

**A Comprehensive Step-by-Step
Guideline to Submit
Non - Sponsored Technical
Activity Report (Local)
through TAMS**



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REGISTERED MEMBER

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Membership No/E-mail Address/Mobile Number

Password *

I'm not a robot 

[Next](#)

CREATE AN ACCOUNT

IF YOU ARE NOT REGISTERED WITH US, PLEASE COMPLETE THE REGISTRATION PROCESS. IN CASE ALREADY REGISTERED, GO FOR **LOGIN**

** To avail online services pertaining to Examination, it is mandatory for all Senior Technician (ST) & Technician (T-) members to select **Yes** option followed by their **Membership No.**

Are you a Senior Technician (ST) or Technician (T-)?
* (e.g. ST1234)

Yes No

Membership No. [Next](#)

* Required Fields.

Put Centre's Email ID & Password

Click on I'm not a robot & follow the instructions to complete the recapture.

Click Next to Proceed

TECHNICAL ACTIVITY MANAGEMENT SYSTEM

CREATE NEW PROPOSAL (DIVISION BOARD) REPORT FOR DIVISION BOARD ACTIVITIES REPORT FOR LOCAL ACTIVITIES

- MAIN
 - Dashboard
 - Inbox
 - Examination
 - View Results
- IEEI ACTIVITIES
 - Recent Publication
- TECHNICAL ACTIVITIES
 - Manage Events
 - New Technical Proposal
 - View Status
 - Manage Reports
 - Submit Reports
 - Non-sponsored (Local) Activities
 - Sponsored (Division Board) Activities
 - View Reports
- ACCOUNT SETTINGS
 - Manage
 - Users Account

This page appears after **Successful Login.**

Click on **Submit Reports** under Manage Reports.

Click on **Non - Sponsored Activities** under Submit Reports.

Non-Sponsored Activities



SUBMIT NEW REPORT 

 INCOMPLETE REPORTS 

 RE-SUBMIT REPORT 

Search

REF.#	EVENT DATE	EVENT TYPE	TITLE	ACTION
1228	Jan 28, 2019	FILMS SHOW	SGSDSDG	

First < Prev **1** Next > Last

- To submit **New Report**, click on  button.
- **Incomplete Report** - Shows entry of events partially completed, but not submission.
- **Re-Submit Report** - If Submitted report is rejected, then after necessary correction / modification it can be resubmitted.

ENTRY FOR SUBMISSION OF NEW REPORT



India



Non-Sponsored Activities



Basic Information



Abstract



Upload Files



Statistical Information



Session Details

Select Programme Type

Select Programme Type:

Select Programme Type

Divisional Board/Committee:

Select Divisional Board/Committee

Select Division Board / Committee

Title of the programme:

Choose Programme Start & End Date

Programme Date:

01/02/2019 - 01/02/2019

[1 Day(s) Event]

Enter Venue of the Event.

Venue:

Venue City/Town:

Enter City/Town of the Venue

Associate Organization (If any)

+ ADD ASSOCIATE

Choose Associate Organization if any.
You can add more than one Associate.

NEXT →



CANCEL REPORT SUBMISSION

Click on "NEXT", once the data is entered

Non-Sponsored Activities

Ref No. 1234



Basic Information



Abstract



Upload Files



Statistical Information



Session Details

Brief Details about the Programme

Rich text editor toolbar with icons for Bold (B), Underline (U), Strikethrough, Font Color (HELVETICA), Background Color (A), Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Image, Video, Link, Unlink, and Help (?).

Text area for writing the brief details of the programme.

In the Abstract section special characters (e.g. "": [] and { }) should be avoided.

◀ BACK

NEXT ▶



CANCEL REPORT SUBMISSION

Write brief detail of the programme.

Click on "NEXT" button to proceed to the next step.

Non-Sponsored Activities

Ref No. 1234



Photo of Inaugural Session with banner of IEI

Drag & drop photo of Inaugural Session which has prominent visibility of IEI banner

Drag & drop files here ...

Otherwise, click on "BROWSE" to select photo of Inaugural Session which has prominent visibility of IEI banner.

Drag & drop photo of Technical Session

Photo of Technical Session

Drag & drop files here ...

Otherwise, click on "BROWSE" to select photo of Technical Session.

No file selected

Once the photos are uploaded, click on "NEXT"

BROWSE ...

← BACK NEXT →

CANCEL REPORT SUBMISSION

Non-Sponsored Activities

Ref No. 1234



Number of Invitees

Number of Participant

Number of Delegates

Number of Papers

Enter the statistical data as per the items mentioned on the left

Click on "NEXT", once the statistical data is entered.

CANCEL REPORT SUBMISSION

BACK **NEXT**

Non-Sponsored Activities

Ref No. 1234



Abstract



Upload Files



Statistical Information



Session Details

Detail of the Session

DAY-1

FORENOON

INAUGURAL SESSION (0)

+

Click on "+" link

ENTRY OF THE DETAILS OF THE INAUGURAL SESSION ON DAY 1 (FN)

Detail of the Session

DAY-1

FORENOON

INAUGURAL SESSION (0)

Inaugural Programme

+ Add Programme

Click on "Add Programme" to enter details
of the Inaugural Programme on Day 1

INAUGURAL SESSION (0)

Inaugural Programme

+ Add Programme

Select Programme Type

CANCEL

INAUGURAL PROGRAMME
KEYNOTE ADDRESS

1/1

Under the "Select Programme Type"
dropdown menu, click on
"INAUGURAL PROGRAMME"

INAUGURAL SESSION (0)

Inaugural Programme

+ Add Programme

Select Programme Type

INAUGURAL PROGRAMME

1/1

Address By

Chairman, Host Centre

Topic

Welcome Address

Lecture Details

Duration (in Minuts)

ADD TO LIST

CANCEL

Enter "Chairman, Host Centre" in the "Address By" field

Enter "Welcome Address" in the "Topic" field

Click on "ADD TO LIST" to save

Enter details of the Lecture

Enter duration of the Lecture (in Minutes)

The image shows a software interface for adding a programme. The main form is titled '+ Add Programme' and contains several input fields: 'Select Programme Type' (with a dropdown menu showing 'INAUGURAL PROGRAMME'), 'Address By' (with the text 'Chairman, Host Centre'), 'Topic' (with the text 'Welcome Address'), 'Lecture Details' (with a text area), and 'Duration (in Minuts)' (with a numeric input field and '+' and '-' buttons). At the bottom of the form are two buttons: 'ADD TO LIST' (highlighted in green) and 'CANCEL'. To the left of the form is a sidebar with a section titled 'INAUGURAL SESSION (0)' and a sub-section 'Inaugural Programme'. Five blue callout boxes with arrows point to specific parts of the form: 'Enter "Chairman, Host Centre" in the "Address By" field' points to the 'Address By' field; 'Enter "Welcome Address" in the "Topic" field' points to the 'Topic' field; 'Click on "ADD TO LIST" to save' points to the 'ADD TO LIST' button; 'Enter details of the Lecture' points to the 'Lecture Details' text area; and 'Enter duration of the Lecture (in Minutes)' points to the 'Duration (in Minuts)' input field.

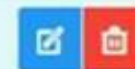
INAUGURAL SESSION (1)

Inaugural Programme

+ Add Another Programme

1

INAUGURAL PROGRAMME



Click on “Add Another Programme” to enter further activities of the Inaugural Session

INAUGURAL SESSION (1)

Inaugural Programme

+ Add Another Programme

Select Programme Type

CANCEL

INAUGURAL PROGRAMME
KEYNOTE ADDRESS

2/2

1

INAUGURAL PROGRAMME



As shown earlier, under the
“Select Programme Type” dropdown menu,
click on
“INAUGURAL PROGRAMME”

INAUGURAL SESSION (1)

Inaugural Programme

+ Add Another Programme

Select Programme Type

Address By

Topic

Lecture Details

Duration (in Minuts)

ADD TO LIST

CANCEL

INAUGURAL PROGRAMME

President, IEI (if present)

Address By President, IEI (if present)

2/2

Enter "President, IEI" (if present) in the "Address By" field

Enter "Address by President, IEI" (if present) in the "Topic" field

Click on "ADD TO LIST" to save

Enter details of the Lecture

Enter duration of the Lecture (in Minutes)

INAUGURAL SESSION (2)

Inaugural Programme

+ Add Another Programme

Select Programme Type

CANCEL

INAUGURAL PROGRAMME
KEYNOTE ADDRESS

3/3

1 INAUGURAL PROGRAMME



2 INAUGURAL PROGRAMME



As shown earlier click on “Add Another Programme” and then, under the “Select Programme Type” dropdown menu, click on
“INAUGURAL PROGRAMME”

INAUGURAL SESSION (2)

Inaugural Programme

+ Add Another Programme

Select Programme Type

INAUGURAL PROGRAMME

3/3

Address By

Chairman, Division Board (if present)

Topic

Address by Chairman, Division Board (if present)

Lecture Details

Duration (in Minuts)

ADD TO LIST

CANCEL

Enter details of the Lecture

Enter duration of the Lecture (in Minutes)

Enter "Chairman, Division Board"
(if present) in the "Address By"
field

Enter "Address by Chairman,
Division Board" (if present) in the
"Topic" field

Click on "ADD TO LIST" to save

INAUGURAL SESSION (2)

Inaugural Programme

+ Add Another Programme

Select Programme Type

CANCEL

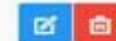
INAUGURAL PROGRAMME
KEYNOTE ADDRESS

3/3

1 INAUGURAL PROGRAMME



2 INAUGURAL PROGRAMME



As shown earlier click on "Add Another Programme" and then, under the "Select Programme Type" dropdown menu, click on "INAUGURAL PROGRAMME"

INAUGURAL SESSION (3)

Inaugural Programme

+ Add Another Programme

Select Programme Type

INAUGURAL PROGRAMME

4/4

Address By

Honorary Secretary/ Organizing Secretary/ Convenor

Topic

Address on the theme of technical sessions

Lecture Details

Duration (in Minuts)



ADD TO LIST

CANCEL

Enter "Honorary Secretary/
Organizing Secretary/ Convenor"
in the "Address By" field

Enter "Address on the theme of
technical sessions" in the "Topic"
field

Click on "ADD TO LIST" to save

Enter duration of the Lecture (in Minutes)

Enter details of the Lecture

FORENOON

INAUGURAL SESSION (2)

Inaugural Programme

+ Add Another Programme

Select Programme Type

INAUGURAL PROGRAMME
KEYNOTE ADDRESS

1	INAUGURAL PROGRAMME	<input type="checkbox"/>	<input type="checkbox"/>
2	INAUGURAL PROGRAMME	<input type="checkbox"/>	<input type="checkbox"/>

As shown earlier click on "Add Another Programme" and then, under the "Select Programme Type" dropdown menu, click on "INAUGURAL PROGRAMME"

INAUGURAL SESSION (4)

Inaugural Programme

+ Add Another Programme

5/5

Select Programme Type

INAUGURAL PROGRAMME

Address By

Special Guests (if any)

Topic

Address by Special Guests (if any)

Lecture Details

Duration (in Minuts)

ADD TO LIST

CANCEL

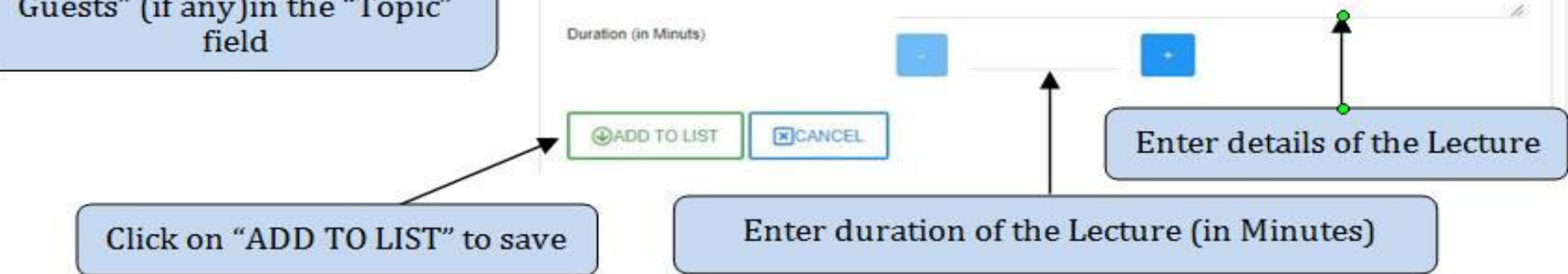
Enter details of the Lecture

Click on "ADD TO LIST" to save

Enter duration of the Lecture (in Minutes)

Enter "Special Guests" (if any) in the "Address By" field

Enter "Address by Special Guests" (if any) in the "Topic" field



INAUGURAL SESSION (2)

Inaugural Programme

+ Add Another Programme

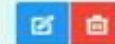
Select Programme Type

CANCEL

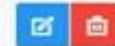
INAUGURAL PROGRAMME
KEYNOTE ADDRESS

3/3

1 INAUGURAL PROGRAMME



2 INAUGURAL PROGRAMME



As shown earlier click on “Add Another Programme” and then, under the “Select Programme Type” dropdown menu, click on “INAUGURAL PROGRAMME”

INAUGURAL SESSION (5)

Inaugural Programme

+ Add Another Programme

Select Programme Type: INAUGURAL PROGRAMME

Address By: Chief Guest

Topic: Inaugural Address by the Chief Guest

Lecture Details

Duration (in Minuts)

ADD TO LIST CANCEL

Enter "Chief Guest" in the "Address By" field

Enter "Inaugural Address by the Chief Guest" in the "Topic" field

Click on "ADD TO LIST" to save

Enter duration of the Lecture (in Minutes)

Enter details of the Lecture

INAUGURAL SESSION (2)

Inaugural Programme

+ Add Another Programme

Select Programme Type

CANCEL

INAUGURAL PROGRAMME
KEYNOTE ADDRESS

3/3

1 INAUGURAL PROGRAMME



2 INAUGURAL PROGRAMME



As shown earlier click on "Add Another Programme" and then, under the "Select Programme Type" dropdown menu, click on "INAUGURAL PROGRAMME"

INAUGURAL SESSION (6)

The image shows a web form titled '+ Add Another Programme' for an 'Inaugural Programme'. The form contains several input fields and buttons. Instructional callouts in blue boxes with arrows point to specific parts of the form:

- Enter "Honorary Secretary/ Convenor" in the "Address By" field**: Points to the 'Address By' text input field.
- Enter "Vote of thanks" in the "Topic" field**: Points to the 'Topic' text input field.
- Click on "ADD TO LIST" to save**: Points to the green 'ADD TO LIST' button.
- Enter duration of the Lecture (in Minutes)**: Points to the 'Duration (in Minuts)' spinner field.
- Enter details of the Lecture**: Points to the 'Lecture Details' text area.

The form fields and buttons are as follows:

- Select Programme Type**: A dropdown menu currently showing 'INAUGURAL PROGRAMME'.
- Address By**: A text input field containing 'Honorary Secretary/ Convenor'.
- Topic**: A text input field containing 'Vote of thanks'.
- Lecture Details**: A text area for entering details.
- Duration (in Minuts)**: A spinner field with minus and plus buttons.
- Buttons**: A green 'ADD TO LIST' button and a blue 'CANCEL' button.

ENTRY OF THE DETAILS OF THE TECHNICAL SESSION ON DAY 1 (AN)

1 Invited Lecture and minimum 4 papers (i.e., 4 papers/4 peer reviewed papers/4 presentations) can be submitted by using the following steps:-

AFTERNOON

TECHNICAL SESSION 1 (0) -

(1 Invited Lecture and (minimum 4 papers or (two invited lectures or two presentations)))

[+ Add Programme](#)

Click on "Add Programme" to enter details of the Technical Session 1

TECHNICAL SESSION 1 (0)

(1 Invited Lecture and (minimum 4 papers or (two invited lectures or two presentations)))

+ Add Programme

Select Programme Type

CANCEL

INVITED LECTURE
PAPER/PEER-REVIEWED PAPER
PRESENTATION

1/1

Under the "Select Programme Type" dropdown menu, click on "INVITED LECTURE"

TECHNICAL SESSION 1 (0)

(1 invited Lecture and (minimum 4 papers or (two invited lectures or two presentations)))

+ Add Programme

Select Programme Type INVITED LECTURE

Lecture By

Topic

Lecture Details

Duration (in Minuts)

ADD TO LIST CANCEL

1/1

Enter name of the author of the Invited Lecture in the "Lecture By" field

Enter the topic of the Invited Lecture in the "Topic" field

Enter duration of the Lecture (in Minutes)

Enter brief excerpt of the Lecture

Click on "ADD TO LIST" to save

Click on "Add Another Programme" and then, Under the "Select Programme Type" dropdown menu, click on "PAPER/PEER REVIEWED PAPER/PRESENTATION" to upload the rest of the papers/ presentations. A sample of this is shown in next slide.

TECHNICAL SESSION 1 (1)

(1 invited Lecture and (minimum 4 papers or (two invited lectures or two presentations)))

+ Add Another Programme

Select Programme Type

PAPER/PEER-REVIEWED PAPER

2/2

Lecture By

Topic

Lecture Details

Duration (in Minutes)

ADD TO LIST

CANCEL

Enter name of the author of the "PAPER/ PRESENTATION" in the "Lecture By" field

Enter topic of the "PAPER/ PRESENTATION" in the "TOPIC" field

Click on "ADD TO LIST" to save

Enter brief excerpt of the Lecture

Enter duration of the Lecture (in Minutes)

N.B.:- Use "Add Another Programme" link depending on total number of lectures delivered/ presentations made during technical session 1. Entry of the details of the Technical Sessions 2 & 3 on Day 2 should be done in exactly the same manner as shown in entry of the details of the Technical Session 1

ENTRY OF THE DETAILS OF THE VALEDICTORY SESSION ON DAY 2 (AN)

VALEDICTORY SESSION (0)

Valedictory Session

+ Add Programme

Click on "Add Programme" to enter details
of the Valedictory Session

Under the "Select Programme Type" dropdown menu, click on "WELCOME ADDRESS"

VALEDICTORY SESSION (1)

Valedictory Session

+ Add Another Programme

2/2

Select Programme Type
WELCOME ADDRESS

Address By
Organizing Secretary

Topic
Welcome Address

Lecture Details

Duration (in Minuts)

ADD TO LIST CANCEL

Enter "Organizing Secretary" in the "Address By" field

Enter "Welcome Address" in the "Topic" field

Click on "ADD TO LIST" to

Enter duration of the Lecture (in Minutes)

Enter brief excerpt of the Lecture

As shown earlier click on “Add Another Programme” and then, under the “Select Programme Type” dropdown menu, click on “ADDRESS BY THE CHAIR, HOST CENTRE”

The image shows a screenshot of a web form titled '+ Add Another Programme'. The form is divided into several sections: 'Select Programme Type', 'Address By', 'Topic', 'Lecture Details', and 'Duration (in Minutes)'. The 'Select Programme Type' dropdown menu is open, showing 'ADDRESS BY THE CHAIR, HOST CENTRE' as the selected option. The 'Address By' field contains 'Chair, Host Centre'. The 'Topic' field contains 'Presidential Address'. The 'Lecture Details' field is empty. The 'Duration (in Minutes)' field is empty. At the bottom of the form are two buttons: 'ADD TO LIST' and 'CANCEL'. There are five blue callout boxes with arrows pointing to specific parts of the form: 'Enter “Chair, Host Centre” in the “Address By” field' points to the 'Address By' field; 'Enter “Presidential Address” in the “Topic” field' points to the 'Topic' field; 'Click on “ADD TO LIST” to save' points to the 'ADD TO LIST' button; 'Enter duration of the Lecture (in Minutes)' points to the 'Duration (in Minutes)' field; and 'Enter brief excerpt of the Lecture' points to the 'Lecture Details' field.

Valedictory Session

+ Add Another Programme

Select Programme Type

ADDRESS BY THE CHAIR, HOST CENTRE

Address By

Chair, Host Centre

Topic

Presidential Address

Lecture Details

Duration (in Minutes)

ADD TO LIST CANCEL

Enter “Chair, Host Centre” in the “Address By” field

Enter “Presidential Address” in the “Topic” field

Click on “ADD TO LIST” to save

Enter duration of the Lecture (in Minutes)

Enter brief excerpt of the Lecture

As shown earlier click on “Add Another Programme” and then, under the “Select Programme Type” dropdown menu, click on “ADDRESS BY THE CHIEF GUEST”

VALEDICTORY SESSION (2)

The screenshot shows a web form titled "+ Add Another Programme" with a page number "3/3" in the top right corner. The form contains the following fields and controls:

- Select Programme Type:** A dropdown menu with "ADDRESS BY THE CHIEF GUEST" selected.
- Address By:** A text input field containing "Chief Guest".
- Topic:** A text input field containing "Address by Chief Guest".
- Lecture Details:** A large text area for entering the lecture content.
- Duration (in Minutes):** A numeric input field with up and down arrows.
- Buttons:** "ADD TO LIST" (green) and "CANCEL" (blue).

Five blue callout boxes with arrows point to specific parts of the form:

- "Enter 'Chief Guest' in the 'Address By' field" points to the "Address By" input field.
- "Enter 'Address by Chief Guest' in the 'Topic' field" points to the "Topic" input field.
- "Click on 'ADD TO LIST' to save" points to the "ADD TO LIST" button.
- "Enter duration of the Lecture (in Minutes)" points to the "Duration (in Minutes)" input field.
- "Enter brief excerpt of the Lecture" points to the "Lecture Details" text area.

As shown earlier click on “Add Another Programme” and then, under the “Select Programme Type” dropdown menu, click on “VOTE OF THANKS”

VALEDICTORY SESSION (3)

Valedictory Session

+ Add Another Programme

Select Programme Type: VOTE OF THANKS

Address By: Organizing Secretary/ Honorary Secretary

Topic: Vote of Thanks

Lecture Details

Duration (in Minuts)

ADD TO LIST CANCEL

Enter “Organizing Secretary/ Honorary Secretary” in the “Address By” field

Enter “Vote of Thanks” in the “Topic” field

Click on “ADD TO LIST” to save

Enter duration of the Lecture (in Minutes)

Enter brief excerpt of the Lecture

VALEDICTORY SESSION (4)

Valedictory Session

+ Add Another Programme

1 WELCOME ADDRESS



2 ADDRESS BY THE CHAIR, HOST CENTRE



3 ADDRESS BY THE CHIEF GUEST



4 VOTE OF THANKS



+ BACK

SUBMIT ✓

Click on "SUBMIT" button to complete the submission process.

[CANCEL](#)[VIEW OTHER REPORT PENDING ACTIVITIES](#)

Abstract



Upload Files



Statistical Information



Session Details

Detail of the Session

DAY-1

FORENOON

INAUGURAL SESSION (7)

+

AFTERNOON

TECHNICAL SESSION 1 (2)

+

DAY-2

FORENOON

TECHNICAL SESSION 2 (1)

+

AFTERNOON

TECHNICAL SESSION 3 (1)

+

VALEDICTORY SESSION (4)

+

[CANCEL](#)[VIEW OTHER REPORT PENDING ACTIVITIES](#)[← BACK](#)[SUBMIT ✓](#)

Click on "SUBMIT" button to complete the submission process.

Once the submission process is successfully completed, a notification as shown below will appear on the screen. Click on "OK" to formally complete the submission.

FORENOON

TECHNICAL SESSION 2 (1)

+

TECHNICAL SESSION 3 (1)

+

VALEDICTORY SESSION (4)

+



Success!

SESSION DETAILS ARE SUCCESSFULLY INCORPORATED

OK

← BACK

SUBMIT ✓

⊗ CANCEL

⊗ VIEW OTHER REPORT PENDING ACTIVITIES

Thank You

