

1.0 EXTRACT OF THE BYE-LAWS

1.1 Bye Law 84 - STUDENTS' CHAPTERS

84. a. (i) The Council may establish Engineering College Students' Chapters or Polytechnic Students' Chapters at engineering colleges or polytechnics conducting courses recognized by the Institution with the concurrence of the managing authorities of the respective engineering colleges or polytechnics and notify the establishment to the State Centre within the geographical boundaries of which such Chapter will be located.
- (ii) All Students who are students of such an engineering college or a polytechnic shall be eligible for attachment to such Chapter and the affairs of such Chapter shall be managed in accordance with the rules framed and approved by the Council from time to time under the guidance of the adviser who shall be a member of the faculty nominated by the managing authorities of the respective engineering colleges or polytechnics.
84. b. The activities of the Students Chapters established within the geographical boundaries of a State/Local centre shall be guided, coordinated and overseen by a 'State Centre Students Committee/Local Centre Students Committee' as the case may be which shall be constituted as here below:
- (i) One Corporate member nominated by the members of the Committee of the State/Local Centre from amongst themselves as the Chairman;
- (ii) One Corporate Member nominated by the members of the Committee of the State/Local Centre from amongst themselves as the Convener;
- (iii) Four Corporate Members nominated by the members of the Committee of the State/Local Centre as member;
- (iv) The Chairman and the Honorary Secretary of the State/Local Centre and the Advisers and Conveners of the Students Chapters established within the geographical boundaries of the State/Local Centre shall be ex-officio members of the State/Local Centre Students' Committee.
85. The Council shall cause formation of an All India Students' Committee with a Chairman who shall be a member of the Council nominated by the Council from amongst themselves and members not exceeding fifteen in number nominated or elected in accordance with the rules framed and approved by the Council from time to time.

2.0 OBJECT

2.1 The Student Chapter shall be constituted for initiating and imbibing the feeling of belongingness into fraternity of engineering to which the students of engineering are destined. The Students Chapters may provide a learned workshop/clinic for the development of socio-techno intellectual qualities of the members as well as for encouraging their urge and surge for knowledge in a disciplined and guided system.

3. STUDENTS CHAPTERS

3.1 FORMATION

3.1.1 A Students Chapter may be established at an engineering college for those branches of engineering which are recognised by the Council.

3.1.2 A Students Chapter may be established at a polytechnic recognised by the Council.

3.1.3 The minimum number of members in each of the Chapter shall be twenty. This strength of membership shall be obligatory for opening as also for continuing a Students Chapter.

3.1.4 The Chapter shall be designated as follows:

3.1.4.1 In case of Chapters established at engineering colleges, the name of the city/town where the college is located and the name of the college shall precede the words 'Students Chapter' and the name of the branch of engineering shall follow the same words in parenthesis, e.g, Howrah Bengal Engineering College Students' Chapter (Civil); Kanpur IIT Students' Chapter (Mechanical) etc.

3.1.4.2 In case of Chapters established at polytechnic, the name of the city/town where the polytechnic is located and the name of the polytechnic shall precede the word 'Students Chapter' viz. 'Calcutta Women's Polytechnic Students Chapter', 'Calcutta J C Ghosh Polytechnic Students Chapter' etc.

3.1.5 The students undergoing regular courses at the engineering colleges in a discipline recognised by the Council shall be attached to the respective Chapter established at the engineering colleges as per Rule 3.1.1 upon payment of requisite subscription.

3.1.6 The students undergoing regular courses at the polytechnics recognised by the Council shall be attached to the respective Chapters established at the polytechnics as per Rule 3.1.2 upon payment of requisite subscription.

3.2 ACTIVITIES

- 3.2.1 The management of the affairs of the Student Chapter shall vest with the Committee of the Chapter which shall function under the general guidance and control of the respective State/Local Centres through the State/Local Centre Students Committee and shall at all times be subject to the control, supervision and direction of the Council through All India Students' Committee.
- 3.2.2 All activities of the Students Chapter shall be in conformity with the aims and objects of The Institution of Engineers (India) as laid down in the Royal Charter, Bye-laws, Regulations of the Council and direction of the Council as may be issued from time to time.
- 3.2.3 No Students Chapter shall extend its activities beyond the geographical boundaries of the State/Local Centres to which it is attached except in case of activities jointly organised by two or more Students Chapters.
- 3.2.4 The activities of the Students Chapter shall be primarily technical and shall include:
 - 3.2.4.1 Organising lectures by corporate members and others on the subject of engineering interest;
 - 3.2.4.2 Organising paper meetings, discussions, seminars and technical filmshows on selected subjects;
 - 3.2.4.3 Organising visits to engineering projects, construction sites, factories, workshops, laboratories etc;
 - 3.2.4.4 Organising competitions on technical subjects including annual paper writing, model building and quiz competitions;
 - 3.2.4.5 Promotion of social contacts among the students;
 - 3.2.4.6 Any other activity conducive to the technical and intellectual advancement of the students.

4. ADMINISTRATION

- 4.1 The affairs of a Students Chapter shall be managed by a Committee of the Chapter comprising:
 - 4.1.1 One Adviser, who shall be a member of the faculty, nominated by the managing authority of the respective engineering colleges / polytechnics.
 - 4.1.2 One Convener who shall be a member of the Chapter to be elected by the Committee of the Chapter from amongst themselves prior to the Annual General Meeting.

- 4.1.3 One member for each ten students attached to the Chapter or part thereof subject to the minimum of three and maximum of ten to be elected at the Annual General Meeting of the Chapter.
- 4.1.4 The Chairman and Honorary Secretary of the State or Local Centre within whose geographical boundaries a Chapter is established shall be ex-officio members of the Committee of the Chapter.
- 4.2 The term of office of the Committee of a Students Chapter shall be for one session, which is the period of time from one Annual General Meeting to the succeeding Annual General Meeting. The Annual General Meeting of a Chapter shall be held not later than 30th day of September each year.
- 4.3 Not later than the 31st day of August each year the Committee of a Students Chapter shall elect one member from amongst themselves as the Convener to take over office at the ensuing Annual General Meeting of the Chapter and communicate the name to the HQ office soon thereafter.
- 4.4 The members of the Committee of a Students Chapter shall be elected by the students attached to the Chapter from amongst themselves at the Annual General Meeting of the Chapter by show of hands or by on-the-spot ballots.
- 4.5 The term of office of the Adviser shall be for the period as would be decided by the nominating authority. The term of office of the Convener shall be for one session and he shall not be eligible for re-election as Convener after the expiry of the term of office.
- 4.6 If no Annual General Meeting of a Students Chapter is held within the stipulated time and consequently no election of the members of the Committee as per Rule 4.1.3 takes place, the Chairman of the State / Local Centre and/or the managing authority of the engineering college/polytechnic under whose jurisdiction and control the Chapter remain shall appoint members from the Chapter to constitute a Committee of that Chapter for the ensuing session with the same power and responsibilities as if it had been elected as per Rule 4.4.
- 4.7 The Committee of the Students Chapter shall manage the affairs of the Chapter in accordance with these Rules and any resolutions that may be passed by the General Body of the Chapter. The Committee shall work under the control and guidance of the State/Local Centre Students Committee and Chairman and Honorary Secretary of the State/Local Centre and/or the managing authority of the engineering college/polytechnic to which the Chapter is attached.
- 4.8 The quorum for a meeting of the Committee shall be three out of which at least one shall be a student.

- 4.9 All funds of the Chapter shall be in the custody of the managing authority of the engineering college/polytechnic to which the Chapter is attached. Not later than the last day of March each year, the Committee of the Chapter shall prepare an estimate of income and expenditure for succeeding year. This estimate subject to the approval of the managing authority of the engineering college/polytechnic to which the Chapter is attached will provide the guidelines to the Students Chapter for making expenditure on account of the activities of the Chapter.
- 4.10 Vacancies occurring in the Committee during any session may be filled by the Committee by co-option.
5. STATE/LOCAL CENTRE STUDENTS COMMITTEE
- 5.1 The activities of the Students Chapters established within the geographical boundaries of a State/Local Centre shall be guided, coordinated and overseen by a 'State Centre Students Committee/Local centre Students Committee' as the case may be which shall be constituted as here below:
- 5.1.1 One corporate member nominated by the members of the Committee of the State/Local centre from amongst themselves as the Chairman;
- 5.1.2 One corporate member nominated by the members of the Committee of the State/Local centre from amongst themselves as the Convener;
- 5.1.3 Four corporate members nominated by the members of the Committee of the State/Local centre as Members;
- 5.1.4 The Chairman and the Honorary Secretary of the State/Local centre and the Advisers and Conveners of the Students Chapters established within the geographical boundaries of the State/Local centre shall be ex-officio members of the State/Local centre Students' Committee.
- 5.2 The State/Local Centre Students Committee shall function in accordance with the provisions of the Royal Charter, Bye-Laws and Regulations of the Council and the Rules framed by the Council from time to time.
- 5.3 The State/Local Centre Students Committee shall be responsible to the State/Local Centre Committee.
- 5.4 The term of office of the State/Local Centre Students Committee shall be same as that of the Committee of the State/Local Centre.
- 5.5 In any meeting of the State/Local Centre Students Committee, five T/ST members shall form the quorum out of which at least one each shall be a representative of the category-Member of the Committee, Adviser and Convener.
- 5.6 Vacancies occurring in the State/Local Centre Students' Committee during any session may be filled in by the Chairman of the State/Local Centre by nomination.

6. ALL INDIA STUDENTS' COMMITTEE

- 6.1 The All India Students' Committee shall be constituted by the Council of the Institution as here below:
- 6.1.1 One Chairman to be nominated by the Council from amongst its members;
 - 6.1.2 Five members to be nominated by the Council from amongst its members;
 - 6.1.3 Three persons to be elected by the Advisers of the Students Chapters from amongst themselves;
 - 6.1.4 Six persons to be elected by the Conveners of the Students Chapters from amongst themselves in the following manner:
 - 6.1.4.1 Three persons to be elected by the Conveners of the Chapters established at Engineering Colleges from amongst themselves;
 - 6.1.4.2 Three persons to be elected by the Conveners of the Chapters established at Polytechnics from amongst themselves;
- 6.2 The All India Students' Committee shall be constituted by the Council to coordinate the programme of activities of the Students Chapters of the Institution spread over throughout the country. This All India Students' Committee shall operate as an Advisory Body to the Council for managing, controlling, monitoring and directing the activities of the Students Chapter.
- 6.3 The Council of the Institution shall in its first meeting immediately after the Indian Engineering Congress each year nominate a Chairman and five members to the All India Students' Committee.
- 6.4 For electing three persons from amongst the Advisers and six persons from amongst the Conveners of the Students Chapters as per Rule 6.1.3 and 6.1.4, the following procedure shall be adopted:
- 6.4.1 The Secretary and Director General shall prepare the list of the electorate by last day of September and call for nominations. The nominations shall be received within not less than twenty-one days from the date of notice calling for the nomination.
 - 6.4.2 The Secretary and Director General, thereafter shall ask for consent from the persons whose nomination will be found valid for contesting the election. The letter of consent or otherwise must reach the Secretary and Director General within three weeks from the date of notice asking for the consent. If no response is received within the stipulated date for a nominated member, s/he shall be deemed to have given no consent to contest the election.

- 6.4.3 The Secretary and Director General shall then post voting papers to the electorate. Voting papers shall be returnable only by post to the Secretary and Director General in not less than twenty-one days from the date of issue of voting papers.
- 6.4.4 After the expiry of the last date for receiving the Ballot Papers, the Secretary and Director General shall cause the scrutiny of Ballot papers and counting of the votes and report the result in full to the Council for declaration.
- 6.4.5 The so elected Advisers and Conveners shall form a part of the All India Students' Committee in ensuing session of the Council.
- 6.5 Any casual vacancy in the All India Students' Committee shall be filled up by co-option by the Council.
- 6.6 All India Students' Committee shall meet at least two times in a year. The first meeting shall be held concurrently with any of the two meetings of the Council following the one during the Indian Engineering Congress and another during the IEI Convocation and Technicians/Students Convention.
- 6.7 In any meeting of the All India Students' Committee, five shall form the quorum of which at least one each shall be a member of Council and another from amongst the Conveners.
- 6.8 All India Students' Committee will advise the Council in respect of general welfare of the students and recommend guidelines for the advancement of their knowledge through technical activities of the members of the Students Chapters and generally to develop social contacts among them and promote their professional, cultural and intellectual development.
- 6.9 The All India Students' Committee, on behalf of the Council will overview the functioning of the State/Local Centre Students Committees and the Students Chapter and report to the Council from time to time.
- 6.10 The activities of the All India Students' Committee will include:
 - 6.10.1 To recommend guidelines for organisation of paper meetings, seminars and symposia, refresher course, continuing education courses and other activities locally, regionally and at national level;
 - 6.10.2 To interact with the students of a Chapter in the matters of the academic and other problems faced by them and to bring these matters to the notice of the pertinent authorities and the Council.
 - 6.10.3 To promote professional, cultural and intellectual development of the members by designing suitable activity programme;
 - 6.10.4 To monitor the activities of Students Chapters, within the framework of the laid down rules;

- 6.10.5 To frame the editorial policy for the publications of the Institution intended for the Students and to oversee such publications.
- 6.11 In order to fulfill the obligations of the activity pattern enumerated in item 6.10 the Chairman of the All India Students' Committee shall:
 - 6.11.1 preside over all meetings of All India Students' Committee and Seminar / Technical session of the students during the IEI Convocation and Technicians'/Students' Convention.
 - 6.11.2 guide and promote technical activities of the Students Chapters all over India;
 - 6.11.3 look into the genuine difficulties of the Students and seek solutions through the Council of the Institution and various bodies formed by it;
 - 6.11.4 take appropriate steps to activate the Chapters and also to promote sense of belonging amongst its members;
 - 6.11.5 perform duties as the Chairman till the new Chairman has been nominated by the Council.

7. OPERATIONAL GUIDELINES FOR ENGINEERING COLLEGE STUDENTS' CHAPTER

- 7.1 To enable formation of a Chapter in any recognised discipline of engineering minimum number of members required is 20. One engineering college shall have separate Chapter for each of its disciplines, e.g. Civil, Mechanical, Electrical etc recognised by the Council.
- 7.2 If the above clause is satisfied, the management of the college shall appoint one of the faculty members of the respective discipline to act as the Adviser of that Chapter.
- 7.3 The Chapter thus formed shall have to be designated as per rule 3.1.4.1 in the following manner:

Manipal Institute of Technology Students' Chapter (Civil Engineering)

- 7.4.1 Code number to the Chapter, including the abbreviated form of the college name, branch code and membership serial number shall be allotted in the following manner:

| | | | |
|---|---|--|--|
| College PIN Code Number (six digits) | Abbreviated form of the College Name (Next four digits) | Branch Code Number (two alpha numeric digits) | Membership Serial Number (Next three digits) |
|---|---|--|--|

For Example :

Jadavpur University, Department of Chemical Engineering, Kolkata 700032
can be represented as follows :

700032/JU/CH/001

7.4.2 Branch Code Number will be as follows:

- | | |
|-------------------------------|--|
| AS: Aerospace Engineering | AG: Agricultural Engineering |
| AR: Architectural Engineering | CH: Chemical Engineering |
| CV: Civil Engineering | CP: Computer Science and Engineering |
| EL: Electrical Engineering | EC: Electronics & Communication Engineering |
| EN: Environmental Engineering | MR: Marine Engineering |
| MC: Mechanical Engineering | MM: Metallurgy and Material Science Engineering |
| MN: Mining Engineering | PR: Production Engineering |
| TX: Textile Engineering | Others (please obtain the code from the Secretariat before using the same) |

7.5 The following actions on Applications Form and Membership Card shall be taken:

- 7.5.1 Application form to be filled in and signed by the students and deposited with the Adviser along with requisite subscription.
- 7.5.2 Adviser shall issue the Membership Card duly filled-in in respect of Name, Branch, Roll No., year of payment of subscription etc. as indicated in the membership card.
- 7.5.3 Adviser shall send the duly filled-in application forms (upper portion only) along with the appropriate amount per applicant as may be decided by the Council by Bank Draft in favour of 'The Institution of Engineers (India)', payable at Kolkata. The Balance amount, retained for the Chapter activities, shall be spent in the following manner:
- 7.5.3.1 Technical activity (See Rule 3.2.4) 65%
- 7.5.3.2 Administrative Expenses of the Chapter35%
- 7.5.4 Application forms as in 7.5.1 along with draft as per 7.5.3 are to be sent to HQ along with list of members, handwritten or typed as under :

| Serial Number | Name of the Student | Membership Number | Year of Enrolment/Renewal | Branch | HQ Share |
|---------------|---------------------|-------------------|---------------------------|--------|----------|
|---------------|---------------------|-------------------|---------------------------|--------|----------|

7.5.5 In the following years for the new members above procedure shall be followed. For renewal of old membership, subscription at the prescribed rate for the current year shall have to be collected and entered in the card as subscription receipt. A list of such renewals along with draft for the proportionate subscription as may be decided by the Council per student shall be sent to HQ office.

7.5.6 All subscriptions, both new and renewal, fall due on 1st April of a year and must be paid within the last day of September of the year failing which the name of the member shall be struck off the roll.

7.6 Action to form the Students' Chapter Committee shall be taken as per Rule 4.1 of the 'Rules for Students' Chapter.'

- 7.7 Quarterly and annual reports of technical activities (as far as possible along with photographs) of the Chapter in a year shall be sent to the Secretary and Director General within one month after closing of a quarter/year. (Year is to be reckoned as financial year, that is, April to March).
- 7.8. The Newsletter as published by the Institution shall be distributed amongst the Chapter members which will be sent in bulk to the Adviser.
- 7.9. Any change in the name of Adviser, who is the corresponding link between the Chapter and HQ of IEI shall be informed forthwith to avoid discontinuation.

8. OPERATIONAL GUIDELINES FOR POLYTECHNIC STUDENTS' CHAPTER

- 8.1 To enable formation of a Chapter in any recognised polytechnic minimum number of member required is 20. There shall be only one Chapter in a polytechnic.
- 8.2 If the above clause is satisfied, the management of the polytechnic shall appoint one of the faculty members to act as the Adviser of the Chapter.
- 8.3 The Chapter thus formed shall have to be designated as per Rule 3.1.4.2 in the manner following:

Calcutta Women's Polytechnic Students' Chapter

- 8.4. Code number to the Chapter, including the abbreviated form of the college name, branch code and membership serial number shall be allotted in the following manner:

| Polytechnic PIN Code Number (First 6 digits) | Abbreviated form of the Polytechnic Name (Next 4 digits) | Branch Code Number (Next 2 digits) | Membership Serial Number (Next 3 digits) |
|---|--|--|--|
|---|--|--|--|

For Example :

Government Polytechnic College for Women, Department of Civil Engineering,
Coimbatore 641044

can be represented as follows :

641044/GPCW/CV/001

- 8.5 The following actions shall be taken on Application Form and Membership Card:
 - 8.5.1 Application form to be filled-in and signed by the Students and deposited with the Adviser along with requisite subscription.
 - 8.5.2 Adviser shall issue the Membership Card duly filled-in in respect of Name, Branch, Roll No., year of payment of subscription etc. as indicated in the Card.

8.5.3 Adviser shall send the duly filled-in application forms (upper portion only) along with the appropriate amount per applicant as may be decided by the Council by Bank Draft in favour of 'The Institution of Engineers (India)', payable at Kolkata. The balance amount, retained for the Chapter activities, shall be spent in the following manner:

8.5.3.1 Technical activity (see rule 3.2.4) 65%

8.5.3.2 Administrative Expenses of the Chapter 35%

8.5.4 Application forms as in 8.5.1 along with draft as per 8.5.3 are to be sent to HQ along with list of members, handwritten or typed as under:

| Serial Number | Name of the Student | Membership Number | Year of Enrolment/Renewal | Branch | HQ Share |
|---------------|---------------------|-------------------|---------------------------|--------|----------|
|---------------|---------------------|-------------------|---------------------------|--------|----------|

8.5.5 In the following years for the new members above procedures shall be followed. For renewal of old membership, subscription at the prescribed rate for the current year shall have to be collected and entered in the card as subscription receipt. A list of such renewals along with draft for the proportionate subscription as may be decided by the Council per student shall be sent to HQ office.

8.5.6 All subscriptions, both new and renewal, fall due on 1st April of a year and must be paid within the last day of September of the year failing which the name of the member shall be struck off from the roll.

8.6 Action to form the Students' Chapter Committee shall be taken as per Rule 4.1 of the 'Rules for Students' Chapter'.

8.7 Quarterly and annual reports of technical activities (as far as possible along with photographs) of the Chapter in a year shall be sent to the Secretary and Director General within one month after closing of a quarter/year (year is to be reckoned as financial year, that is, April to March).

8.8 The Newsletter as published by the Institution shall be distributed amongst the Chapter members which will be sent in bulk to the Advisers.

8.9 Any change in the name of Adviser, who is the corresponding link between the Chapter and HQ of IEI shall be informed forthwith to avoid discontinuation.