

# EXCERPTS FROM GUIDELINES ON ACTIVITIES OF VARIOUS ENGINEERING DIVISIONS

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## 10.0 TECHNICAL ACTIVITIES OF CENTRE

The Centres shall organize, on regular basis, lectures to be delivered by experts available locally.

The Centres may also organize the following activities without any financial support from a Division Board and involve only the support and the participation as may be available from their respective geographical boundaries.

- >- Seminar
- >- Workshop
- >- Round Table
- >- Panel Discussion
- >- Continuing Education Course

Each Centre is required to submit a report on its technical activities every quarter (April - June; July - September, October - December and January - March) and a consolidated report every year (April-March) within a month after conclusion of the quarter or the year, as the case may be, in prescribed format for submission to CATE.

## 12.0 DIVISION-SPONSORED ACTIVITY

The activities sponsored by a Division, which may be hosted by a Centre, are National Convention, All-India Seminar, Round Table, Workshop, Panel Discussion and Continuing Education Course.

### 12.1 NATIONAL CONVENTION

The National Convention of an Engineering Division is the apex technical activity of the Division itself, which is organized annually to a place decided by the Division Board and subsequently approved by the Council.

#### 12.1.1 Objective

*The National Convention, sponsored by a Division, is the apex activity held once a year aiming at achievement of technical and professional growth through intensive technical content and mutual interaction. A National Convention shall seek to achieve maximum involvement and participation of members and non-members as well.*

#### 12.1.2 Nomenclature

This activity shall be designated in the following style.

*Sixteenth National Convention of Environmental Engineers*

*Or*

*Sixteenth National Convention of Metallurgical and Materials Engineers*

#### 12.1.3 Programme Outline

A National Convention shall be a multi-activity capsule comprising the

following elements.

- National Seminar
- Memorial Lecture
- State-of-the-art Lecture
- Felicitation of Eminent Engineers
- Technical Visit and Technical Exhibition
- Workshop/Round Table/Panel Discussion
- Division Board Meeting

#### **12.1.4 Planning**

Proposal for holding a National Convention 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 Centre desiring to hold the National Convention shall submit the proposal to the concerned Division Board **at least twelve months prior** to the proposed dates of the Convention. The proposal shall contain the following for consideration of the Board.

- Venue (city/town)
- Dates
- Theme of the National Seminar
- Other activities (Workshop/Round Table/Panel Discussion) to be held concurrently with the Convention.

#### **12.1.5 Responsibility**

The primary responsibility for planning and organizing a National Convention shall rest with the Host Centre but technical guidance of the Chairman of the concerned Division Board and the Headquarters will be available.

For smoothness in organization of this national event, the Host Centre shall constitute the following Committees.

- National Advisory Committee
- Organizing Committee

##### **National Advisory Committee**

This Committee comprises President of IEI as its Chairman, the Chairman of the Division Board as its Co-chairman and a Corporate Member (attached to the Centre and the Division) as its Convenor.

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).

This Committee shall provide guidance for structuring the technical programmes, selection of Session Chairmen, Keynote Speakers, State-of-the-art and Memorial Lectures' Speakers

and the persons to be honoured at the Convention under the banner 'Felicitation of Eminent Engineers'.

### **Organizing Committee**

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

Representatives of the government departments, public bodies, industries, educational institutions, etc should be co-opted in it.

This Committee shall be responsible for all works related to the Convention.

#### **12.1.7 Convention Document**

Essential documentation in the form of preprints of article should be brought out in advance. A publication containing the proceedings and recommendations is desirable. The Host Centre may also publish a souvenir on the occasion.

#### **12.1.8 Programme Structure**

The duration of National Convention may be two or three days and the programme shall include the following.

**Inaugural Session** to have:

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

*This session shall be presided over by the Chairman, Division Board.*

**Memorial Lecture** and **State-of-the-art** Lecture shall follow the Inaugural Session.

**Technical Sessions** of the National Seminar

**Valedictory/Concluding Session** to have:

- Welcome Address by the Chairman of the Host Centre or the Technical Committee
- Reporting on the Technical Sessions by Rapporteurs/Session Chairmen
- Finalization of Recommendations
- Vote of thanks by the Organizing Secretary/Honorary Secretary

*This session shall be presided over by the Chairman of the Host Centre and the Chairmen of the Technical Sessions shall be present on the dais. For each Technical session, there shall be one Chairman, one Co-chairman (Optional) and one Rapporteur.*

### 12.1.9 Publicity

Publicity for a National Convention shall be made primarily through the IEI News and the Division Part of the Journal of Institution. Participation should also be initiated from foreign societies with which the Institution has bilateral agreements or any other formal relationship.

In addition to the guidelines mentioned earlier, the host center is also required to arrange the following :-

- 1) During the Convention a separate IEI Information Desk has to be set up, displaying the various publications (journals, IEI News, etc) of the Institution, the Membership forms and other priced items like the Institution tie, lapel pin etc. The Information Brochure, apart from other details should include the names of the members of National Advisory Committee as provided in the Guidebook and the list of Division Board Members.

### 12.2 All-India Seminar

The procedures in regard to proposal from a Centre and its approval by the concerned Division Board shall be same as those for a National Convention. However, the proposal from a Centre should be submitted to the concerned Division Board at least **Six Months** prior to the proposed dates of the Seminar. The proposal shall contain the suggested theme, dates and venue (city/town) of the Seminar.

12.2.1 The structure of the programme of an All-India Seminar shall be as follows.

#### 12.2.1.1 Inaugural Session to have:

- a. Welcome Address by the. Chairman. Host Centre
- b. Address by President. IEI ( if present)
- c. Address by the Chairman, Division Board (if present)
- d. Address on the theme of technical sessions by the Honorary
- e. Secretary / Organizing Secretary / Convenor
- f. Address by the Special *Guests* ( if any)
- g. Inaugural Address by the Chief Guest
- h. Vote of thanks by the Honorary Secretary of the Centre

#### 12.2.1.2 Technical Session

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.*

#### 12.2.1.4 Concluding/Valedictory Session to have:

- a. Welcome Address by the Chairman of the Host Centre
- b. Reporting by Rapporteur of each session
- c. Finalization of Recommendations
- d. Vote of thanks by the Organizing Secretary / Honorary Secretary
- e.

*The Chairman of the Host Centre shall preside over both the Inaugural and the Concluding / Valedictory*

#### 12.2.1.5 Round Table/Workshop/Continuing Education Course/Panel Discussion

### 14.0 INTERNATIONAL CONGRESS I CONFERENCE I SEMINAR I WORKSHOP

A technical event such as congress I conference I seminar I workshop to qualify as an international event should meet the following requirements.

1. Offer adequate scope of wide international participation.
2. The activity be. supported I sponsored I co-sponsored by other professional societies of standing, universities or academic institutions and R & D organizations outside the country and I or supported I funded by international organizations like UNESCO, UNDP, ADB, WFEO, WMC, FIB, FEISCA.

#### 14.1 Procedures for Approval of Council

The proposal for hosting an international event from a Centre shall contain the following information and shall be placed before CATE through the concerned Division Board for its consideration, 12 to 24 months prior to the proposed dates.

1. Nomenclature of the event

2. Theme and sub-themes with a short write-up  
Venue (city I town)  
Expected participation of international bodies.

The CATE, at its discretion, shall recommend the proposal to the Council for provisional approval and on receipt of the said provisional approval. the Centre shall approach to various international bodies for participation as sponsors/co-sponsors. Within six months after the receipt of the provisional approval of the Council, the Host Centre shall report to the Council about the status of the international participation. If the response is favourable, the approval shall be made final.

## **14.2 Programme Structure**

The programme structure of the international congress I conference I seminar I workshop comprises the followings.

1. Inaugural Session
2. Technical Session
3. Concluding Session
4. Valedictory Session
5. Technical Exhibition

On the social side, the Host Centre shall organize cultural programmes, local sight seeing tours, outstation tours, ladies programmes, etc.

## **14.3 Organisational Set-up**

The Organizational set-up shall comprise the following.

1. International Advisory Committee with participation from foreign collaborating organizations.
2. National Advisory Committee with eminent Indian personalities to generate interest among all functionaries through members to involve them in technical contribution, logistics arrangement, infrastructural support, etc.
3. Organizing Committee with a senior member of the Institution like a Past President, the President, a Vice-President and the Chairman of the Host Centre as its Chairman. This committee should have heads of government departments and industries who as individual can take interest and can spare time.

## **15.0 OTHER TECHNICAL EVENTS**

Besides organizing various technical discourses in diverse fields of engineering in the form of seminar I conference I ,workshop I round table, the IEI observes a number of days earmarked for specific purposes throughout the county. Followings are the details. of such activities.

### **15.1./ Water Resources Day**

The theme for the Water Resources Day is obtained form the Central Water Commission, New Delhi and the same is circulated to all Centres of IEI for observance of the day on any day from 1<sup>st</sup> April to 31<sup>st</sup> May each year (date to be selected by Host Centre).

### **15.2 World Telecommunication and Information Society Day**

The theme for the World Telecommunication and Information Society Day is obtained from International Telecommunication Union, Geneva, Switzerland and is circulated to all Centres for the observance of the day on the 17th of May each year.

### **15.3 World Environment Day**

The theme for the World Environment Day is obtained from the Headquarters of UNEP and is circulated to all Centres for the observance of the day on the 5<sup>th</sup> of June each year.

### **15.4 Engineers' Day**

The National Engineers' Day is observed by all Centres of IEI on the 15th of September each year to commemorate the birthday of Bharat Ratna Sir Mokshagundam Visvesvaraya. The Theme for the day is prescribed by the Council for celebration through lecture/s, round table/s, workshop/s, seminar/s as decided by the Centres. The theme and write up on the same is prepared by Headquarters and send to all Centres of IEI before the end of June each year.

### **15.5 World Standards Day**

On 14th October each year, this day is observed throughout the country by IEI Centres. The BIS, Delhi provides the theme to the Headquarters, which is communicated to all Centres by the Secretariat.

### 15.6 World Habitat Day

The World Habitat Day is observed on the 1<sup>st</sup> Monday in the month of October every year on a theme prescribed by UN Habitat.

## APPENDIX VI : MEMORIAL LECTURES AT NATIONAL CONVENTIONS

Engineering Division	Name of Lecture	
AG	Rathindra Nath Tagore Memorial Lecture	
AR	T S Narayana Rao Memorial Lecture	
AS	Dr Vikram Sarabhai Memorial Lecture	
CH	Acharya Prafulla Chandra Ray Memorial Lecture	
CP	M S Ramanujam Memorial Lecture	
CV	Dr K L Rao Memorial Lecture	
EL	M S Thacker Memorial Lecture	
EN	N V Modak Memorial Lecture	
ET	Prof S K Mitra Memorial Lecture	
MC	Dr S C Bhattacharyya Memorial Lecture*	Simultaneously
	Dr S P Luthra Memorial Lecture	
MM	V Subramony Memorial Lecture	
MN	Prof S K Bose Memorial Lecture	
MR	T B Bose Memorial Lecture	
PR	F W Taylor Memorial Lecture	Simultaneously
	G C Sen Memorial Lecture	
TX	S N Bhaduri Memorial Lecture	Alternate year
	Dr B K Chakrabarti Memorial Lecture	

\*Against the J P Jain Endowment Fund