

REPORT SHEET FOR VISITORS  
Praesidia

Name of Praesidium: \_\_\_\_\_ Date: \_\_\_\_\_

Name of visitors 1. \_\_\_\_\_

2. \_\_\_\_\_

No of active members: \_\_\_\_\_ Attendance of Officers: \_\_\_\_\_% Members  
\_\_\_\_\_ %

Officers Vacancies: \_\_\_\_\_ No of Members in Extn/Visitation  
panel: \_\_\_\_\_

Standard of the Praesidium: Excellent/Good/Satisfactory  
(Rating based on: Spirit, Weekly Works, Members in ECVC panel,  
Extension etc)

New Works undertaken:

\_\_\_\_\_  
\_\_\_\_\_

No of Suggestions implemented: \_\_\_\_\_

Pending: \_\_\_\_\_

Sp Suggestions/

Comments: \_\_\_\_\_

\_\_\_\_\_

Strengths of the Praesidium:

\_\_\_\_\_

\_\_\_\_\_

Concern Areas:

\_\_\_\_\_

\_\_\_\_\_

Signed

1.

2.

Pls prepare draft letter and send to : [senatusmumbai@gmail.com](mailto:senatusmumbai@gmail.com)