



Guidelines of Opening of New Students' Chapter/Renewal of Existing Students' Chapter at Engineering Colleges/Polytechnics



The Institution of Engineers (India) invites attention to all Engineering Colleges/ Polytechnics in the country for opening of New Students' Chapter/Renewal of Existing Students' Chapter at various Engineering Colleges/Polytechnics with the following guidelines:

1. Initial request from an engineering college/a polytechnic to be made to the Director (Membership) of IEI expressing desire to open a students' chapter at the Engineering College/Polytechnic mentioning the branches of engineering.
2. (i) In a College/University/Institution, at least **fifty numbers (50)** of students irrespective of the year of study in the same branch of engineering is required for opening a Students' Chapter.
(ii) To enable formation of a Chapter in any recognized polytechnic minimum number of member required is **fifty (50)**. There shall be only one Chapter in a polytechnic.
This strength of membership shall be mandatory for opening as also for continuing a Students Chapter. However, it's requested to motivate all the students to enroll themselves in the chapter.
3. Upon obtaining the permission and code of the new Students' Chapter from IEI, prospective Chapters have to download the forms [for engineering college Students' Members (**ECSC**) and Polytechnic Students' Member (**PSC**)] from the webpage www.ieindia.org
4. The forms have to be filled up by the students willing for members of Students' Chapter in consultation with the Adviser. The respective Adviser/s of the engineering college/polytechnic will then awarding the membership no as per the guidelines.
5. The requisite fee to be collected from each student as per the year of study as given below.

i) For Degree Engineering College:

Membership fee for Student Chapter	Subscription (Rs)	Share of Colleges/ Institutions (Rs)	Share of HQs (Rs)
First Year	536	300	236 (Incl. 18% GST)
Second Year			
Third Year			
Fourth Year			

ii) For Polytechnic:

Membership fee for Student Chapter	Subscription (Rs)	Share of Polytechnic/ Institutions (Rs)	Share of HQs (Rs)
First Year	536	300	236 (Incl. 18% GST)
Second Year			
Third Year			

6. The lower portion of the form has to be retained by the college/ polytechnic (Membership card to be signed by Adviser and given to Student, rest to be retained by the Students' Chapter).
 - a) Forwarding letter for opening/renewal of Students' Chapter
 - b) **NEFT/ IMPS/RTGS/Google Pay/Phone Pay**

Name of Beneficiary	THE INSTITUTION OF ENGINEERS (INDIA)
Address of Beneficiary	8, Gokhale Road, Kolkata - 700 020
Name & Address of Bank	IDBI Bank, Siddha Point, Ground floor, 101, Park Street, Kolkata – 700 016
IFS Code	IBKL0000012
Savings Bank Account No.	012104000094674

After the payment is made kindly forward the scan copy of the receipt of the payment along with the name of the issuing bank for further needful action from our end.

c) A list of newly enrolled students (branch wise) in **excel** in the following format to be **mailed** at studentchapter@ieindia.org .

Sl. No	Name of the Student	Year of Course Completion	Year of Study	Branch	Mobile No.	Email id	HQ Share (Rs)	Membership Number
--------	---------------------	---------------------------	---------------	--------	------------	----------	---------------	-------------------

7. The Management of the engineering college/polytechnic has to appoint branch wise Faculty Adviser and forward their details in the given mail id as per the following format quoting the chapter code. The faculty adviser should be the member (**AM/M/F**) of IEI.

Chapter code	Name of the faculty adviser	IEI Membership No of the adviser (<i>if not a member please apply for the same</i>)	Mobile No.	Email id	Email id of Principal
--------------	-----------------------------	---	------------	----------	-----------------------

8. Prospective Colleges/ Polytechnics have to function under the overall guidance of a particular State/Local Centre of IEI whose address may be browsed through the following web link <https://www.ieindia.org/webui/IEI-Network.aspx#centres-OverseasChapters> .The Centre will then be requested to extend all possible support to rope in more student members to IEI fold and enrich their knowledge and skills by organizing more technical discourses, such as, technical quiz, technical film show, industry visit, lecture, seminar, group discussion, display of technical information and model competition, etc.

9. The established chapter is requested to submit the report of the above said activities within a week of organizing the event, which are to be published in the **NEWSLETTER** and also submit the quarterly report timely in the prescribed format downloaded from website www.ieindia.org .

Any suggestion is highly appreciable.

Address for all communications:

Director (Membership)
The Institution of Engineers (India)
8 Gokhale Road
Kolkata – 700020
Email id: studentchapter@ieindia.org

Note: 1. Branch wise Student Chapter can be established for Degree curriculum only.

2. SMIE Member of Engineering College can be attached to the respective student chapter of the concern college if desire, without paying any fee for the same.



Privileges of Student Members attached to student Chapters of Engineering College/Polytechnic



1	Opportunity to participate in technical events e.g. Seminar, Symposia, Conventions, Workshops etc. organized by IEI State/Local Centres
2	Participation in various Technical Activities of the students' chapter
3	Access to library facilities at State/Local Centres of the Institution across the country
4	Opportunity to meet fellow engineers for professional interaction.
5	Reimbursement of travelling expenses to students selected for presentation of technical papers in Technicians'/Students' Convention of IEI.
6	<p><u>After passing the final year B.E/B.Tech examination, members of the Students' Chapter are eligible for the followings:</u></p> <ul style="list-style-type: none">• Members of the Students' Chapter of Engineering Colleges may become Associate Member of Institution. The membership form can be downloaded and apply online from IEI website www.ieindia.org under membership tab.• Associate Members are entitled to receive Chartered Engineer certificate on payment of requisite fee• SMIE members may become Associate Member at a discount in Registration fee, if they applied within 1 year of passing BE/BTech (the details is given in our AM application form).
7	85 nos of Scholarships of Rs 7,15,000/- given to the engineering meritorious students attached to the different Student chapter
8	Dr Amitava Bhattacharyya Memorial Trophy to be awarded to three Best Engineering College Students' Chapters and three Best Polytechnics students Chapters are annually awarded the certificate, plaque and Rs 20,000/-, Rs 15,000/- and Rs 10,000/- in each category respectively.
9	The National Design and Research Forum (NDRF) – a peripheral body of the Institution – conducts the students' Design Competition every year amongst the student members studying in engineering colleges of the country. Apart from a certificate, the awardees are being given Gold, Silver, and Bronze medals in each engineering discipline. (http://www.ndrf.res.in)
10	Best three technical papers presented in the Seminar and Technical Sessions by student members of Engineering College and Polytechnic Students' Chapters are awarded in the Annual Convocation and Technicians'/ Students' Convention.
11	The Students' Chapter Newsletter is distributed amongst the Chapter members which is sent to the Advisers. IEI Students' Chapter Newsletter may be also browsed through www.ieindia.org .
12	B P Kapadia Memorial Prizes and upto Rs 27,000/- to be awarded to the best three participants in Technical Session and Seminar during Student chapters' convention of Engineering College, Polytechnic Colleges and Technician Chapter separately.
13	EnggTalks has been launched for student chapter members as community to interact amongst the engineering fraternity the same may be browsed through https://www.enggtalks.com/communities/17 .
14	The Students' Chapters may participate in Regional Conclave to be organized in the emerging field of engineering by engineering college and polytechnic region wise.



Guidelines of Opening of New Students' Chapter/Renewal of Existing Students' Chapter at Engineering Colleges/Polytechnics



Instruction to the Student Chapter

1. Following Technical events to be organized under the student chapter in a financial year (April to March)
 - Committee Meetings
 - Lectures
 - Paper presentation
 - Seminar
 - Workshop
 - Conference
 - *Symposia*
 - Technical/Project Demonstration
 - Model competition
 - Poster Competition
 - Group Discussion
 - Technical Quiz
 - Aptitude Test
 - Technical Visit
 - Technical Film Show
 - Display of Technical Information
 - Short term course (Course duration minimum 3 days)
 - Any other technical activity

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.

2. After organizing any of the above said activities the report of the same to be emailed within 7 days at studentchapter@ieindia.org and also to the state/local centre of IEI.
3. To participate in Regional Conclave and any other activities for knowledge sharing organize by the IEI time to time.
4. You should [invite the official of IEI State/Local Centre](#) as per the geographical jurisdiction of your campus in the technical activities organized through student chapter.
5. 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.

[The complete report of the activity and audited statement duly signed by the Head of the Institute is to be forwarded to HQs at the end of every financial year for records.](#)

ADMINISTRATION

- 1 The affairs of a Students Chapter shall be managed by a Committee of the Chapter comprising:
 - 1.1 One Adviser, who shall be a member of the faculty, nominated by the managing authority of the respective engineering colleges / polytechnics.
 - 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.
 - 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.
 - 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.
- 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.
- 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 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.
- 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.
- 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 1.1.3 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 1.4.
- 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.
- 8 The quorum for a meeting of the Committee shall be three out of which at least one shall be a student.
- 9 Vacancies occurring in the Committee during any session may be filled by the Committee by co-option.
- 10 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.