



Engg College



/ Polytechnic



The Institution of Engineers (India)

(ESTABLISHED 1920, INCORPORATED BY ROYAL CHARTER 1935)

Abhiyanta Bhavan, 1332, Shivajinagar, JM Road, Pune-411005

PROFORMA OF REPORT FROM STUDENTS' CHAPTER

Name of the Students' Chapter:**Branch of Engineering (for Engg College only):****Chapter Code:****Date of Enrolment as 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. Institutional Membership Number:**2. No. of Students Members:****3. Date of Election:****4. Date of AGM:**

Sl No	Technical Activity	No of activities per Quarter (Qtr)				Details with photograph in Page No (range) (From To)
		Qtr1	Qtr2	Qtr3	Qtr4	
5.	Committee Meeting/s					
6.	Lecture					
	Paper presentation					
7.	Seminar					
	Workshop					
	Conference					
8.	Technical/Project Demonstration					
	Model competition					
	Poster Competition					
9.	Group Discussion					
	Technical Quiz					
	Aptitude Test					
10.	Technical Visit					
11.	Film show					
	Display of Technical Information					
12.	Short term course (Course duration minimum 3 days)					
13	Oragnisation of Western Regional Conclave of IEI Students' Chapter					
14	Organisation of Event in Collaboration with IEI Pune Local Center					
15.	Any other technical activity					

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



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Details of Technical Activity

(Lecture/Paperpresentation/Seminar//Workshop/Conference/Technical/ProjectDemonstration/Modelcompetition/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: <i>(Activity reports not supported by photographs shall not be considered for award)</i>	
Details:	
Chief Guest/ Guest of Honor: Designation:	
Speaker: Designation/Organization:	Speaker: Designation/Organization:
Speaker: Designation/Organization:	
Report <i>(maximum 250 words)</i>	

Signature of the Faculty Advisor
with date affixed with seal