

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

Overview

Engineering College Students' Chapters or Polytechnic Students' Chapters of IEI at engineering colleges may be established as per Council decision 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 of IEI within the geographical boundaries of which such Chapter will be located.

The Student Members (SMIE) of IEI of an Engineering College in a discipline recognized by the Council or the students undergoing regular courses at a polytechnic recognized by the Council shall be attached to the respective Chapter on payment of requisite subscription 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.

Benefits

- Opportunity to participate in technical events e.g. Seminar, Symposia, Conventions, Workshops etc. organized by IEI State/ Local Centres
- Participation in various Technical Activities conducted by the Students' Chapter
- Access to the library facilities at State/ Local Centres of the Institution across the country
- Opportunity to meet Fellow Members of IEI for professional interaction
- Members of the Students' Chapter of Engineering Colleges may become Associate Member of IEI after completion of BE/ BTech examinations. The membership form can be downloaded from IEI website www.ieindia.org
- SMIE Members may become Associate Member of IEI at a discount in Registration fee, if they applied within one year of passing BE/ BTech
- *Dr Amitava Bhattacharyya* Memorial Trophy Awarded to three *Best Engineering College Students' Chapters* and three *Best Polytechnics Students' Chapters* along with the Certificates, Plaques and cash prizes of Rs.20,000/-, Rs.15,000/- and Rs.10,000/- in each category respectively.
- The Students' Chapter Newsletter is distributed amongst the Chapters which is sent to the Faculty Advisers, which may be also browsed through www.ieindia.org
- 85 numbers of Scholarships amounting Rs.7,15,000/- given to the Engineering meritorious students attached to different Students' Chapter

- The Students' Chapters may participate in Regional Conclave organized in the emerging field of engineering by Engineering College and Polytechnic in four regions
- The Members of Students' Chapters may publish papers in Students' Journal which is published in December each year

How to Join Students' Chapters

- Initial request from an Engineering College/ Polytechnic to be made to the Deputy Director (Membership) of IEI expressing their desire to open a Students' Chapter at the Engineering College/ Polytechnic mentioning the branches of Engineering
- In a College/ University/ Institution, at least 50 numbers of students (in Electronics & Telecommunication and Computer Engineering branches) irrespective of the year is required for opening a Students' Chapter
- In a College/ University/ Institution, at least 30 numbers of students (other than Electronics & Telecommunication and Computer Engineering branches) irrespective of the year is required for opening a Students' Chapter
- To enable formation of a Chapter in any recognized Polytechnic, minimum number of member required is 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, to motivate all the Students to enrol themselves in the chapter
- The requisite fee to be collected from each student as per the year of study as given below:-

i) For Degree Engineering College:

<u>Membership fee for Student Chapter</u>	<u>Subscription (Rs.) [including GST]</u>	<u>Share of Colleges/ Institution (Rs.)</u>	<u>Share of HQ (Rs.) [including GST]</u>
First year	536	300	236
Second year			
Third year			
Fourth year			

ii) For Polytechnic:

<u>Membership fee for Student Chapter</u>	<u>Subscription (Rs.) [including GST]</u>	<u>Share of Colleges/ Institution (Rs.)</u>	<u>Share of HQ (Rs.) [including GST]</u>
First year	536	300	236
Second year			
Third year			

Note: Payment should be made by multi-city Cheque/ Demand Draft in favour of "The Institution of Engineers (India)" payable at Kolkata.

- A list of newly enrolled students (branch wise) in Excel in the following format to be mailed at: studentchapter@ieindia.org / dd.membership@ieindia.org

<u>Sl. No.</u>	<u>Name of student</u>	<u>Year of course completion</u>	<u>Year of study</u>	<u>Branch</u>	<u>Mobile No.</u>	<u>Email ID</u>	<u>Share of IEI HQ</u>	<u>Membership No.</u>
								To be allotted by IEI HQ

- Management of the Engineering College/ Polytechnic has to appoint branch wise Faculty Adviser and forward their details in the given email ID as per the following format quoting the chapter code. The **Faculty Adviser** should be the member (AMIE/ MIE/ FIE) of IEI.

<u>Chapter code</u>	<u>Name of Faculty Adviser</u>	<u>IEI Membership No. of the Faculty Adviser</u>	<u>Mobile No.</u>	<u>Email ID</u>	<u>Email ID of Director/ Principal/ Vice Chancellor</u>

- 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 attached Centre of IEI 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.
- 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 Students' Newsletter and also submit the quarterly report timely in the prescribed format downloaded from website www.ieindia.org
- The validity of the Certificate would be renewed every year subsequently.

Address for all communications:

Deputy Director (Membership)

The Institution of Engineers (India), 8 Gokhale Road, Kolkata 700020

Email: dd.membership@ieindia.org / studentchapter@ieindia.org

Note:

- Branch wise Student Chapter can be established for Degree curriculum only
- 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.

Instruction of the Students' Chapter

1. Following Technical events to be organised under the Students Chapter in a Financial Year (April to March)

- *Committee Meetings*
- *Lectures*
- *Paper presentation*
- *Poster competition*
- *Aptitude test*
- *Display of Technical information*
- *Short term course (minimum three days)*
- *Any other technical activities*
- *Seminar*
- *Workshop*
- *Conference*
- *Group discussion*
- *Technical visit*
- *Symposia*
- *Project demonstration*
- *Model competition*
- *Technical quiz*
- *Technical Film show*

No Students' Chapter shall extend its activities beyond the geographical boundaries of the State/ Local Centres of IEI to which it is attached except in case of activities jointly organised by two or more Students Chapters.

2. After organising any of the above said activities, the report of the same to be emailed within seven days at studentchapter@ieindia.org with a copy to the attached State/ Local Centre of IEI.

3. To participate in Regional Conclave and any other activities for knowledge sharing as organise by 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 organised through Students 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.

6. The complete report of the activity and audited statement dully signed by the Head of the Institution is to be forwarded to IEI HQ 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 (AGM).

1.3 One member for each 10 students attached to the Chapter or part thereof subject to the minimum of three and maximum of 10 to be elected at the AGM of the Chapter.

1.4 The Chairman & Honorary Secretary of the State/ 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 AGM to the succeeding AGM. The AGM 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 AGM of the Chapter and communicate the name to the IEI 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 AGM of the Chapter by show of hands or by on-the-spot ballots.

5. The term of office of the Faculty 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/ she shall not be eligible for re-election as Convener after the expiry of the term of office.

6. If no AGM 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 State/ Local Centre and/ or the managing authority of the engineering college/ polytechnic under whose jurisdiction and control the Chapter remains 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 & 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 Faculty Adviser, who is the corresponding link between the Chapter and IEI HQ shall be informed forthwith to avoid discontinuation.