**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 | Local  Seminar | Lecture /  Paper Meeting under  Divisions | Technical  Visits | Films  Show | International Seminar | Indian  Engineering 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 with  any 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 | |  |  |  |  |  |  |  |  |  | | |
|  | |
| @ : *(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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| |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 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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| $**:**  *(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 |
| |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Type  of  Activity  $ | | Date  (dd.mm.yy) | Events | Division # | Speakers | Number of Corporate Participants | Number of Non-Corporate Participants | Associate  with any Forum | |  |  |  |  |  |  |  |  |  | | |
|  | |
| $ : *(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** |
| |  |  |  |  | | --- | --- | --- | --- | |  | Numbers | Subject, (If Applicable) | Dates | | Newsletter |  |  |  | | Publications |  |  |  | | |

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| **Table : H** | **Library** | |
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| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Events | Total as on  First Day of Quarter | Addition of the Quarter | Total as on  Last 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** | |
|  | | |
| |  |  |  |  | | --- | --- | --- | --- | | Date (dd.mm.yy) | Newspaper | Item | Remarks | |  |  |  |  | | | |
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| **Table : J** | **List of Dignitaries visited the Institution** | |
|  | | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Date (dd.mm.yy) | Event | Dignitary | Designation | Organization | |  |  |  |  |  | | | |
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| **Table : K** | **IEI PR / Information Counter Opened** | |
|  | | |
| |  |  |  |  | | --- | --- | --- | --- | | Date (dd.mm.yy) | Event | Location | Number of Visitors | |  |  |  |  | | | |
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| **TECHNICIAN CHAPTER** | | |
| **Table : L** | **Technicians’ Chapter** | |
| |  |  | | --- | --- | | Number of Technicians’ Chapters attached to the Centre : |  | | | |
|  | | |
| **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** |
|  | | |
| |  |  | | --- | --- | | Number of Students’ Chapters attached to the Centre: |  | | | |
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| --- | --- |
| **Summary of Activities of Students’ Chapter for the Period** | |
| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | Events | Common Meeting | Lecture, Paper Meeting | Film | Visits | Seminar / Symposia | Reception | Short Term / Refresher Courses | | Numbers |  |  |  |  |  |  |  | | Attendance |  |  |  |  |  |  |  | |  | | | | | | | | | |
| **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) | |  |  |  | | |
| **Table : Q** | **List of Expired Members Reported** |
|  | |
| |  |  |  | | --- | --- | --- | | Name | Membership No. | Date of Expiry (dd.mm.yy) | |  |  |  | | |