



The Institution of Engineers (India)
Technical Department
Technical Activities in collaboration with Engineering Institutes

Application Form

(All data are to be typed in Times New Roman Font – 12 points)

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 duration of the programme will be of minimum 2 days.
2. Proposals will come from the Head of the Academic Institute at least 6 months prior to the programme.
3. 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)”.
4. Maximum Rs.20,000/- may be approved as sponsorship per programme for organizing maximum 2 nos. of such activities by the IM in a financial year.
5. Grant will be released to the IM after receipt and proper scrutiny of the activity reports and all other relevant documents.
6. The proposal for the activity along with the completed form has to be sent by email/ hard copy to:

Director (Technical)
The Institution of Engineers (India)
8 Gokhale Road, Kolkata
PIN: 700020
Email: im.techactivity@ieindia.org



1. Name and address of the Organizing Institute:

Institute Name	
IM No.	
Department	
Address	
PIN	
Contact No.	
E-mail	

2. Title of the Activity:

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3. Dates:

From: To:

4. Venue:

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5. Geographical Coverage (Please Tick):

Local	<input type="checkbox"/>	Regional	<input type="checkbox"/>	National	<input type="checkbox"/>	International	<input type="checkbox"/>
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6. Type of Technical Activity (Please Tick):

Seminar	<input type="checkbox"/>	Symposium	<input type="checkbox"/>	Conference	<input type="checkbox"/>	Workshop	<input type="checkbox"/>
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7. Engineering Discipline (Please Tick on only one option):

Aerospace Engineering		Agricultural Engineering		Architectural Engineering		Chemical Engineering	
Civil Engineering		Computer Engineering		Electrical Engineering		Electronics & Telecomm. Engineering	
Environmental Engineering		Marine Engineering		Mechanical Engineering		Metallurgical & Materials Engineering	
Mining Engineering		Production Engineering		Textile Engineering		Inter-disciplinary (More than one engineering discipline)	

8. Theme of the Activity and short write-up (within 300 words):

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9. Name of the coordinator and contact details (With Contact No. & Email Id):

Name: Position: Department: Mobile No.: Email ID:

10. Grant requested from IEI:

Rs.:

11. Details of publication of the proceeding:

Pages: No. of Copies: Estimated Expenditure:
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12. Details of participation of the event:

A. Eminent personalities to be present during inaugural and technical session

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B. Expected number of paper presenters:

C. Expected number of participants:

13. Is this seminar held annually? If yes, please give brief information of the last three events:

1.
2.
3.

Place :

Date :

Signature of the Head of Institution

put Institute Seal here

Important:

- The Organizing Institute will have to inform IEI about any change of date of the activity (if any) at least 2 months prior to the programme.
- Any change in the proforma may lead to disqualification of the proposal.
- The Organizing Institute has to send invitation of the programme to the Chairman and Hon. Secretary of the nearest IEI Centre.



Payee Details for Grant Release

Technical Activities organized in collaboration with IEI for Institutional Members (IMs)

A/C Name	
Institute Name	
Institutional Membership Number	
Name of The Bank	
A/C No.	
Name of Branch	
Branch Code	
IFSC Code	
MICR Code	
GST Number of the Institute	
(Scanned copy of the cheque showing the name of the Institute as the account-holder)	

- Important:**
- Grant will be transferred online only to the account of Principal/ Director/ Registrar/ Dean directly. Payee details should be provided accordingly.
 - Proposal of the activity should be accompanied by a scanned copy of cheque showing the name of the Institute as the account-holder.