

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



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➔ Login or Create an Account

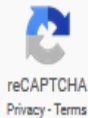
REGISTERED MEMBER

[Login](#)[Forgot Your Password?](#)

Password *



I'm not a robot

reCAPTCHA
Privacy - Terms[Next](#)

Put Centre's Email ID & Password

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

* (e.g. ST1234)

 Yes No[Next](#)

* Required Fields.

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
- IEI 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 **Sponsored Activities** under Submit Reports.

Sponsored (Division Board) Activities



 PENDING REPORT

1

@ RE-SUBMIT REPORT

0

@ NEWLY SUBMITTED REPORT

0

Search

REF.#	EVENT DATE	EVENT TYPE	TITLE	ACTION
1187	Oct 11, 2018	ALL INDIA SEMINAR	TEST BY SAS	SUBMIT 

1st « Prev 1 Next » Last

Click on Submit
Button

- **Pending Report** - Shows events completed, but submission not initiated.
- **Re-Submit Report** - If Submitted report is once again submitted after necessary correction / modification.
- **Newly Submitted Report** – After successful, completion of event report is submitted.

Report of Sponsor Activity

Ref. No.1187

Event Type: ALL INDIA SEMINAR (2 day(s) Event)

Divisional Board/Committee: ARCHITECTURAL

Event Duration Date: Oct 11, 2018 to Oct 12, 2018

Theme of the Activity: TEST BY SAS

Abstract & Sub-themes of the Programme: TEST ABS.

Remarks: DO NEEDFUL ONE

VIEW MORE

+ SUBMIT REPORT

⊗ VIEW OTHER REPORT PENDING ACTIVITIES

Click on
"SUBMIT REPORT"

Click on
"VIEW MORE" to
view a detail snippet
of the activity

 CANCEL  VIEW OTHER REPORT PENDING ACTIVITIES



Abstract



Upload Files



Statistical Information



Session Details



Brief Details about the Programme

Rich text editor toolbar with options: Bold (B), Underline (U), Strikethrough, Font Color (A), Text Color, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Image, Video, Link, Unlink, Source Code, and Help (?).

Test


Write brief details of the programme

In the Abstract section special characters (e.g. **|:|) and {} should be avoided

 CANCEL  VIEW OTHER REPORT PENDING ACTIVITIES

NEXT 

Once the brief details is provided, click on "NEXT"

 CANCEL  VIEW OTHER REPORT PENDING ACTIVITIES



Abstract



Upload Files



Statistical Information



Session Details

Photo of Inaugural Session with banner of IEI

Drag & drop files here ...

No file selected

 BROWSE ...

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

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 ...

No file selected

BROWSE ...

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

← BACK

NEXT →

Once the photos are
uploaded, click on
"NEXT"

⊙ CANCEL ⊙ VIEW OTHER REPORT PENDING ACTIVITIES



	Actual Statistics			
Number of Invitees	-	1	+	SAME AS PROPOSED
Number of Participant	-	1	+	SAME AS PROPOSED
Number of Delegates	-	1	+	SAME AS PROPOSED
Number of Papers	-	1	+	SAME AS PROPOSED

Proposed Statistics	
Number of Invitees	100
Number of Participant	100
Number of Delegates	100
Number of Papers	50

CANCEL **VIEW OTHER REPORT PENDING ACTIVITIES**

BACK **NEXT**

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

Click on "SAME AS PROPOSED", If the statistical data is equal to the data given under "Proposed Statistics"

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



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

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 Minutes)

ADD TO LIST

CANCEL

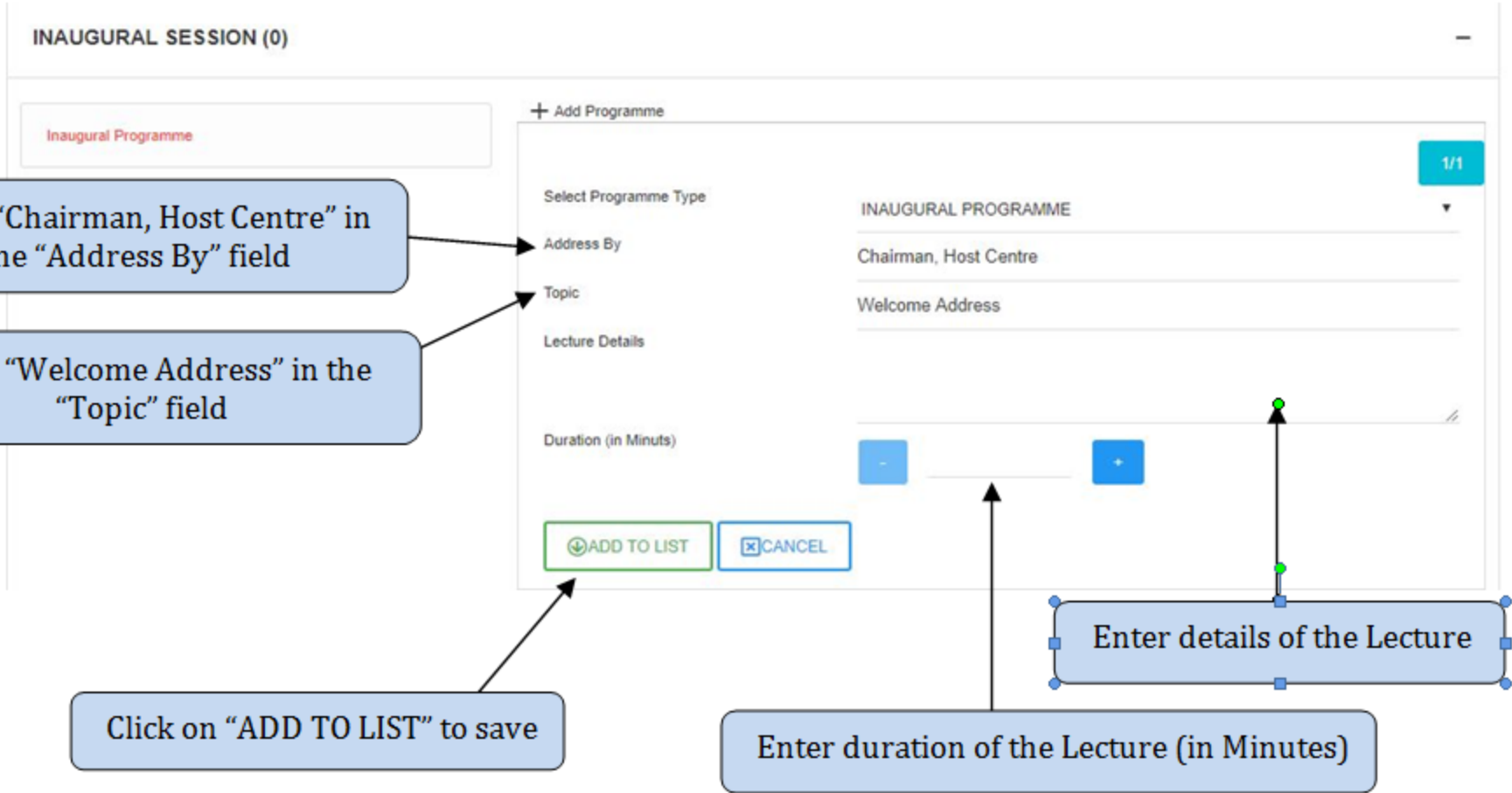
Enter "Chairman, Host Centre" in the "Address By" field

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)



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

INAUGURAL PROGRAMME

Address By

President, IEI (if present)

Topic

Address By President, IEI (if present)

Lecture Details

Duration (in Minuts)

ADD TO LIST

CANCEL

Enter details of the Lecture

Enter duration of the Lecture (in Minutes)

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 duration of the Lecture (in Minutes)

INAUGURAL SESSION (2)

Inaugural Programme

+ Add Another Programme

Select Programme Type

X 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

3/3

Select Programme Type

INAUGURAL PROGRAMME

Address By

Chairman, Division Board (if present)

Topic

Address by Chairman, Division Board (if present)

Lecture Details

Duration (in Minutes)

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

3/3

CANCEL

INAUGURAL PROGRAMME

KEYNOTE ADDRESS

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

4/4

Select Programme Type

INAUGURAL PROGRAMME

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 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 (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

6/5

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 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 (6)

Inaugural Programme

+ Add Another Programme

7/7

Select Programme Type

INAUGURAL PROGRAMME

Address By

Honorary Secretary/ Convenor

Topic

Vote of thanks

Lecture Details

Duration (in Minuts)

ADD TO LIST

CANCEL

Enter details of the Lecture

Enter duration of the Lecture (in Minutes)

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

Enter "Vote of thanks" in
the "Topic" field

Click on "ADD TO LIST" to save

Enter details of the Lecture

Enter duration of the Lecture (in Minutes)

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"

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

+ Add Programme

1/1

Select Programme Type
Lecture By
Topic
Lecture Details
Duration (in Minuts)

INVITED LECTURE

ADD TO LIST CANCEL

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 Minuts)

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)

The screenshot shows a form titled "VALEDICTORY SESSION (1)" with a sub-header "Valedictory Session". The form is titled "+ Add Another Programme" and contains the following fields and controls:

- Select Programme Type:** A dropdown menu with "WELCOME ADDRESS" selected.
- Address By:** A text input field containing "Organizing Secretary".
- Topic:** A text input field containing "Welcome Address".
- Lecture Details:** A large text area for entering the lecture content.
- Duration (in Minuts):** A numeric input field with a range of 0 to 60 minutes, indicated by blue minus and plus buttons.
- Buttons:** "ADD TO LIST" (green) and "CANCEL" (blue).

Instructional callouts with arrows point to the following elements:

- "Enter 'Organizing Secretary' 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" points to the "ADD TO LIST" button.
- "Enter duration of the Lecture (in Minutes)" points to the "Duration (in Minuts)" 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 “ADDRESS BY THE CHAIR, HOST CENTRE”

The screenshot shows a form titled '+ Add Another Programme' with a 'Valedictory Session' tag. The form includes a dropdown menu for 'Select Programme Type' with 'ADDRESS BY THE CHAIR, HOST CENTRE' selected. Below this are fields for 'Address By' (containing 'Chair, Host Centre'), 'Topic' (containing 'Presidential Address'), and 'Lecture Details' (containing a text area with a blue cursor). A 'Duration (in Minutes)' field is shown with a range of 0 to 15 minutes. At the bottom are 'ADD TO LIST' and 'CANCEL' buttons. Annotations in blue boxes with arrows point to these elements: '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)', and 'Enter brief excerpt of the Lecture'.

Annotations:

- 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)

Valedictory Session

+ Add Another Programme

3/3

Select Programme Type
ADDRESS BY THE CHIEF GUEST

Address By
Chief Guest

Topic
Address by Chief Gues

Lecture Details

Duration (in Minutes)

ADD TO LIST CANCEL

Enter “Chief Guest” in the “Address By” field

Enter “Address by Chief Guest” 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 “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 Minutes)

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

The image shows a web interface for adding a valedictory session. The form is titled "VALEDICTORY SESSION (3)" and "Valedictory Session". It features a "Valedictory Session" header and a "Valedictory Session" sub-header. The main form is titled "+ Add Another Programme" and contains several fields: "Select Programme Type" (a dropdown menu with "VOTE OF THANKS" selected), "Address By" (a text field with "Organizing Secretary/ Honorary Secretary" entered), "Topic" (a text field with "Vote of Thanks" entered), "Lecture Details" (a text area), and "Duration (in Minutes)" (a numeric input field with minus and plus buttons). At the bottom of the form are two buttons: "ADD TO LIST" (green) and "CANCEL" (blue). Five blue callout boxes with arrows point to specific parts of the form: "Enter 'Organizing Secretary/ Honorary Secretary' in the 'Address By' field" points to the "Address By" field; "Enter 'Vote of Thanks' 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" text area.

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 ✓



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

