The Institution of Engineers (India)

AN ISO 9001 : 2015 CERTIFIED ORGANISATION
(ESTABLISHED 1920, INCORPORATED BY ROYAL CHARTER 1935)
8 Gokhale Road, Kolkata-700 020

A Century of Service to the Nation

MEMB/AISC/BCHP/M-12   23 April 2024

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

Dear Sir/Madam,

    The Institution annually awards the **Best Students' Chapter Award (First, Second and Third category)** amongst the Engineering Colleges Students' Chapters existing as on 31 March 2024 based on the technical activities organized during the period 01 April 2023 – 31 March 2024.

    The award winners will receive a Certificate and the Trophy alongwith a cheque of the amount as mentioned below:

a) Best Engineering College Students' Chapter Award: Rs. 20,000/-
b) Second Best Engineering College Students' Chapter Award: Rs. 15,000/-
c) Third Best Engineering College Students' Chapter Award: Rs. 10,000/-

    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 2023 – 31 March 2024, along with photographs (in hard copies), so as to reach to us latest by 30 June 2024.

    Thanking you,

Yours faithfully,

Deputy Director (Membership)

Enclo :   Report Format

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A Century of Service to the Nation

MEMB/AISC/BCHP/M-12   23 April 2024

The Principal/Advisers of
All IEI Students' Chapters in Polytechnics

Dear Sir/Madam,

The Institution honours annually the **Best Students' Chapter Award (First, Second and Third category)** amongst the Polytechnic Students' Chapters existing as on 31 March 2024 based on the technical activities organized during the period 01 April 2023 – 31 March 2024.

The award winners will receive a Certificate and the Trophy alongwith a cheque of the amount as mentioned below:

a) Best Polytechnic College Students' Chapter Award: Rs. 20,000/-
b) Second Best Polytechnic College Students' Chapter Award: Rs. 15,000/-
c) Third Best Polytechnic College Students' Chapter Award: Rs. 10,000/-

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 2023 – 31 March 2024, along with photographs (in hard copies), so as to reach to us latest by 30 June 2024.

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Enclo: Blank Report Format

Engg. College ☐ / **Polytechnic** ☐

The Institution of Engineers (India)

(ESTABLISHED 1920, INCORPORATED BY ROYAL CHARTER 1935)

8 GOKHALE ROAD, KOLKATA – 700 020

PROFORMA OF REPORT FROM STUDENTS' CHAPTER
(Activities/ Events organized during FY 2023-24)

Name of Engineering/ Polytechnic college :

Branch of Engineering (for Engineering College only):

Chapter Code:

Date of Last Enrolment of Students in Students' Chapter of IEI:

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 New Committee of Students formed by Election :

2. Date of Annual General Meeting :

Sl No	Technical Activity	Number of activities per Quarter (Qtr)				Details with photograph in Page Number (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.	Start-ups from the Students' Chapters (**Enclose copy of some evidences or web-site details**)					
12.	Number of Students Enrolled in Students' Chapter [IEI], **FY 2023-24**					
13.	Number of Papers published by Students in IEI Students' Journal, **FY 2023-24**					

Number of photographs attached.

First Quarter_____

Second Quarter_____

Third Quarter_____

Fourth Quarter_____

_____
Signature of the Faculty Advisor
with date affixed with seal

_____
Signature of the Principal
with date affixed with seal

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/List of R&D Projects/ Start-ups/ Papers Published in IEI Students' Journal)

Title /Theme:

Date :	**Duration:**
Number 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:
Contact Details:
Mobile Number:
Email id:

Speaker (1):	**Speaker (2):**
Designation/Organization:	**Designation/Organization:**
Contact Details:	**Contact Details:**
Mobile Number:	**Mobile Number:**
Email id:	**Email id:**

Report
(maximum 250 words)

_____
Signature of the Faculty Advisor
with date affixed with seal