



Engg College

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/ 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

(1 April 2025 - 31 March 2026)

**Name of Engineering/ Polytechnic college :** Ramco Institute of Technology**Branch of Engineering (for Engineering College only):** Mechanical Engineering**Chapter Code:** 626117/RIT/MC**Date of Last Enrolment of Students in Students' Chapter of IEI:** 28.11.2024**Name of Adviser with contact no and e-mail:** Mr. S. Valai Ganesh, Assistant Professor (Senior Grade), 9043489697, valai.ganesh@ritrjpm.ac.in

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 Election : 11.03.2025****2. Date of AGM :23.08.2024**

Sl No	Technical Activity	No of activities per Quarter (Qtr)				Details with photograph in Page No (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.	Any other technical activity					

**Number of photographs attached.**

First Quarter \_\_\_\_\_

Second Quarter \_\_\_\_\_

Third Quarter \_\_\_\_\_

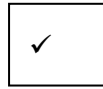
Fourth Quarter \_\_\_\_\_

\_\_\_\_\_  
Signature of the Faculty Advisor

with date affixed with seal

\_\_\_\_\_  
Signature of the Principal

with date affixed with seal



(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/Short term course)

**Title /Theme: Lecture on “Report Preparation using Overleaf”  
(Offline Event)**

**Date :** 24.04.2025

**Duration:** 01 day (12.00 PM to 13.30 PM)

**No of Students Participated:** Final Year Mechanical Students

**Photographs with caption:**

*(Activity reports not supported by photographs shall not be considered for award )*



Fig. 1 Poster



Fig. 2 Glimpses

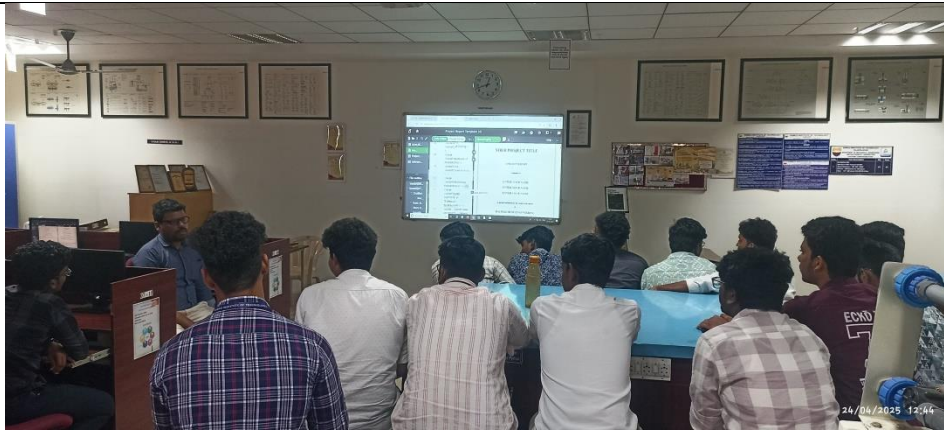
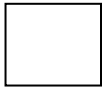


Fig. 3 Glimpses

**Details:****Chief Guest/ Guest of Honor:** Nil**Designation:** Nil**Speakers:** Mr. S. Valai Ganesh, AP(SG)/Mech/RIT**Report***(maximum 250 words)*

- The Department of Mechanical Engineering, in association with the Institution of Engineers (India) Mechanical Chapter, successfully organized a lecture on “Report Preparation using Overleaf” on 22<sup>nd</sup> April 2025. The session aimed to enhance the documentation and report-writing skills of students and faculty members using Overleaf, an advanced online LaTeX editor widely used in academic and technical writing. The event witnessed enthusiastic participation from third and final-year Mechanical Engineering students, research scholars, and faculty members.
- The resource person for the lecture demonstrated the features of Overleaf, including collaborative editing, real-time preview, citation management, and template usage for project reports, research articles, and theses. Participants gained hands-on experience in structuring technical documents, incorporating figures, tables, mathematical equations, and generating bibliographies with ease.
- The session also emphasized the advantages of LaTeX over traditional word processors, particularly its precision in formatting and ability to handle complex content. Attendees appreciated the practical approach and clarity of the presentation, which helped them understand the real-world applications of Overleaf in academic and professional settings.
- Overall, the lecture proved to be highly informative and beneficial, equipping the participants with essential skills for producing high-quality technical documentation. The department thanked the IE(I) Chapter for its support in organizing the event. The seminar was coordinated by Mr. S. Valai Ganesh, AP(SG) in the Department of Mechanical Engineering, whose meticulous planning and organization ensured the smooth conduct of the event. Mr. B. Shanmugapandi, a second-year Mechanical Engineering student, acted as one of the student coordinators, assisting in the logistical arrangements and participant management.



**Certificate Sample:**



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MR. S. VALAI GANESH  
AP(SG)/MECH/RIT

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**Faculty Advisor**  
IE(I)- MECH Student Chapter  
(626117/RIT/MC)  
Ramco Institute of Technology  
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