annually during last 3 years	1,30,26,686/-			
	What are the major source of revenue	MEMBERSHIP, CONTRIBUTION BY COUNCIL			



	Is there a defined process to dissolve a committee	No		Yes	✓
5	Secretariat				
	Does the BMO have an independent office	NO		Yes	✓
	Is there a CEO (executive director, coordinator) in-charge of BMO operations	NO		Yes	✓
	Number of staff	Full Time		Part Time	
	Is the role and responsibility of Secretariat staff are well defined	No		Yes	✓
	Is there a defined job description for CEO	No		Yes	✓
	Does CEO have financial power delegated	No	✓	Yes	

**SECTION C: OPERATIONS**

6	Membership Administration				
	Does membership policy defines the following:				
	Membership Eligibility Details	No		Yes	✓
	Different category of membership	No		Yes	✓
	Details about Membership fees	No		Yes	✓
	Procedure of inducting new members	No		Yes	✓
	Procedure of removing members	No		Yes	✓
	Does the BMO publishes membership directory	No		Yes	✓
	Has the membership database/directory been updated in last 3 years	No		Yes	✓
	Is member database segmented by interests and specialties?	No		Yes	✓
	Does BMO have a collection procedure for late membership dues income?	No		Yes	✓
7	Human Resources				
	Does BMO have a recruitment and HR policy/Manual	No		Yes	✓
	Are there job descriptions for each staff position	No		Yes	✓
	Is there a new employee orientation programme?	No		Yes	✓



Total expenditure incurred annually during last 3 years	₹. 1,25,85,493/-		
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10	<b>Communication</b>			
	Does BMO have a written Communication plan/manual/guideline	No	Yes	✓
	Is there a designated staff/person responsible for managing communication	No	Yes	✓
	Does BMO have a website	No	Yes	✓
	If yes, Is there someone (staff or consultant) responsible for updating the website on a consistent basis?	No	Yes	✓
	Is BMO's contact info & logo prominently placed on all materials (business cards, mailings, website, etc.)?	No	Yes	✓
	Does the BMO publishes a newsletter	No	Yes	✓
	Does the BMO Publishes an Annual Report	No	Yes	✓
	Has staff received communication/media training?	No	Yes	✓
Does BMO send press releases to local/national newspapers often?	No	Yes	✓	

**SECTION D: SERVICES**

11	<b>Action Plan</b>			
	Has the BMO prepared an action plan with specific goals for the current year?	No	Yes	✓
	Does the BMO have a long-term strategic plan (3-5 years)?	No	Yes	✓
	Is the Action Plan shared with all members	No	Yes	✓
	Does the Board/Management Committee reviews the progress action plan	No	Yes	✓



17 Grievance Redressal					
	Does the BMO has a defined grievance redressal system in place	NO		Yes	✓
	Does the BMO keeps a record of the complaints/grievances of members	NO		Yes	✓
	Does BMO acknowledges the complaints received	NO		Yes	✓
	Is there a procedure for the board to review member complaints?	NO		Yes	✓
	Does the BMO replies back to the complainant about the actions taken/ justification	NO		Yes	✓

**Section E:**

List of enclosures (Please '✓' mark in the box), to be attached with application forms duly signed and stamped by the authorized signatory of BMO.

S. No	List of Documents	Yes	No
1	Copy of Registration Certificate	✓	
2	Copy of By Laws	✓	
3	Copy of Mission Statement (if separate and or not included in Bylaws)	✓	
4	Copy of Organization Chart	✓	

**Section F:**

1. Fee Details Accreditation (if not paid online)
  - a. Cheque/draft No
  - b. Amount
  - c. Bank

Note: Please attach additional sheet where necessary

I/We, on behalf of INDIAN INDUSTRIES ASSOCIATION (IIA)

Apply for accreditation against the scopes specified in quality Manual, and declare that

- (i) The information given in this application is true.



13	<b>Advocacy</b>				
	Has the BMO identified priority advocacy issues	No		Yes	✓
	Is the BMO member of state, national level Chambers	No	N/A	Yes	
	Is the BMO member of any government committees at District/state/National Level	No		Yes	✓
	Is BMO membership informed about policy decisions that the state and GOI takes	No		Yes	✓
	Is BMO acknowledged in news media reports in last 12 months	No		Yes	✓

14	<b>Facilities</b>				
	Whether it has any common facilities such as training centre, testing labs, exhibition centre, etc .	No		Yes	✓
	Whether facilities are	Loss making	Self sustainable ✓	Income generating	
	Number of units which availed the service		6000		

**SECTION E: PERFORMANCE MEASUREMENT AND REVIEW**

15	<b>Self Assessment &amp; Performance Review</b>				
	Does the BMO has Committee/designated team members who assess and monitor the performance are in place	NO		Yes	✓
	Does the BMO have mechanism in place to document the self assessment process	NO		yes	✓
	Does the Board/Management Committee involved in the performance review	NO		Yes	✓
	How often does the Management Committee reviews the performance of the BMO	Not done in last 2 years	Yearly	Half yearly	In every MC meeting ✓

16	<b>Continual Improvement</b>				
	Has any corrective action been suggested by management Committee in last 1 year	No		Yes	✓
	Number of corrective action taken				many



*Accreditation Standard, Requirement and Process  
For Business Membership Organizations*

12	Programmes				
	Does BMO facilitates services for its members on free/subsidized/cost basis	No		Yes	✓
	If yes, Please provide the details (Numbers)	Awareness Workshops	Consulting projects	Trainings	No. of units availing these service
	Skill development	2		3	
	Access to Finance	3			
	Technology Upgradation/transfer				
	Marketing				
	Marketing - Exhibitions	7			
	Marketing - business match making				
	Raw material				
	Other common sourcing				
	Industry - academic collaboration projects	1		1	
	Other services (such as design, IPR, Legal, taxations, accounting etc)	10			
	Does the BMO generates income from its services	No		Yes	✓
	Does BMO generates any income from sponsorship/advertisement	No		Yes	✓
	Does BMO has a brochure/other document that lists the services that members can avail	No		Yes	✓
	Does BMO facilitate its members to access government support schemes / programmes	No		Yes	✓
	If yes, please provide details of facilitation support (TICK type of facilitation provided, can be more than one)	Information ✓	Awareness workshops ✓	Assistance in application ✓	Liaison ✓
	Does BMO has availed/ implemented any support programme	No		Yes	✓



17	Grievance Redressal				
	Does the BMO has a defined grievance redressal system in place	NO		Yes	✓
	Does the BMO keeps a record of the complaints/grievances of members	NO		Yes	✓
	Does BMO acknowledges the complaints received	NO		Yes	✓
	Is there a procedure for the board to review member complaints?	NO		Yes	✓
	Does the BMO replies back to the complainant about the actions taken/ justification	NO		Yes	✓

**Section E:**

List of enclosures (Please '✓' mark in the box), to be attached with application forms duly signed and stamped by the authorized signatory of BMO.

S. No	List of Documents	Yes	No
1	Copy of Registration Certificate	✓	
2	Copy of By Laws	✓	
3	Copy of Mission Statement (If separate and or not included in Bylaws)	✓	
4	Copy of Organization Chart	✓	

**Section F:**

1. Fee Details Accreditation (If not paid online)
  - a. Cheque/draft No
  - b. Amount
  - c. Bank

Note: Please attach additional sheet where necessary

I/We, on behalf of... INDIAN INDUSTRIES ASSOCIATION (IIA) .....

Apply for accreditation against the scopes specified in quality Manual, and declare that

- (i) The information given in this application is true.





**INDIAN INDUSTRIES ASSOCIATION**  
 AN APEX BODY OF MICRO, SMALL & MEDIUM ENTERPRISES  
 ( IN THE SERVICE OF MSME SINCE 1985 )

## IIA Chapter Evaluation and Performance Rating

Chapter name: \_\_\_\_\_

Evaluation Date: \_\_\_\_\_

### Objective:-

IIA has unique two tier System for managing the affairs of the Association ie. IIA Head Office and IIA Chapters. Though the infrastructure, manpower resources and Management Systems at IIA Head Office have stabilized to a reasonable extent yet there are lots of variations at IIA Chapter levels. In order to increase the awareness and motivate IIA Chapters to follow the rules, regulations , systems and procedures of IIA, this system of "IIA Chapter Evaluation and Performance Rating" is being introduced. For facilitating IIA Chapters to improve the performance, one of the Senior Office Bearer from IIA Head Office will be nominated to monitor this system.

### Chapter Evolution & Performance Criteria's and Corresponding weightage\*

(\* Weightage points indicated against each performance criteria and the performance criteria's may change in times to come depending upon the experience and will be rationalised / fine tuned)

#### 1. Chapter office space (Maximum Points-10)

- |   |      |   |
|---|------|---|
|   | 0    | <input style="width: 50px; height: 20px;" type="text"/> |
| • No permanent office space   | 0    |   |
| • Chapter Chairman/other office bearer's office is used as chapter office   | 1    |   |
| • Chapter office is being run from rented premises with proper Rent agreement in the name of IIA . (Depending upon the area & action)   | 2-8  |   |
| • Upto 200 Sq ft area   | 2    |   |
| • 200 Sq ft to 300 Sq ft  | 4    |   |
| • 300 Sq ft to 400 Sq ft  | 6    |   |
| • > 400 Sq ft   | 8    |   |
| • Chapter office in IIA own Building with all documents Submitted to IIA H.O. (Depending upon the built up area & completion of all legal formalities as per IIA rules & regulation.) | 8-10 |   |
| • Office space + meeting hall   | 8    |   |
| • Office space + meeting hall + office bearers cabins   | 9    |   |
| • Office space + meeting hall + office bearers cabins + Library + open space for events   | 10   |   |

#### 2. Chapter office Equipments (Maximum point-10)

- |  |      |   |
|--|------|---|
|  | 0    | <input style="width: 50px; height: 20px;" type="text"/> |
| • No equipment   | 0    |   |
| • Equipments & Furniture is Available (Depending upon the number and ideal requirements) | 1-10 |   |
| • 1 Table + 1 Chair + 1 Computer + 1 dedicated telephone                                 | 1    |   |



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- 2 Tables + 2 Chairs + 1 Computer + 1 dedicated telephone + Internet Connection 2
- 2 Tables + 2 Chairs + 1 Computer + 1 dedicated telephone + Internet Connection + Fax Machine 3
- 2 Tables + 2 Chairs + 1 Computer + 1 dedicated telephone + Internet Connection+ Fax Machine + Photocopier 4
- 2 Tables + 2 Chairs + 1 Computer + 1 dedicated telephone + Internet Connection + Fax Machine + Photocopier + Projector 5
- 2 Tables + 2 Chairs + 1 Computer + 1 dedicated telephone + Internet Connection + Fax Machine + Photocopier + Projector + Scanner 6
- 3 Tables + 3 Chairs + 2 Computers +1 dedicated telephone + Internet Connection + Fax Machine+ Photocopier + Projector + Scanner 7
- 3 Tables + 3 Chairs + 2 Computers + 2 dedicated telephone + Internet Connection + Fax Machine + Photocopier + Projector + Scanner 8
- 4 Tables + 4 Chairs + 3 Computers + 2 dedicated telephone + Internet Connection + Fax Machine + Photocopier + Projector + Scanner 9
- >4 Tables + >4 Chairs + >3 Computer + 2 dedicated telephone + Internet Connection + Fax Machine + Photocopier + Projector + Scanner 10

**3. Availability of Chapter office Staff ( Maximum Point-10)**

- No Staff 0
- Part Time Staff directly Or From Chairman's Or other Office Bearers own Office Working for IIA Chapter 1
- Permanent full time office Staff is available (Depending upon the No's /Competencies/ capabilities) 2-10
  - No. of employees -2 2
  - No. of employees -3 4
  - No. of employees -4 6
  - No. of employees -5 8
  - No. of employees -6 or > 6 10

**4. Implementation of IIA Rules & Regulation and Chapter operational guidelines (Maximum Point-20)**

- IIA Rules & Regulation- maximum point-10 (Based on the Check list) 10
- Chapter Operational Guidelines- max. point-10 (Based on the Check list) 10



**5. Implementation of Action Plan as Communicated by IIA Head Office & Response to Communication sent from IIA Head Office - Maximum point-10**

- (1 point for every action plan implemented and reported back to IIA head Office) □

**6. Chapter initiatives for Industrial Development activities- max points-10**

- Industrial Development Programs organized e.g. Workshops/Seminars/conference/Exhibitions - (0.5 point for each activity subject to maximum 5 points) Max. 5 □
- Industrial Development studies /Surveys Conducted & report prepared, Cluster Development activities etc. (1 point for each activity subject to maximum 5 points) Max. 5 □

**7. Representation in District Industry bodies e.g. Udyog Bandhu, Departmental Meetings and issues / Problems of IIA members taken up -maximum Point-10**

- (0.5 points for each issue / problem of IIA members solved subject to max. 10 points) 10 □

**8. Membership Growth at the end of the year ( 31 March) Compared to start of the year (1<sup>st</sup> April)** □

- Negative (-1) point for every 10% decline or part thereof (-) 1to (-)10
- Stagnant 0
- Growth (1 Point for every 10 % growth or part thereof) 0 to 10

**9. Others - Maximum 10 Points.**

- Attendance of Chapter Chairman in CEC Meeting - maximum 5 □  
5 Points. (0.5 point for every attendance in CEC)
- Chapter EC Meetings & General Body Meetings - maximum 5 □  
5 Points.  
(0.20 point for each meeting upto maximum 25 meetings in a year)

**Total Points Scored** /100

**Evaluation by**

Name : \_\_\_\_\_ Designation: \_\_\_\_\_

Signature : \_\_\_\_\_

### **Checklist to be followed for IIA Chapter Operational Guidelines**

- 1) **Monthly, General Body Meeting:** Whether the schedule for the whole year July to June end has been drawn and communicated to IIA Head Office for the year 2015-16. (Y/N)
- 2) **Online System of Issues and Problems:** Whether the chapter submits the problem of its members via online system to IIA Head Office and also monitor it online. (Y/N)
- 3) **Chapter Members online details and system:** Whether the Chapter is updating IIA Members directory on the website regularly and keeping it fresh. (Y/N)
- 4) **Membership fee online invoices and receipts:** Whether the Chapter is preparing online Membership fee invoices and issuing receipts thereon to the members for the fee received. (Y/N)
- 5) **Accounting compliances:**
  - a) Chapter has adopted the Centralised accounting system and all transactions are done through the bank accounts opened for the purpose. (Y/N)
  - b) Chapter maintains financial documents such as Cash Book, Ledger, Balance sheets, details of Fixed Assets etc (Y/N)
  - c) Chapter have submitted Audit Report duly signed by the CA to IIA head Office for the previous financial year. (Y/N)
  - d) Chapter has submitted details of Fixed assets including trust deeds / lease documents to IIA Head Office. (Y/N),
- 6) **Duties of Divisional Chairman:** Whether Divisional Chairman attends all Mandaliya Udyog Bandhu forum Meetings. (Y/N)
- 7) **Online web System of Chapter Activities:** Chapter Report are sent to IIA Head Office through web based online system (Y/N).
- 8) **IIA Accreditation Standards:** Chapter is aware of IIA Accreditation Standards as laid down by NABET QCI and is making efforts to comply with the standards. (Y/N)
- 9) **Code of Conduct:** Whether the Chapter Officials follow the Code of Conduct prescribed in the Chapter operational guidelines. (Y/N)

### **Checklist to be followed for IIA Rules and Regulations**

- 1) **IIA Objectives:** The Chapter is aware of the Objectives laid down in IIA Rules and Regulations . (Y/N)
- 2) **IIA Chapter Activities:** All the activities of the Chapter are carried out as per objectives stated in IIA Rule and Regulations.
- 3) **Admission and Membership Fee:** Chapter is charging the admission fee and Membership fee strictly as approved by the CEC. (Y/N)
- 4) **Roles and designations of Chapter Office Bearers:** Chapter Office bearers are using the correct designations as defined in IIA Rules and regulations and discharging their responsibilities accordingly. (Y/N)

- 5) Paid up list for CEC Elections:** Paid up list of the Chapter complete in all respect upto 31<sup>st</sup> March and duly signed are being submitted every year to IIA Head Office within the prescribed time for CEC Elections. (Y/N)
- 6) Executive Committee of Chapter:** The Chapter have constituted an Executive Committee and the committee meetings are held regularly. (Y/N)