

The Institution of Engineers (India)

AN ISO 9001 : 2008 CERTIFIED ORGANISATION
(ESTABLISHED 1920, INCORPORATED BY ROYAL CHARTER 1935)
8 GOKHALE ROAD, KOLKATA - 700 020



*“98 Years of Relentless Journey towards
Engineering Advancement for Nation-building”*

Memb/SMA/26th IEI Convocation/Ranchi

07 June 18

**The Principal/Adviser of
All IEI Students' Chapters in Engineering Colleges**

Dear Sir,

The Institution annually awards the **Best/Second Best/Third Best Students' Chapter Award** amongst the Engineering Colleges Students' Chapters exist as on 31 Mar 2018, based on technical activities organised, during its Annual Convocation to be held at Ranchi on 04 Nov 2018.

2. The recipients in addition to a certificate and the trophy will also receive a cheque of the amount as mentioned below :

- * Best Engineering College Students' Chapter Award: Rs. 20,000/-
- * Second Best Engineering College Students' Chapter Award: Rs. 15,000/-
- * Third Best Engineering College Students' Chapter Award: Rs. 10,000/-

3. 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 2017 – 31 March 2018 (hard copy), along with photographs, if any, so as to reach in this office latest by 30 Jun 2018.

Thanking you,

Yours faithfully,

(Dr S M Ali)
Director (Membership)

Encl : Prescribed proforma

THE INSTITUTION OF ENGINEERS (INDIA)
8 GOKHALE ROAD, KOLKATA-700020
PROFORMA FOR CONSOLIDATED STRUCTURED REPORT/S

(for the period April 2017-March 2018)

Name of the Engineering College Students' Chapter with Code No:

Name of the Engineering Division:

Name of the Adviser with contact no and e-mail:

Please fill in the format given below. Extra sheets of paper indicating the details of various events may be attached with the proforma. All technical activities and events conducted by the chapter must be accompanied with the photographs taken on the events. 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 and also mention the abbreviated term (for example EL: Election, AGM: Annual General Meeting, L: Lecture) against each activity to be mentioned in the activity list. Kindly use separate proforma for each Engineering Division.

Quarterly report	Date of AGM (AGM)/ Election (EL)	Committee Meeting/s	Lecture (L) /Technical Demonstration (TD)	Seminar (S)/ Paper Presentation (PP)/ Workshop (WS)/ Symposium (SP)	Short Term course	Model (MC) \Poster Competition (PC)	Group Discussion (GD)/ Aptitude Test (AT)	Quiz Competition (QC) / Mock Test (MC)	Technical Visit	Film Show	Get-together	Display of Technical Information	Campus Interview
(1 st Quarter) April 2017- June 2017													
(2 nd Quarter) July 2017- September 2017													
(3 rd Quarter) October 2017- December 2017													
(4 th Quarter) January 2018- March 2018													

No of total photographs attached specifying for each quarter

Signature of the Principal with date affixed with seal

Signature of the Adviser with date affixed with seal