



Engg College

/ Polytechnic

The Institution of Engineers (India)

(ESTABLISHED 1920, INCORPORATED BY ROYAL CHARTER 1935)

8 GOKHALE ROAD, KOLKATA – 700 020

PROFORMA OF REPORT FROM STUDENTS' CHAPTER

Name of the Students' Chapter :**Branch of Engineering (for Engg College only):****Chapter Code:****Date of Enrolment as Students' Chapter of IEI:****Name of Adviser with contact no and e-mail:**

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.** Activity reports not complete or not supported by photographs shall not be considered for Award. Please provide the details of each activity (in **MS Word**) in a separate sheet, the prescribed proforma is provided herewith

1. Date of Election :**2. Date of AGM :**

Sl No	Technical Activity	No of activities per Quarter (Qtr)				Details with photograph in Page No (range) (From _ To _)
		Qtr 1	Qtr 2	Qtr 3	Qtr 4	
3.	Committee Meeting/s					
4.	Lecture					
	Paper presentation					
5.	Seminar					
	Workshop					
	Conference					
6.	Technical/Project Demonstration					
	Model competition					
	Poster Competition					
7.	Group Discussion					
	Technical Quiz					
	Aptitude Test					
8.	Technical Visit					
9.	Film show					
	Display of Technical Information					
10.	Short term course (Course duration minimum 3 days)					
11.	Any other technical activity					

Number of photographs attached.

First Quarter _____

Second Quarter _____

Third Quarter _____

Fourth Quarter _____

Signature of the Faculty Advisor

with date affixed with seal

Signature of the Principal

with date affixed with seal



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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)

Title /Theme:	
Date :	Duration:
No of Students Participated:	
Photographs with caption: (Activity reports not supported by photographs shall not be considered for award)	
Details:	
Chief Guest/ Guest of Honor: Designation:	
Speaker: Designation/Organization:	Speaker: Designation/Organization:
Speaker: Designation/Organization:	
Report (maximum 250 words)	

Signature of the Faculty Advisor
with date affixed with seal