



12.2 **ALL INDIA SEMINARS**

The All India Seminar is one of the sponsored technical activities of a particular Engineering Division, under the aegis of which the activity will be organized.

12.2.1 **Planning**

Proposal for holding All India Seminar will emanate from a Centre and shall be processed by the concerned Division Board and the final decision shall be taken by CATE / Council.

The proposal from a Centre should be submitted as per format given in **APPENDIX XII** to the concerned Division Board at least three months prior to the proposed dates of the Seminar. The proposal shall contain the suggested theme, dates and venue (city / town) of the Seminar.

After obtaining the approval of the proposal by Division Board / CATE / Council, the Centre will prepare the first information brochure as per the format given in **APPENDIX XIII** and will forward the same to Technical Department for further course of action.

The recommendations emanated from the All India Seminar are forwarded to the Core Group constituted by the concerned Division Board and approved by CATE / Council. The approved Guidelines for constitution of Core Group is given in **APPENDIX III**.

12.2.2 **Responsibility**

The primary responsibility for planning and organizing All India Seminar shall rest with the Host Centre. Implicit support of the HQs will be available.

For smoothness in organization of the event, the Host Centre shall constitute the Organizing Committee. The Host Centre may organize the National Convention in association with reputed Engineering Colleges / Institutes other Professional Organizations.

12.2.3 **Organizing Committee**

The Organizing Committee shall be constituted with the Chairman of the Host Centre as its Chairman and the Honorary Secretary of the Host Centre or one Corporate Member (attached to the Host Centre) as its Organizing Secretary. The Members of the Committee shall include local Corporate Members.

12.2.4 **National Advisory Committee**

The Members of the Committee shall be nominated by the Host Centre from amongst persons of all India status and shall include all members of the concerned Division Board and the Honorary Secretary of the Host Centre (if he / she is not the Convenor). The Council Member elected from a State shall be included as a member in National Advisory Committee

of the AIS conducted by the Centres in the respective State.

This Committee shall provide guidance for structuring the technical programmes, selection of Session Chairmen.

N.B.: For organizing All India Seminar, formation of National Advisory Committee is not mandatory.

12.2.5 Resource Mobilization

The Organizing Committee shall plan resource mobilization and the income may comprise the following:

Grant from the Division Board (for Two-Day activity not to exceed Rs. 30,000/-)

Registration fees to be paid by delegates

Contributions of other organizations as Patrons, Co-sponsors, Collaborators, Donors or Associates

Charges collected from the advertisers

Technical Exhibition

12.2.6 The Structure of the Programme of an All India Seminar shall be as follows:-

12.2.6.1 Inaugural Session to have,

- Welcome Address by the Chairman, Host Centre
- Address by the President, IEI (if present)
- Address by the Chairman, Division Board (if present)
- Address on the theme of technical sessions by the Honorary Secretary / Organizing Secretary / Convenor
- Address by the Special Guests (if any)
- Inaugural Address by the Chief Guest
- Vote of thanks by the Honorary Secretary of the Centre

12.2.6.2 Technical Sessions

Articles, received on the theme of the All India Seminar, are presented in Technical Sessions.

Each of the Technical Session to be presided over by a Session Chairman and assisted by one Rapporteur.

12.2.6.3 Concluding / Valedictory Session to have

Welcome Address by the Chairman of the Host Centre

- Reporting by Rapporteur of each session
- Finalization of Recommendations
- Vote of thanks by the Organizing Secretary / Honorary Secretary

The Chairman of the Host Centre shall preside over both the Inaugural and the Concluding / Valedictory Sessions. The report on an All India Seminar including the recommendations shall be sent to the HQrs within 15 days from the date of culmination of the Seminar together with two copies of the preprints of articles (as published) and a few photographs as per format given in **APPENDIX XV** for possible inclusion as a report in IEI News.

REPORT OF ALL INDIA SEMINAR/WORKSHOP ORGANISED BY CENTRES / OVERSEAS CHAPTERS

Name of Centre / Overseas Chapter:	
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Title of Activity:	
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Activity under Divisional Board	
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Date:		Venue:	
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Photo of Inaugural Session with banner of IEI Photo of Technical Session

Report of All India Seminar/Workshop

Brief Details about the Programme:

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Details of the Sessions:

Day-1(Forenoon) Inaugural Session Inaugural programme, Keynote Address	
Day-1(Afternoon) Technical Session I 1 Invited Lecture (about 1 hour duration) and minimum 4 papers or two invited lectures / presentations	Invited Lecture by: Topic: 1. Paper by..... Title 2. Paper by..... Title 3. Paper by..... Title 4. Paper by..... Title
Day-2 (Forenoon) Technical Session II 1 Invited Lecture (about 1 hour duration) and minimum 4 papers or two invited lectures / presentations	Invited Lecture by: Topic: 1. Paper by..... Title 2. Paper by..... Title 3. Paper by..... Title 4. Paper by..... Title
Day-2 (Afternoon) Technical Session III Minimum 2 papers or two invited lectures / presentations	1. Paper / Lecture by..... Title 2. Paper / Lecture by..... Title
Day-2 (Afternoon) Valedictory Session	Valedictory Address by