**REPORT FORMAT FOR QUARTERLY TECHNICAL ACTIVITIES**

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| **Table : A** |
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| NAME OF THE CENTRE |  |
| REPORT FOR QUARTER NO. | 1 (Apr-Jun) / 2 (Jul-Sep) / 3 (Oct-Dec) / 4 (Jar-Mar) | (Strike out / Delete which is not applicable) |
| YEAR : | 20………….. - 20………… |

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| **Table : B** | **Quantitative Summary of Activities of Centre** |
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|  |  | Approved by Divisional Board / CATE |
| Events | Statutory Days | National Convention | All India Seminars | One Day Workshop / Seminar |
| Numbers |  |  |  |  |
| Attendance |  |  |  |  |

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| Events | LocalSeminar | Lecture /Paper Meeting underDivisions | TechnicalVisits | FilmsShow | International Seminar | IndianEngineering Congress / Council Meeting |
| Numbers |  |  |  |  |  |  |
| Attendance |  |  |  |  |  |  |

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| **TECHNICAL PROGRAMMES** |
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| **Table : C** | **Details of Observation of Statutory Days** |
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| Day | Date(dd.mm.yy) | Speakers | Number of Corporate Participants | Number of Non-Corporate Participants | Associate withany Forum |
| World Water Day (22nd March) |  |  |  |  |  |
| World Telecommunication and Information Society Day (17th May) |  |  |  |  |  |
| World Environment Day (5th June) |  |  |  |  |  |
| Royal Charter Day (9th September) |  |  |  |  |  |
| Engineers’ Day (15th September) |  |  |  |  |  |
| World Standards Day(14th October) |  |  |  |  |  |
| World Habitat Day(1st Monday of October) |  |  |  |  |  |
| Energy Conservation Day (14th December) |  |  |  |  |  |

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| **Table : D** | **Details of Technical Activities Approved by Divisional Board / CATE** |
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| Type of Activity@ | Date(dd.mm.yy) | Events | Division# | Speakers | Number of Corporate Participants | Number of Non-Corporate Participants | Associate with any Forum |
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| @ : *(All India Seminar : AS; National Convention : NC; One Day Workshop* / *Seminar : OS)* # **:** *(Agricultural Engg.: AGDB; Architectural Engg.: ARDB; Aerospace Engg.: ASDB; Chemical Engg.: CHDB; Civil Engg.: CVDB; Computer Engg.: CPDB; Electrical Engg.: ELDB; Environmental Engg.: ENDB; Electronics and Telecommunication Engg.: ETDB; Interdisciplinary: ICC; Mechanical Engg.: MCDB; Marine Engg.: MRDB; Metallurgical and Materials Engg.: MMDB; Mining Engg.: MNDB; Production Engg.: PRDB; Textile Engg.: TXDB)* |
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| **Table : E** | **Details of other Technical Activities (other than approved by Division Board / CATE)** |
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| TypeofActivity$ | Date(dd.mm.yy) | Events | Division # | Speakers | Number of Corporate Participants | Number of Non-Corporate Participants | Associatewith any Forum |
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| $**:**  *(Lecture, Paper Meeting / Local Seminar : LS; Films Show : FS; Technical Visits : TV)***#****:** *(Agricultural Engg.: AGDB; Architectural Engg.: ARDB; Aerospace Engg.: ASDB; Chemical Engg.: CHDB; Civil Engg.: CVDB; Computer Engg.: CPDB; Electrical Engg.: ELDB; Environmental Engg.: ENDB; Electronics and Telecommunication Engg.: ETDB; Interdisciplinary: ICC; Mechanical Engg.: MCDB; Marine Engg.: MRDB; Metallurgical and Materials Engg.: MMDB; Mining Engg.: MNDB; Production Engg.: PRDB; Textile Engg.: TXDB)* |
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| **Table : F** | **Organization of Programmes in National Languages,** if any |
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| --- | --- | --- | --- | --- | --- | --- | --- |
| TypeofActivity$ | Date(dd.mm.yy) | Events | Division # | Speakers | Number of Corporate Participants | Number of Non-Corporate Participants | Associatewith any Forum |
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|  |
| $ : *(Lecture, Paper Meeting / Local Seminar: LS; Films Show: FS; Technical Visits: TV)***#** **:** *(Agricultural Engg: AGDB; Architectural Engg: ARDB; Aerospace Engg: ASDB; Chemical Engg.: CHDB; Civil Engg: CVDB; Computer Engg.: CPDB; Electrical Engg: ELDB; Environmental Engg.: ENDB; Electronics and Telecommunication Engg.: ETDB; Interdisciplinary: ICC; Mechanical Engg: MCDB; Marine Engg.: MRDB; Metallurgical and Materials Engg.: MMDB; Mining Engg: MNDB; Production Engg.: PRDB; Textile Engg.: TXDB)* |
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| **PUBLICATION AND LIBRARY** |
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| **Table : G** | **Details of Newsletters and other Publications Published during the Report Period** |
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|  | Numbers | Subject, (If Applicable) | Dates |
| Newsletter |  |  |  |
| Publications |  |  |  |

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| **Table : H** | **Library** |
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| Events | Total as onFirst Day of Quarter | Addition of the Quarter | Total as onLast Day of Quarter | Grant Received | Amount Spent |
| Books |  |  |  |  |  |
| Periodicals |  |  |  |  |  |
| Borrower Cards Issued |  |  |  |  |  |
| Number of Visitors |  |  |  |  |  |

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| **PUBLICITY AND PUBLIC RELATIONS** |
| **Table : I**  | **Details of Press Coverage and Release and PR Activities** |
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| Date (dd.mm.yy) | Newspaper | Item | Remarks |
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| **Table : J** | **List of Dignitaries visited the Institution** |
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| --- | --- | --- | --- | --- |
| Date (dd.mm.yy) | Event | Dignitary | Designation | Organization |
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| **Table : K** | **IEI PR / Information Counter Opened** |
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| Date (dd.mm.yy) | Event | Location | Number of Visitors |
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| **TECHNICIAN CHAPTER** |
| **Table : L** | **Technicians’ Chapter** |
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| --- | --- |
| Number of Technicians’ Chapters attached to the Centre :  |  |

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| **Summary of Activities of Technicians’ Chapter for the Period** |
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| --- | --- | --- | --- | --- | --- | --- | --- |
| Events | Common Meeting | Lecture, Paper Meeting | Film | Visits | Seminar / Symposia | Reception | Short Term / Refresher Courses |
| Numbers |  |  |  |  |  |  |  |
| Attendance |  |  |  |  |  |  |  |

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| **Table : M** | **Students’ Chapter** |
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| Number of Students’ Chapters attached to the Centre:  |  |

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| **Summary of Activities of Students’ Chapter for the Period** |
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| --- | --- | --- | --- | --- | --- | --- | --- |
| Events | Common Meeting | Lecture, Paper Meeting | Film | Visits | Seminar / Symposia | Reception | Short Term / Refresher Courses |
| Numbers |  |  |  |  |  |  |  |
| Attendance |  |  |  |  |  |  |  |
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| **Table : N**  | **Details of Interaction with Engineering College Students’ Chapter / Polytechnic Students’ Chapter** |
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| **MEMBERSHIP** |
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| **Table : O** | **Membership Growth** |
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| As on(dd.mm.yy) | Institutional Member | Donor Member | Corporate Members (AM / M / F) | Senior Technician | Technician Members | Total | Quarterly Growth (%) |
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| **Table : P** | **Change of Address Reported** |
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| Name | Membership No. | Reporting Date (dd.mm.yy) |
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| **Table : Q** | **List of Expired Members Reported** |
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| --- | --- | --- |
| Name | Membership No. | Date of Expiry (dd.mm.yy) |
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