**The Institution of Engineers (India)**

(ESTABLISHED 1920, INCORPORATED BY ROYAL CHARTER 1935)

8 GOKHALE ROAD, KOLKATA – 700 020

**PROFORMA OF REPORT FROM STUDENTS’ CHAPTER**

**(1 April yyyy - 31 March yyyy)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of the Students’ Chapter :**  **Branch of Engineering (for Engg College only):**  **Chapter Code:**  **Date of Enrolment as Students’ Chapter of IEI:**  **of the 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* ***M S 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 |  |  |  |  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of the Principal

with date affixed with seal

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of the Faculty Advisor

with date affixed with seal

**Number of photographs attached.**

First Quarter\_\_\_\_\_\_\_\_\_\_\_\_

Second Quarter\_\_\_\_\_\_\_\_\_\_\_

Third Quarter\_\_\_\_\_\_\_\_\_\_\_

Fourth Quarter\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of the Principal with date affixed with seal

Number of photographs attached.

First Quarter\_\_\_\_\_\_\_\_\_\_\_\_

Second Quarter\_\_\_\_\_\_\_\_\_\_\_

Third Quarter\_\_\_\_\_\_\_\_\_\_\_

Fourth Quarter\_\_\_\_\_\_\_

**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