



# The Institution of Engineers (India)

AN ISO 9001 : 2015 CERTIFIED ORGANISATION  
(ESTABLISHED 1920, INCORPORATED BY ROYAL CHARTER 1935)  
8 Gokhale Road, Kolkata-700 020



*A Century of Service to the Nation*

MEMB/AITC/BCHAP/M-30

20 April 2024

The Chairman of  
All IEI Technicians' Chapters

Dear Sir,

The Institution honours annually, the **Best Technicians' Chapter Award** amongst the Technicians' Chapters at State/Local Centre existing as on 31 March 2024 based on the technical activities organized during the period 01 April 2023 – 31 March 2024.

The recipients, in addition to a certificate and the trophy, a cheque of the amount, as mentioned below, will also be given:

- \* Best Technicians' Chapter Award at State Centre: Rs.20,000/-
- \* Best Technicians' Chapter Award at Local Centre: Rs.20,000/-

In order to participate in this activity, you are advised to submit a consolidated structured report, as per the enclosed prescribed proforma, incorporating all technical activities organised by your Chapter during the period, 01 April 2023 – 31 March 2024, along with photographs (in hard copies), so as to reach to us latest by 30 June 2024.

Thanking you,

Yours faithfully,

Deputy Director (Membership)

- Copy to :
- 1) The Honorary Secretary  
IEI Technicians' Chapter
  - 2) The Chairman  
IEI State/Local Centre

..... for information and to direct the Technicians' Chapter to forward the technical activity reports within the stipulated date.

Encl : Blank Report Format



# The Institution of Engineers (India)

(ESTABLISHED 1920, INCORPORATED BY ROYAL CHARTER 1935)

8 GOKHALE ROAD, KOLKATA – 700 020



## PROFORMA OF REPORT FROM TECHNICIANS' CHAPTER

### Name of the Technicians' Chapter :

Please fill in the format given below. Extra sheets of paper indicating the details of various events be attached with the proforma. All technical activities and events conducted by the Chapter must be accompanied with the photographs taken on the event. Please put-up the date and also the no. of participants present on each of the activity conducted in every item included in the respective cage/s given hereunder.

Quarterly report	(1st Quarter)	(2nd Quarter)	(3rd Quarter)	(4th Quarter)
Date of AGM				
Date of Election				
Committee Meeting/s				
Lecture				
Technical Demonstration				
Seminar				
Paper presentation				
Workshop				
Symposia				
Group Discussion				
Technical Quiz				
Model competition				
Poster Competition				
Short term course				
Technical Visit				
Film show				
Get-together				
Display of Technical Information				
Guidance Classes (Section A)				
Guidance Classes (Section B)				
Any other technical activity				
Number of photographs attached.				

\_\_\_\_\_  
Signature of the  
Chairman of the  
Technicians' Chapter  
with date affixed with  
seal

\_\_\_\_\_  
Signature of the  
Honorary Secretary of  
the Technicians'  
Chapter with date  
affixed with seal

\_\_\_\_\_  
Signature of  
Chairman/Honorary  
Secretary of the State/  
Local Centre with date  
affixed with seal

## Details of Technical Activity

(Lecture /Paper presentation/Seminar//Workshop/Conference/Technical/Project Demonstration/Model competition/Poster Competition/Group Discussion/Technical Quiz/Aptitude Test/Technical Visit/Film show/Display of Technical Information/Short term course)

<b>Title /Theme:</b>	
<b>Date :</b>	<b>Duration:</b>
<b>No of Students Participated:</b>	
<b>Photographs with caption:</b>	
<b>Details:</b>	
<b>Chief Guest/ Guest of Honor:</b>	
<b>Designation:</b>	
<b>Contact Details:</b>	
<b>Mobile Number:</b>	
<b>Email id:</b>	
<b>Speaker (1):</b>	<b>Speaker (2):</b>
<b>Designation/Organization:</b>	<b>Designation/Organization:</b>
<b>Contact Details:</b>	<b>Contact Details:</b>
<b>Mobile Number:</b>	<b>Mobile Number:</b>
<b>Email id:</b>	<b>Email id:</b>
<b><u>Report</u></b> <i>(maximum 250 words)</i>	

---

Signature of Chairman/Honorary  
Secretary of the Chapter/Centre with date  
affixed with seal