



17.0. GUIDELINES/MODALITIES FOR ORGANISING ACTIVITIES WITH ENGINEERING COLLEGES

Extract from Guidebook for Engineering Divisions and other Technical Activities | Rev 9 / 09.05.2025

The Institution of Engineers (India) or IEI is the largest multidisciplinary professional body that encompasses 15 engineering disciplines and gives engineers a global platform to share professional interest.

The Institution of Engineers (India) extends financial assistance to its Institutional Members (IMs) for organizing Technical Activities at Regional/ National/ International Level in various fields of engineering in collaboration with The Institution of Engineers (India).

Guidelines —

1. The proposal of framing the guidelines for organizing technical activities by Institutional Members of IEI jointly with State/Local Centre of IEI as per guidelines.
2. The activities to be organized by the Institutional Members should be routed through concerned Division Boards. The concerned State/ Local Centres to be involved and IEI's Name and Logo are to be highlighted in all Banners, Publications of the programme.
3. The programme should be of National/International level.
4. Proposals should be submitted to IEI at least **six months** prior to the programme.
5. The minimum number of fresh membership enrolments from the college during the same Financial Year should be **50** out of which at least **40 should be Student Members (SMIE)** till the date of application for the grant OR the minimum number of fresh student chapter members enrolled from the college during the same financial year should be 100 till the date of application for the grant.
6. As sponsorship, **Rs 20,000/-** may be approved per programme for organizing maximum two numbers of such activities by the IM in a financial year.
7. The name and Logo of IEI have to be displayed prominently in the banners and wherever applicable.
8. The logo and name of IEI have to be displayed in a befitting manner in brochure, banners, Proceedings and it has to be mentioned that the programme has been conducted "in collaboration with The Institution of Engineers (India)".
9. Grant to be released to these Institutional Members after receipt and proper scrutiny of the activity reports and photographs and with due approval of Chairman, CATE/ CATE.
10. The Application Format for Institutional Members is enclosed as **APPENDIX XXIII**.

The proposal for the activity along with the completed form has to be sent by email/ hard copy to:

Deputy Director (Technical)

The Institution of Engineers (India)

8 Gokhale Road, Kolkata 700020

Email: im.techactivity@ieindia.org