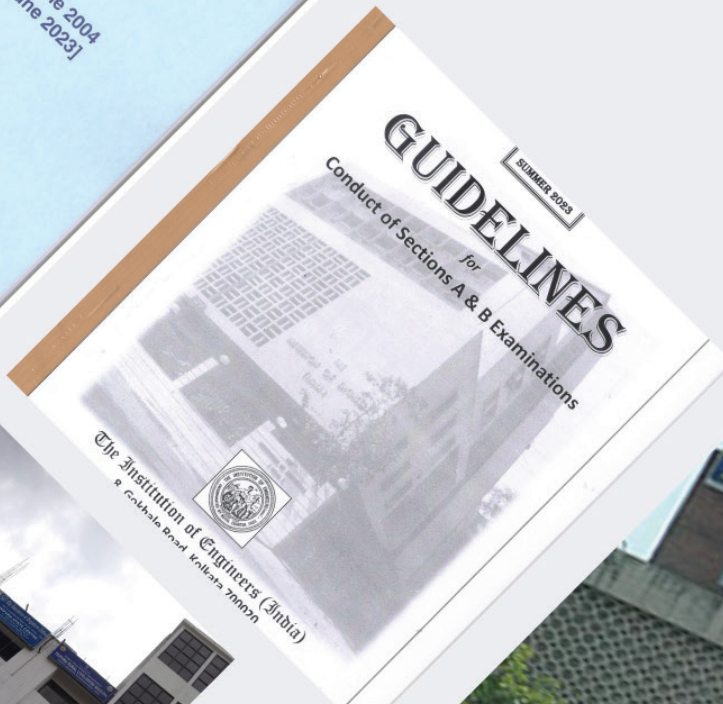


The Institution of Engineers (India)

(Established 1920 - Incorporated under Royal Charter 1935)

8, Gokhale Road, Kolkata - 700 020



HANDBOOK FOR IEI STATE & LOCAL CENTRES



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Part 1

Guidelines of Technical Activities

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Guidebook for Engineering Divisions and other Technical Activities

(as Amended ☪)

1.0 HISTORICAL BACKGROUND

As India embarked on its industrial development, the status of the engineering profession became a matter of higher importance and it received public prominence in the Report of the Industrial Commission 1916-18. There were endeavours to advance an industrial society to safeguard and assure the status of the profession.

Sustained efforts by a group of Indian and British engineers brought “**The Institution of Engineers (India)**” into being and the Institution was registered on September 13, 1920 under the Indian Companies Act of 1913 with Madras as the “**Province of Registration**”. The Registered Office was shifted to Calcutta on November 11, 1920.

In his Presidential Address at the formal inauguration of the Institution on February 23, 1921, Sir Rajendra Nath Mookerjee said, “The Institution of Engineers (India) which came into being on the September 13, 1920 is the result of general desire of those engineers in India who are members of the great parent Institution in England — the Institution of Civil Engineers, Mechanical Engineers and Electrical Engineers, to form a corporate body which should protect their interest, provide means of exchange of views on professional engineering matters and medium of expression of authoritative opinions on engineering problems of public interest”.

Subsequently, The Institution of Engineers (India) was incorporated by Royal Charter in 1935 with the following objectives (as per Clause 2 of the Royal Charter).

“to promote and advance the science, practice and business of Engineering in all its branches (hereinafter referred to as “Engineering”) in India”.

“to establish, subsidies, promote, form and maintain Local Associations of members belonging to the Institution and others engaged or interested in Engineering so as to assure to each individual member as far as may be possible equal opportunity to enjoy the rights and privileges of the Institution”.

“to diffuse among its members information on all matters affecting Engineering and to encourage, assist and extend knowledge and information connected therewith by establishment and promotion of lectures, discussions or correspondence; by the holding of conferences; by the publication of papers, periodicals or journals, books, circulars and maps or other literary undertaking; by encouraging research work; or by the formation of a library or libraries and collection of models, designs, drawings and other articles of interest in connection with Engineering or otherwise howsoever”.

- ☪ 99th Meeting of CATE and subsequently 633rd Meeting of Council, Dehradun, June 2005; 115th Meeting of CATE and subsequently 661st Meeting of Council, Ranchi, September 2010; 668th Meeting of Council, Bangalore, December 2011; 119th Meeting of CATE and subsequently 670th Meeting of Council, Ahmedabad, March-April 2012; 121st Meeting of CATE and subsequently 673th Meeting of Council, Kolkata, September 2012; 122nd Meeting of CATE and subsequently 675th Meeting of Council, Hyderabad, March 2013; 123rd Meeting of CATE and subsequently 676th Meeting of Council, Ranchi, June 2013; 124th Meeting of CATE, Shimla, September 28, 2013; 125th Meeting of CATE and subsequently 680th Meeting of the Council, Coorg, March 2014; 126th Meeting of CATE and subsequently 682nd Meeting of Council, Pachmarhi, June 2014; 127th Meeting of CATE and subsequently 683rd Meeting of Council, Agartala, September 2014; 128th Meeting of CATE and subsequently 685th Meeting of Council, Chandigarh, April 2015; 129th Meeting of CATE and subsequently 686th Meeting of Council, Kuala Lumpur, June, 2015; 130th Meeting of CATE and subsequently 687th Meeting of Council, Kochi, September 2015; 131st Meeting of CATE and subsequently 689th Meeting of Council, Ahmedabad, March 2016; 132nd Meeting of CATE and subsequently 690th Meeting of Council, Durgapur, June 2016; 133rd Meeting of CATE and subsequently 691st Meeting of Council, Haridwar, September 2016; 134th Meeting of CATE and subsequently 694th Meeting of Council, Aurangabad, March 2017; 135th Meeting of CATE and subsequently 696th Meeting of Council, New Delhi, July 2017; 136th Meeting of CATE and 698th Meeting of Council, Shimla, September 28, 2017; 137th Meeting of CATE and subsequently 700th Meeting of Council, Hyderabad, March-April 2018; 140th Meeting of CATE and subsequently 704th Meeting of the Council, Mussoorie, March 2019; 144th Meeting of CATE and subsequently 713th Meeting of Council, Hyderabad, March 26-28, 2022; Approved during 145th Meeting of CATE and subsequently 715th Meeting of Council, Kandaghat, 18 June 2022; Approved during 146th Meeting of CATE and subsequently 717th Meeting of Council, Nagpur, 03-04 September 2022; Approved during 147th Meeting of CATE and subsequently 720th Meeting of Council, Hyderabad, 26-27 March 2023; Approved during 148th Meeting of CATE and subsequently 721st Meeting of Council, Durgapur, 23-25 June 2023; Approved during 723rd Meeting of Council, Guwahati, 24-25 September 2023; Approved during 150th Meeting of CATE and subsequently 725th Meeting of Council, Hosur, 29- 31 March 2024.





“to promote the study of Engineering with a view to disseminate the information obtained for facilitating the scientific development of Engineering in India”.

“to establish, acquire, carry on, control or advise with regard to colleges, schools or other educational establishments where students and apprentices may obtain a sound education and training in Engineering on such terms as may be settled by the Institution”.

“to encourage, regulate and elevate the technical and general knowledge of persons engaged in or about to engage in Engineering or in any employment-manual or otherwise in connection therewith and with a view thereto to provide for the holding of classes and to test by examination or otherwise the competence of such persons and to institute and establish professorships, studentships, rewards and other benefactions and to grant certificates of competency whether under any Act of the Government of India or the Local Governments regulating the conduct and qualifications of Engineers or otherwise howsoever”.

“to give the Government of India, the Local Governments and Municipalities and other public bodies and others, facilities for conferring with and ascertaining the views of Engineers as regards matters directly or indirectly affecting Engineering and to confer with the said Governments, Municipalities and other public bodies and others in regard to all matters affecting Engineering”.

“to encourage inventions and investigate and make known their nature and merits”.

“to arrange and promote the adoption of equitable forms of contracts and other documents used in Engineering and to encourage the settlement of disputes by arbitration and to act as or nominate arbitrators and umpires on such terms and in such cases as may seem expedient”.

“to promote efficiency and just and honorable dealing and to suppress malpractice in Engineering”.

“to do all such other acts and things as are incidental or conducive to the attainment of the above objects or any of them”.

In order to fulfill its basic objectives, the Institution has always endeavored to synthesize an amalgam of academic and practical training with experiences. In order to perform better, the Institution grouped its members into Divisions according to their expertise in a particular discipline of engineering. The Institution now has **fifteen Engineering Divisions**, namely,

• Civil Engineering Division	Established in 1954
• Electrical Engineering Division	
• Mechanical Engineering Division	
• Chemical Engineering Division	Established in 1961
• Electronics and Telecommunication Engineering Division	
• Mining and Metallurgical Engineering Division (bifurcated to Mining Engineering Division and Metallurgical and Materials Engineering Division in 1984)	
• Public Health Engineering Division (now known as Environmental Engineering Division)	Established in 1962
• Aeronautical Engineering Division (now known as Aerospace Engineering Division)	Established in 1978
• Agricultural Engineering Division	
• Architectural Engineering Division	
• Marine Engineering Division	
• Textile Engineering Division	
• Computer Engineering Division	Established in 1984
• Production Engineering Division	

These Divisions have the mandate to devote their efforts, individually or jointly with one or more other Divisions, towards the search of common knowledge and product technologies within their respective or an interdisciplinary domain. These Divisions are directed to take active steps to establish close liaison between the Institution and its members and the policy makers. In order to broaden and strengthen the service of the Institution to the technical community and the public, these Divisions are also directed





to actively encourage research and developmental programmes through various promotional aids like lectures, seminars, workshops and other educational programmes.

A Division Board may also recommend of Thrust & Emerging Areas of Technology (**APPENDIX I**) to the Council through the Committee for Advancement of Technology and Engineering (CATE).

Technical publications of Engineering Divisions form one of the most important tools of communication designed to bridge the gap between the latest developments and the available existing knowledge in the respective fields of engineering and technology.

The Journal of the Institution, which was being published to contain articles on various disciplines, was subsequently segmented to deal on the disciplines of engineering having Divisions and one part for interdisciplinary matters. To augment the quality of the Journals, the Institution has signed the Co-publishing Agreement with Springer (India) Pvt. Ltd., New Delhi, on August 10, 2011. Both the Institution and Springer have agreed for the common cause of improvement in the quality of Journals, impact factor, citation index and also to improve the global visibility.

Besides this, with the objective to disseminate the technical knowledge and information pertaining to IEI, monthly tabloid in the form of IEI News is brought out. In addition, e- Newsletter of the Institution, IEI-Epitome, dedicated to Corporate Members and Institutional Members of IEI, is being published since February 2016. Also a theme based magazine 'Technorama' published for engineering profession and decision makers on self-financing mode. Apart from Newsletter, Annual Technical Volumes of various Engineering Divisions are also published. A Division Board may also bring out special publications such as Monographs, on topics of current interest, proceedings of seminars / symposia, etc. A Compendium based on Research & Development Projects under IEI Grant-in-Aid scheme is brought out annually under the patronage of Research and Development Committee of the Institution. The National Languages Promotional Committee (NLPC) also publishes its Annual Technical Magazine ☐ Abhiyanta Bandhu. Besides, for the benefit of Technicians / Senior Technicians / Students, the Technicians' Journal and Students' Newsletter are also published.

2. THE COUNCIL

The Governance and control of the Institution and its affairs vest with the Council and the said Council is required to function with intent to give effect to the provisions of the Royal Charter and the Bye-Laws of the Institution. The Council is empowered to constitute Committees and Division Boards for smooth functioning in all spheres and to frame rules to be followed by these Committees and Division Boards in order to fulfill the objectives of the Institution in an organized and uniform fashion.

3. COMMITTEE FOR ADVANCEMENT OF TECHNOLOGY AND ENGINEERING (CATE)

The Council is also required to constitute a Committee for Advancement of Technology and Engineering (CATE) to give particular attention to : promotion of research; development of appropriate technology; building up design talent; development and promotion of engineering information services; formulation and implementation of norms and standards for technical activities including publications of the Institution; continuous vigilance on science and technology policies of the nation; coordination of technical education with research and industrial development; and coordination of interdisciplinary activities. The condensed Report of National Convention, to be reported to CATE is enclosed as **APPENDIX II**.

4. DIVISION BOARD

The Council of the Institution comprises, inter alia, members representing the Divisions and the Centres. The Bye-Laws of the Institution require the Council to constitute Division Boards with the members of the Council as members according to their attachment to the Divisions. In the event of the strength of a Board being less than three, the Council may co-opt Corporate Members attached to that Division to make-up the strength. One of them shall be nominated as the Chairman of the Board for a term not exceeding two sessions.

5. OBJECTIVES OF A DIVISION BOARD

The objectives of a Division Board are :

- (i) To develop a closer and more effective relationship among engineers those who educate the profession as well as those who are being educate;
- (ii) To maintain and expand the competence of the members and promote various inter- disciplines in engineering by organizing continuing education of engineers on subjects of identified priorities; and



- (iii) To encourage the members and other engineers to participate in deliberations and actions devoted to community welfare through beneficial applications of engineering.

6. RESPONSIBILITIES OF A DIVISION BOARD

A Division Board has the following major responsibilities as in the discharge of its duties:

- (i) Interact with National Bodies where Institution is represented.
- (ii) Maintain liaison with the Government agencies and Groups relevant to the scope of the Divisions and thereby monitor the development of national plans and policies on technical matters of interest to the Divisions.
- (iii) Keep a strict vigil on the national standards (pertaining to Divisions) and arrange to forward the views of the Divisions on these standards to the BIS through the appropriate Institution's representatives.
- (iv) Locate and point out specific fields where Indian Standards pertaining to the Divisions either do not exist or are inadequate.
- (v) Liaise with MHRD, AICTE, UGC, CSIR, DST, ICAR, NRDC, UNESCO, etc to identify foreign technical experts visiting India and involve them in technical activities of the Divisions as far as practicable.
- (vi) Sponsor National Conventions, All India Seminars, One-Day Seminars/Workshop, Symposia, Round Tables, Panel Discussions, etc; monitor the resolutions, conclusion and recommendations of those activities and ensure that necessary follow-up actions on such resolutions, conclusion and recommendations are taken at appropriate levels.
- (vii) Organize at least one All India Seminar every year dealing with on-going national activities in addition to National Convention each year.
- (viii) Monitor regular publication of IEI-Springer Journal with quality publications depicting original research in thrust areas, design, product and process development, future trends in R&D and development work along with review and state-of-art papers and 'R&D Focus'.
- (ix) Each Division Board may form a Core Group consisting of eminent engineers from all over the country and abroad in that particular discipline, who may or may not be Member of IEI. The Core Group will scrutinize the recommendations emanated from National Convention and All India Seminar/ Workshops/ Conferences and suggest further course of action on it. Detailed guidelines for constituting Core Group have been attached as APPENDIX III.

7. ATTACHMENT OF CORPORATE MEMBERS

The Corporate Members shall be attached to one Division only based on their educational qualifications approved by the Council and the field of engineering in which they practice at the time of their admission to the Institution. But, if so qualified for attachment to more than one Division, a Corporate Member shall be allowed to select and change to the Division to which he/ she would like to be attached. The Council may, however, at its discretion, allow the transfer from one Division to another provided the member establishes to its satisfaction that he/she deserves such transfer on account of change in the field of his/her practice of engineering subsequent to his/ her election as a member. The responsibility of the Council is vested with the Board of the Division to which the member seeks transfer.

8. ADMINISTRATION

A Division Board, constituted as per provision of Bye-Laws, shall be responsible to manage, supervise and guide the activities under the Division in accordance with the rules laid down from time to time by the Council. The Council shall have the power to vary the rules, as they may deem fit, subject always to the provisions of the Charter and the Bye-Laws.

9. FINANCIAL MANAGEMENT

The Council allocates funds to the Division Boards for utilization through its activities as per the norms given in **APPENDIX IV**.

However, all activities organized by a Centre of the Institution under the auspices of one or more Division Boards should not only be self-financing but also generate surplus to add to the funds of the Centre. The grant, if any, from the funds allocated to the Division Board should, therefore, be supplemented with those raised by way of registration fees and contributions from governments, local industries, etc.



The grant from the funds of the Division Boards shall be utilized only for activities exclusively of technical nature [for example, publication of pre-prints of articles, proceedings, memorials lecture(s), etc] and no part of it shall be utilized, under any circumstances for defraying expenses incurred for travelling or general purposes.

N.B.: All payments should be made in favour of 'The Institution of Engineers (India) (name of respective State / Local Centres)' where the Technical Activity will be organized. Funds will be managed in accordance with Bye-Laws 111 and Regulation 45 of the Institution. The quantum and mode of release of grant from Division Board will be in accordance with APPENDIX IV or as decided time to time by Council.

10. TECHNICAL ACTIVITIES OF CENTRES

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

In addition to Division sponsored activities, 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, January-March) in prescribed Format, given in APPENDIX V and based on the same, consolidated report for all quarters are prepared by the HQ in prescribed format for submission to CATE.

11.0 INDIAN ENGINEERING CONGRESS

The Council of The Institution of Engineers (India) decided, at its 529th Meeting held at Bombay on June 9, 1985, to organize every year 'The Indian Engineering Congress' at one of its Centres with the intention of having an enlarged participation of engineers from within the country and abroad and to provide a forum for effective and purposeful interaction amongst the member and non-member engineers and public and diffusion of knowledge as well as experience to infuse new thinking.

11.1. Objective

The Council shall decide the theme of the Congress and the Congress will precede the Annual General Meeting of the Corporate Members of the Institution. A Seminar on the theme will be organized to provide a forum to bring together engineers belonging to different disciplines and also non-engineers who are interested in the topic for exchange of experiences, to evolve new concepts and to broaden general understanding. The Congress being the apex technical activity of the Institution, an all-out effort should be made to make the event a grand success and for this purpose, a close liaison between the Host Centre and the HQ is necessary. The Congress is an occasion where delegates representing foreign professional societies having bilateral relationship with the Institution also participate.

11.2. Programme Structure

Indian Engineering Congress comprises the following technical activities:

- Inaugural Session of Congress;
- Inaugural Session of Congress Seminar on a theme specified by the Council;
- Memorial Lectures (for details, see APPENDIX VI);
- Glimpses of Engineering Personalities;
- Technical Sessions of Congress Seminar;
- Prize and Awards Ceremony;
- IEI Alumni Meet;
- Women Engineers Meet;



- Engineering Colloquium;
- Concluding Sessions of Congress Seminar;
- Valedictory Sessions of the Congress;
- Engineering Exhibition.

On the social side, the Host Centre shall organize cultural programmes, Congress dinner, local sightseeing tours, out-station tours and ladies programmes.

11.3. Organization Set-Up

The organizational set-up for the Congress shall comprise the following

- National Advisory Committee;
- National Steering Committee;
- Organizing Committee.

The Council of the Institution shall constitute the National Advisory Committee and the National Steering Committee.

The National Steering Committee shall have the following responsibilities:

- (a) Finalization of Patrons;
- (b) Approval of the draft programme of Congress;
- (c) Finalization of
 - (i) The Chief Guest;
 - (ii) The Speakers for Memorial Lectures;
 - (iii) Glimpses of Engineering Personalities (to be felicitated at the Congress).
- (d) Review of
 - (i) The venue;
 - (ii) The accommodation;
 - (iii) The registration fees;
 - (iv) Hospitality norms;
 - (v) Publicity arrangements.
- (e) Review of strategy for resource mobilization

The Committee of the Host Centre shall constitute the Organizing Committee to have one Chairman, one Co-Chairman, one Organizing Secretary and a few members. The Organizing Committee shall constitute several functional committees to look after various components of the entire programme.

Suggested Functional Committees are Registration, Resource Mobilization, Seminar, Souvenir, Accommodation and Transport, Tours, Ladies Programmes, Logistics, Hospitality, Cultural Programme, Volunteer and Medical Aid Committees.

11.4 Nodal Dates

The Council of The Institution of Engineers (India) decided to organize Congress during the period of December every year. With the Congress being held in December, the following nodal dates are suggested

•	Finalization of Host Centre, dates of Congress and Congress theme	:	Last day of March
•	Constitution of National Advisory Committee, Organizing Committee and Functional Committees	:	Last day of March
•	Constitution of National Steering Committee	:	Middle of April
•	Submission of the draft Information Brochure to the IEI HQ by the Host Centre	:	Last day of April





• Finalization of Speakers of Memorial Lectures and Personalities to be felicitated at the session of 'Glimpses of Engineering Personalities' ★		Last day of May
• Preparation and printing of First Information Brochure	:	Last day of June
• Dispatch of First Information Brochure for Congress Seminar	:	Last day of June
• Obtaining clearance certification from the Nodal Ministry, Ministry of External Affairs and Home Ministry, Government of India ★	:	Last day of June
• Obtaining the full text of Memorial Lectures, life sketches of Engineering Personalities ★	:	Last day of September
• Finalization of the Chief Guest ★	:	Last day of October
• Printing of Memorial Lectures and Booklet on "Glimpses of Engineering Personalities" ★	:	Last day of October
• Finalization of Prize and Awards	:	Last day of October
• Finalization of IEI Industry Excellence Award		First week of November
• Obtaining the full text of the Address of Chief Guest ★	:	First week of November
• Obtaining the full text of the Address of the President (Elect) ★ and printing of the same	:	Middle of November
• Printing of Seminar Articles	:	Last week of November
• Printing of Address of the Chief Guest ★	:	Last week of November

★ Responsibilities of the IEI HQ

The Organizing Committee shall decide and notify through Information Brochure the nodal dates for the Congress Seminar as suggested below:

• Submission of synopsis	:	Last day of July
• Intimation to author in respect of acceptance of synopsis	:	Last day of August
• Submission of full text of the article by the author	:	Last day of October
• Intimating the authors regarding session details	:	Middle of November
• Printing of reprints of the Seminar articles	:	First week of December

The above items are the sole responsibilities of the Host Centre. For this purpose, the Information Brochure in respect of the Congress Seminar shall provide all details which are to be followed by authors.

11.5 Fund Mobilization

The fund for organizing the Congress shall comprise the following

- Grant from the HQ (**APPENDIX IV**);
- Registration and other fees;
- Co-sponsorship / collaborator ship fees, donations and grants;
- Charges of advertisements in Souvenir Volume;
- Charges for Exhibition Stalls.

11.6 Registration Fee

In order to encourage large participation, the Registration Fees shall be kept as low as possible and more stress should be given by the Host Centre on collecting funds by way of co-sponsorship, collaborator ship fees, donations, government grants, advertisements in the Souvenir volume and exhibitions.



The registration fees should preferably be in categories, namely, Corporate Members and Technician / Student Members of the Institution. Higher scale of registration fees may be fixed for members sponsored by any organization or government departments and for non-members. A separate scale of registration fees should be fixed for guests, spouses of the registered delegates and the authors of technical articles contributing in the Congress Seminar.

A format of **Registration Form** is enclosed as **APPENDIX VII**.

Host Centre may consider online registration through a dedicated website for the Congress which will have a link in the IEI's portal.

11.7 Suggested Day-To-Day Programme

Day 1	:		Registration
Day 2	:	1st Half	Registration, Inaugural Session of the Congress, Presentation of IEI Industry Excellence Award, SQF, NDRF Awards and Institution Prizes (four categories only), Sir M Visvesvaraya Memorial Lecture
	:	2nd Half	Inauguration of Congress Seminar, Engineering Colloquium, Glimpses of Engineering Personalities, Bhaikaka Memorial Lecture, Presentation of Prizes
	:	Evening	Congress Dinner
Day 3	:	1st Half	Technical Session I, Sir R N Mookerjee Memorial Lecture, Technical Session II, Nidhu Bhushan Memorial Lecture, Engineering Colloquium, Women Engineers Meet
	:	2nd Half	Technical Session III, Dr A N Khosla Memorial Lecture Technical Session IV, Adjourned Council Meeting
	:	Evening	Cultural Programme
Day 4	:	1st Half	Technical Session V, Dr Amitabha Bhattacharyya Memorial Lecture, Technical Session VI, Prof C S Jha Memorial Lecture, Dr K L Rao Memorial Lecture*, Engineering Colloquium
	:	2nd Half	Annual General Meeting, Valedictory Session of the Congress
	:	Evening	Meeting of the New Council
Day 5	:		Post Congress Tour

* [Approved during 133rd Meeting of CATE and subsequently 691st Meeting of Council, Haridwar, September 2016]

11.8. Suggested Detailed Programme

The details of programmes related to various technical activities of Indian Engineering Congress are as follows:

11.8.1. Inauguration of the Congress

The structure of the programme of the Inaugural Session of the Congress shall be as follows:

- National Anthem (if President of India / Vice President of India / Prime Minister of India / Governor of the State is / are present);
- Invocation;
- Welcome Address by the Chairman of the Host Centre / Organizing Committee;
- Address by President, IEI;
- Distribution of IEI Industry Excellence Award, SQF and NDRF Awards and Institution Prizes (4 categories only);
- Inaugural Address by the Chief Guest;
- Vote of thanks by Secretary & Director General, IEI.

The President, IEI shall chair the Inaugural Session of the Congress.





11.8.2. Inauguration of the Congress Seminar

The structure of the programme of the Inaugural Session of Congress Seminar shall be follows:

- Welcome Address by the Chairman, Technical Committee;
- About the Seminar by the Convenor, Technical Committee;
- Address by President, IEI;
- Special Lecture on the Theme of Congress Seminar;
- Inaugural Address by the Chief Guest of the Seminar;
- Vote of thanks by the Honorary Secretary of the Host Centre / Organizing Secretary.

The Chairman, Technical Committee, shall preside over this session.

11.8.3. Memorial Lectures

The structure of the programme of Memorial Lecture Sessions shall be as follows:

- Welcome Address by the Chairman of the Session;
- Background of the Lecture and introduction of the speaker by Secretary & Director General, IEI;
- Memorial Lecture Presentation;
- Vote of thanks by Secretary & Director General, IEI.

The President of IEI or a Corporate Member nominated by him shall chair this session

11.8.4. Glimpses of Engineering Personalities

The structure of the programme of Glimpses of Engineering Personalities Sessions shall be as follows:

- Welcome Address by President, IEI;
- Introduction of Personalities by Secretary & Director General, IEI;
- Address by the Personalities;
- Vote of thanks by the Secretary & Director General, IEI.

The President, IEI shall chair this session.

11.8 .5. Concluding Session of Congress Seminar

The structure of the programme of Concluding Session of the Congress Seminar shall be as follows:

- Welcome Address by the Chairman, Technical Committee;
- Reporting by Rapporteurs of all Technical Sessions;
- Finalization of Recommendations;
- Vote of thanks by the Convener, Technical Committee.

The Chairman, Technical Committee, shall preside over this session.

11.8 .6. Valedictory Session of the Congress

The structure of the programme of Concluding Session of the Congress Seminar shall be as follows:

- Welcome Address by the Chairman, Organizing Committee;
- Reporting by the Organizing Secretary;
- Introduction of President by outgoing President ;
- Response by Delegates (from the floor);
- Address by the President, IEI;



- Vote of thanks by the Honorary Secretary of the Host Centre.

The Chairman of the Organizing Committee shall preside over this session.

For details of **Seating Plans** and format of **Invitation Cards**, please see **APPENDIX VIII** and **APPENDIX IX**, respectively.

12. DIVISION-SPONSORED ACTIVITY

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

12.1. Guidelines for 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 initially and subsequently approved by the CATE / 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. This is the activity, which also aims at establishing liaison between the Institution, its members and the policy makers. The organization of a National Convention, therefore, requires full attention of the Host Centre and a long-term planning with adequate support from the HQ and concerned Division Board.

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:

- (a) National Seminar;
- (b) Memorial Lectures (for details, see APPENDIX X);
- (c) State-of-the-art Lecture;
- (d) National Conventions should be organised on a contemporary topic identified by the Board; ♣
- (e) National Conventions may be organized in association with NITs, IITs, Government Engineering Colleges, and reputed Private Colleges, who are IMs; ♣
- (f) The Technical Publication of the National Convention should be taken care by the Technical Department, IEI HQ, starting from "Call for Papers",
Review and Compilation; ♣
- (g) Eminent Speakers from Academia and Industry should be invited in the National Conventions; ♣
- (h) Felicitation of **Eminent Engineers** (maximum four persons); ♣ ✕ †
 - Modalities for felicitation of eminent engineering personalities: †
 - For major divisions out of maximum four dignitaries to be felicitated, two should be from the State of the Host Centre and two from outside the state. It is further recommended that nominations should be from four categories namely industry, R&D, academics and Government organisations.



- For smaller divisions, three dignitaries to be felicitated – at least one should be from the State of the Host Centre and the other(s) from outside the state. It is further recommend that out of three dignitaries, one will be from Industry/Government organisations and the rest from academics/R&D.
- Selection of Eminent Engineering Personalities may be broadly guided by judging their eminence depending upon the following criteria, must be an **Corporate Member** [▲] of IEI fulfilling any of the following criteria: [⊕]
 - At least in the level of Chief Engineer with more than 30 years experience in major Govt. Departments.
 - At least in the level of Executive Director with more than 30 years experience in Central PSUs.
 - At least in the level of Managing Director with more than 30 years experience in State PSUs.
 - At least in the level of Vice President in any Corporate House having turnover more than 1000 crores.
 - At least in the level of Managing Director in any Corporate House having turnover more than 200 crores.
 - At least in the level of Managing Director/Proprietor of any Consultancy Organisation having turnover more than 10 crores.
 - At least in the rank of Professor for 10 years with more than 30 years experience in NAAC accredited Engineering Institute.
 - At least Scientist 'G' with more than 30 years experience in Scientific and R&D Institutes.
 - Having wide recognition in society in national level due to his / her social contribution.
 - Recognised by Government of India with State Awards (Bharat Ratna or Padma Awards).
 - Having exceptional contribution in any National Mission of Scientific and Technical relevance.
 - Nominations for Eminent Engineering Personalities should include a detailed bio data with photographs of the concerned person along with the justification to support his/her eminence.
- Maximum three to four Eminent Engineers should be felicitated in the National Convention; [⊗]
- All the Eminent Engineers who will be selected for felicitation should make a technical presentation in the Convention; [⊗]
- The names of the Eminent Engineers and Speaker(s) of the Memorial Lecture should be finalized by the Host Centre in consultation with the Chairman of the respective Division Board. The formal invitation to the Eminent Engineers and Speaker(s) of the Memorial Lecture should be made by the Host Centre with a copy to the Technical Department at IEI HQ. No TA / DA will be provided from the HQ to the Eminent Engineers and Speaker of the Memorial Lecture for attending the Convention; [⊕]
- As a customary, plaques are presented to the Eminent Engineers and Speaker(s) of the Memorial Lecture. These plaques are prepared by the HQ as per the prescribed design and format. The Centre should forward details of the Speaker(s) of Memorial Lecture and Eminent Engineers for preparation of the plaque. The cost of the plaques will be borne from the grant of the National Convention. Further, citations will be presented to the eminent engineering personalities during the Convention; [⊕]



- The Citation contains the photograph of the Eminent Engineering Personality and duly signed by the Chairman, Division Board and Chairman, Host Centre; †
 - Felicitation of Eminent Engineering award from Industries. CATE recommends that mode of felicitation of Eminent Engineering Personalities will be as follows: ‡
 - For major divisions out of maximum four dignitaries to be felicitated, two should be from the state of the Host Centre and two from outside the state. It is further recommended that nominations should be from four categories namely industry, R&D, academics and Government organizations.
 - For smaller divisions, three dignitaries to be felicitated – at least one should be from the State of the Host Centre and the other(s) from outside the state. It is further recommend that out of three dignitaries, one will be from Industry / Government organizations and the rest from academics/R&D.
- (i) **Presentation of IEI Young Engineers Award** (maximum three persons);
- This Award was instituted in 2008 with a view to promote the pursuit excellence in the field of engineering. The Award consists of a plaque (worth maximum of Rs 2500/-) and a Certificate for each Awardee. The recipients of IEI Young Engineers Award are eligible for reimbursement AC-3 tier fare by train in the shortest route (if no AC-3 tier ticket is available then AC-2 tier fare will be reimbursed). Cost of Plaque, Certificate and Train Fare will be borne by the HQ.
 - The host Centre will be reimbursed against expenses incurred for providing hospitality to the awardees in a reasonable hotel/guest house during the period of National Convention for a maximum duration of two nights and three days not exceeding Rs 7500/- for each Awardee) on production of actual bills/statement of expenditure. ★
 - **Modalities for the IEI Young Engineers Award.**
 - Applicant should be **Corporate Member** of IEI. ▲
 - The applicant should not be older than 35 years of age as on March 31 of the year of notification.
 - The application must be forwarded by the Head of the Organization/ Institution.
 - The work considered for the award should have been carried out during the preceding five years and must have been done within India.
 - The work should be related to the design and development of engineering products relevant to national perception.
 - The achievement should have technological / engineering content with or without measurable financial benefits.
 - The number of awards is to be limited to three.
 - The awards should be given away during the National Convention of the respective engineering division.
 - The awardees should be selected by the respective Division Board.
 - The award will consist of a Plaque and a Certificate. ★
 - The Young Engineers who will be receiving the Award during the Convention should be requested to present a technical paper in the Convention; ✖
 - It has been decided during the last CATE Meeting that Young Engineers Award will be classified and given one Award each for academia, industry and research. ◆



- (j) Technical Visit and Technical Exhibition;
- (k) Workshop / Round Table / Panel Discussion;
- (l) Setting up of IEI Information Desk displaying various categories of Membership Forms, copies of IEI publications, IEI Publicity Brochure etc. These materials will be supplied by the HQ;
- (m) Division Board Meeting;
- (n) Besides Souvenir / Abstract Book, a Technical Volume may be in the form of hard copy or CD should be published in the Convention containing the full text of the technical papers presented during the Convention; ✕
- (o) The Technical Volume in hard copy/ CD should be forwarded to the respective Editor-in-Chief of IEI-Springer Series Journals through IEI Technical Department, so that Editor-in-Chief with its Editorial Board can find out good articles from the technical volume and request the concerned author(s) to upload this paper for journal publication through peer review process; ✕
- (p) Additionally, CATE has recommended that soft copy of the Proceedings should be sent by the Centres to Headquarters, who in turn will send those to the Members of that Division Board and will also display it in the website of IEI'. ✕
 - ✕ *Approved during 125th Meeting of CATE and subsequently 680th Meeting of the Council, Coorg, Karnataka, March 2014;*
 - * *Approved during 129th Meeting of CATE and subsequently 686th Meeting of Council, Kuala Lumpur, June 2015*
 - ✕ *131th Meeting of CATE and subsequently 689th Meeting of Council, Ahmedabad, March 2016;*
 - ⊕ *Approved during 140th Meeting of CATE and subsequently 704th Meeting of the Council, Mussoorie, 23-24 March 2019*
 - ⊕ *Approved during 135th Meeting of CATE and subsequently 696th Meeting of Council, New Delhi, July 2017*
 - ⊕ *Approved by President, IEI during the 33rd National Convention of Computer Engineers, 15-16 February, 2020*
 - ◆ *Approved during 146th Meeting of CATE and subsequently 717th Meeting of the Council, Nagpur, 2-4 September 2022*
 - ◇ *Approved during 147th Meeting of CATE and subsequently 720th Meeting of the Council, Hyderabad, 26-27 March 2023*
 - ▲ *Approved during 149th Meeting of CATE and subsequently 723th Meeting of the Council, Guwahati, 24-25 September 2023.*

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 Proposal should be submitted through Technical Activity Management System (TAMS) only [Approved during 148th Meeting of CATE and subsequently 721st Meeting of Council, Durgapur, 23-25 June 2023].

To enhance the quality of Technical Content of National conventions, CATE has recommended that proposal from Host Centre should be submitted at least 9 (nine) months prior to the programme for consideration of Division Boards and CATE/ Council. Information Brochure should be printed and circulated at least 90 days prior to the date of Convention.

[Approved during 137th Meeting of CATE and subsequently 700th Meeting of the Council, Hyderabad, March-April, 2018]



The proposal shall contain the following for consideration of the Board.

- Venue (city / town);
- Date (the Council has decided the designated months for organizing the National Convention for each engineering division. Details given in **APPENDIX XII**);
- Theme, Sub-themes of the National Seminar, and a short write up on the theme;
- Other activities (Workshop/ Round Table/ Panel Discussion) to be held concurrently with the Convention.

A format for sending Proposal for National Convention is given in **APPENDIX XIII**.

Further, to enhance the quality of Technical Content of National Conventions, Sessions should be organized as follows:

[Approved during 134th Meeting of CATE and subsequently 694th Meeting of Council, Aurangabad, March 2017].

Day-1 (Forenoon) Inaugural Session	Inaugural Programme, Memorial Lectures, State-of-the-Art Lectures, Felicitation to Eminent Engineers, Young Engineers, Deliberation on future of particular branch of engineering
Day-1 (Afternoon) Technical Session I	One Invited Lecture (about an hour duration) and minimum 4 peer-reviewed papers
Day-2 (Forenoon) Technical Session II	One Invited Lecture (about an hour duration) and minimum 6 peer-reviewed papers
Day-2 (Afternoon) Technical Session III	One Invited Lecture (about an hour duration) and minimum 2 peer-reviewed papers
Day-2 (Afternoon) Valedictory Session	

To improve the effectiveness of technical activities including National Conventions for all the Divisions should be organized preferably within **November 2024**. Also, the National Conventions scheduled during January and February may be rescheduled within November 2024 so that the Division Board Members for the present session may attend the National Convention if they have not attended the Convention during the previous sessions [▲].

Subject to suitability at Host Centre the feasibility may be explored as follows: [▲]

- (a) Interactive discussion sessions with active participation from **industries** may be included in the programme structure for National Conventions.
- (b) Technical Quiz Sessions / Extempore may be organized at the sideline of the National Convention to attract the student community.
- (c) The participants should primarily be **Corporate Members** of IEI. However students also can be encouraged to participate in the event.
- (d) During the National Conventions, the **Certified IntPEs**, if available, may be invited to share their experience with the participants and also explain how IntPE certification has helped them in career enrichment.
- (e) **One Online Technical Session** can be arrange to facilitate the authors who cannot attend for various reason and to make the event truly national.
- (f) The **IEI Young Engineers Award** may be scheduled during Valedictory Session.

[▲] *Approved during 149th Meeting of CATE and subsequently 723th Meeting of the Council, Guwahati, 24-25 September 2023.*

12.1.5. Responsibility

The primary responsibility for planning and organizing a National Convention shall rest with the Host Centre. Implicit support of the Chairman of the concerned Division Board and the HQ will be available.



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

- National Advisory Committee;
- Organizing Committee;
- Technical Committee.

The Host Centre may organize the National Convention in association with reputed Engineering Colleges / Institutes.

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 Host Centre and also the concerned Division) as its Convenor.

The members of the Committee shall be nominated by the Host Centre amongst the persons of all India status and shall include Vice Presidents*, Chairman CATE*, all members of the concerned Division Board and the Honorary Secretary of the Host Centre (if he/ she is not the Convenor).

**Approved by CATE, Chairman & President, IEI on May 2024*

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".

This Committee may not meet frequently and the suggestions of the members may be made through correspondence only.

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 concerned Division) as the Organizing Secretary. The members of the Committee shall include local Corporate Members.

To make this Committee effective, 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.

The Chairman of the concerned Division Board and the IEI HQ shall be kept informed about details of the programme as may be finalized by the Organizing Committee from time to time.

Technical Committee

A Technical Committee shall be constituted by the Organizing Committee to scrutinize the synopses of the articles as may be received from authors. The decision of the Technical Committee shall be communicated to those authors whose synopses are accepted and they shall submit the full text with all tables, diagrams, etc to the Host Centre well ahead of the dates of National Convention.

12.1.6. Resource Mobilization

- Grant from the Division Board (APPENDIX IV);
- Registration fees to be paid by delegates;
- Contributions of other organizations as Patrons, Co-sponsors, Collaborators, Donors or Associates;
- Charges collected from the advertisers in the Seminar Volume / Souvenir, published by the Host Centre;
- Technical Exhibition.



12.1.7. Convention Document

A publication containing the proceedings/e-proceedings should be brought out. The detailed report with photograph of the Convention should be sent to the IEI HQ within 15 days after completion of the Convention. The Host Centre may also publish a Souvenir/Proceedings 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 :

(i) 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;
- Inaugural Address by the Chief Guest;
- Felicitation of Eminent Engineers;
- Presentation of IEI Young Engineers Award;
- Vote of thanks by the Organizing Secretary/Honorary Secretary of the Host Centre.

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

(ii) Memorial Lecture and State-of-the-art Lecture shall follow the Inaugural Session

- A dedicated slot for discussion on 'Future of _____ Engineering' (30 to 45 minutes) should be kept
[Approved during 126th Meeting of CATE and subsequently 682nd Meeting of Council at Pachmarhi, June 2014]
- Technical Sessions of the National Seminar;
- Workshop or other technical events.

(iii) 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.

To make it more attractive and interesting for student community and to sustain interest of different groups of specialization in a given discipline. Poster Presentation and Competition by the students may be included. Exhibition may be arranged for the students from Institutional Members (located near and around the organizing Centre) to display their innovations through prototypes / models. The top three poster and prototypes / models may be awarded a certificate along with memento. The Annual Paper Meet may be arranged.

[Approved during 147th Meeting of CATE and subsequently 720th Meeting of the Council, Hyderabad, 26-27 March 2023]

12.1.9. Publicity

Publicity for a National Convention shall be made primarily through web and the IEI News. The Host Centre may, however, adopt other avenues for publicity of the Convention at the national and state levels by contacting various government departments, public bodies, industries, educational institutions, etc. Participation should also be initiated from foreign societies with which the Institution has bilateral agreements or any other formal relationship. After obtaining the approval of the proposal* by Division Board/ CATE / Council, the Centre will prepare the First Information Brochure as per the format given in APPENDIX XIVA* (Standard Brochure / First Information Brochure) and will forward five copies of the same to Technical Department for further course of action.

** Approved by CATE, Chairman & President, IEI on May 2024*

CATE, at its 137th Meeting held at Hyderabad on 31 March 2018, recommends that until the soft/hard copy of the Information Brochure (wherever applicable) is received from the Host Centre at least 90 days in advance for National Conventions; their request for release of 1st installment of the grant will not be entertained, which was subsequently approved by Council at its 700th Meeting held at Hyderabad during 31 March - 01 April, 2018.

Further, CATE, at the same Meeting, recommends that if any Centre fails to carry out any technical activity in accordance with the approved guidelines and norms, then grant for that particular technical activity will not be released and grants already released for that purpose will be recovered by adjusting from other grants of the Centre, which was also approved by Council.

12.1.10. Selection of Articles for National Seminar

The persons desirous of presenting articles may be advised to submit synopses of their articles to the Host Centre, which will be scrutinized and finalized by the Technical Committee.

12.1.11. General

The Host Centre must send a **Report** of the Convention on the prescribed format, **Part I (APPENDIX XV)** and a few photographs within 15 days from the date of culmination of National Convention to the IEI HQ.

Further, a detailed **Report** of the National Convention (**APPENDIX XVI**) highlighting the technical content of the speeches delivered by the dignitaries, such as, Chief Guest, Guest-of-Honour, Keynote Speaker, Memorial Lecture Speaker, etc, along with photographs and copies of Souvenir/Proceedings should be sent to the IEI HQ for **publication in the IEI News/Website**.

The Officers of the Technical Department attending the National Convention shall also assist the Host Centre for successful organization of the Convention.

CATE recommends that the Host Centre organizing National Conventions will formulate brief and precise recommendation emanated from National Conventions and forward it to Chairman, CATE through Chairman, Division Board along with the details of Government Departments, Ministries or other organizations where they desire to forward the recommendations for consideration and monitor.

[Approved during 134th Meeting of CATE and subsequently 694th Meeting of Council, Aurangabad, March 2017]

CATE recommends implementation of Feedback mechanism from the participants of National Convention. The **Feedback Format** is enclosed as **APPENDIX XVII**.

[Approved during 131st Meeting of CATE and subsequently 689th Meeting of Council, Ahmedabad, March 2016]

For details of **Seating Plans** and **Format of Invitation Card**, please see **APPENDIX VIII** and **APPENDIX IX**, respectively.



12.1.12. Grants available for National Convention

[Approved during 134th Meeting of CATE and subsequently 694th Meeting of Council, Aurangabad, March 2017]

(a) The Grant for the National Convention:

To meet-up expenditure incurred for Division Board meetings held concurrently with National Conventions, the following norms (based on number of Division Board members) of Allocation of Grant will be followed:

Number of Division Board Members	Grant
Up to 5	1.50 lakhs
6 to 10	1.75 lakhs
11 to 15	2.00 lakhs
16 to 20	2.25 lakhs
More than 20	3.00 lakhs

25% of grant will be released on receipt of Information Brochure. 50% will be released during the convention and 25% will be earmarked as Chairman's Discretionary Fund.

The Chairman's Discretionary Fund will be released to the Host Centre after completion of the Convention and after deduction of the expenses incurred by the IEI HQ for the Convention (e.g. preparation of plaques for Speaker of Memorial Lecture and Eminent Engineers etc) and conformation of necessary formalities.

No part of this grant shall be used for travelling.

The quantum of grant may be revised by Council time-to-time.

b) Norms for Release and Control of Grant for Sponsored Technical Activities

[Approved during 137th Meeting of CATE and subsequently 700th Meeting of the Council, Hyderabad, March-April, 2018]

CATE recommends that until the soft / hard copy of the information brochure (wherever applicable) is received from the Host Centre at least 90 days in advance for National Conventions; their request for release of 1st installment of the Grant will not be entertained.

12.2. Guidelines For All India Seminars / Conferences / Workshops, National Seminar / Conference / Workshop

[Approved during 130th Meeting of CATE and subsequently 687th Meeting of Council, Kochi, September 2015]

The All India Seminar is one of the sponsored technical activities of a particular engineering division under the aegis of which the activity will be organized.

12.2.1. Planning

Proposal for holding All India Seminar 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 **Proposal** should be submitted through **Technical Activity Management System (TAMS)** only [Approved during 148th Meeting of CATE and subsequently 721st Meeting of Council, Durgapur, 23-25 June 2023].

The **Proposal** from a Centre for organizing the All India Seminars / Conferences / Workshops should be submitted as per format given in **APPENDIX XVIII** to the concerned Division Board at least 45 days prior to the proposed dates of the Seminar [Approved during 146th Meeting of CATE and subsequently 717th Meeting of Council, Nagpur, 03-04 September 2022]. The proposal shall contain the suggested theme, dates and venue (city / town) of the Seminar.

After obtaining the approval of the proposal by Division Board / CATE / Council, the Centre will prepare the **First Information Brochure** as per the format given in **APPENDIX XIVB*** and will forward the same to Technical Department for further course of action.

* Approved by CATE, Chairman & President, IEI on May 2024.





CATE, at its 137th Meeting held at Hyderabad on 31 March 2018, recommends that until the soft/hard copy of the Information Brochure (wherever applicable) is received from the Host Centre at least 30 days for Two-Day All

India Seminars/Workshops; their request for release of 1st installment of the grant will not be entertained, which was subsequently approved by Council at its 700th Meeting held at Hyderabad during 31 March - 01 April 2018.

Further, CATE, at the same Meeting, recommends that if any Centre fails to carry out any technical activity in accordance with the approved guidelines and norms, then grant for that particular technical activity will not be released and grants already released for that purpose will be recovered by adjusting from other grants of the Centre, which was also approved by Council.

The recommendations emanated from the All India Seminar should be forwarded to the Core Group constituted by the concerned Division Board for scrutinizing and taking further necessary actions on the same. The approved **Guidelines for Constitution of Core Group** is given in **APPENDIX III**.

12.2.2 Norms for Release and Control of Grant for Sponsored Technical Activities

[Approved during 137th Meeting of CATE and subsequently 700th Meeting of the Council, Hyderabad, March-April, 2018]

CATE recommends that until the soft/hard copy of the information brochure (wherever applicable) is received from the Host Centre at least 30 days for two-day All India Seminars/Workshops; their request for release of 1st installment of the Grant will not be entertained.

12.2.3. Responsibility

The primary responsibility for planning and organizing All India Seminar shall rest with the Host Centre. Implicit support of the IEI HQ will be available.

For smoothness in organization of the event, the Host Centre shall constitute the Organizing Committee. The Host Centre may organize the National Convention in association with reputed Engineering Colleges/Institutes other Professional Organizations.

12.2.4. Organizing Committee

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

12.2.5. 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 Host Centre and also the concerned Division) as its Convenor.

The members of the Committee shall be nominated by the Host Centre amongst the persons of all India status and shall include Vice Presidents*,

Chairman CATE*, all members of the concerned Division Board and the Honorary Secretary of the Host Centre (if he/ she is not the Convenor).

** Approved by CATE, Chairman & President, IEI on May 2024*

This Committee shall provide guidance for structuring the technical programmes, selection of Session Chairmen.

N.B.: For organizing All India Seminars, formation of National Advisory Committee is not mandatory.

12.2.6. Resource Mobilization

The Organizing Committee shall plan resource mobilization and the income may comprise the following:



- Grant from the Division Board — for Two-Day activity, Rs. 40,000/- in two equal installments is available. On receipt of printed Information Brochure, Rs. 20,000/- will be released and the rest on fulfillment of all the procedures as per Guidelines like submission of detailed Report, Recommendations, Photographs and Proceedings and Council approved that each host Centre can arrange the one (1) Two-Day Seminar/ Workshop for each Division per financial year;

[Approved during 150th Meeting of CATE and subsequently 725th Meeting of Council, Hosur, 29-31 March 2024]

- Registration fees to be paid by delegates;
- Contributions of other organizations as Patrons, Co-sponsors, Collaborators, Donors or Associates;
- Charges collected from the advertisers;
- Technical Exhibition.

12.2.7. The Structure of the Programme of an All India Seminar shall be as follows:

12.2.7.1. Inaugural Session to have

- Welcome Address by the Chairman, Host Centre;
- Address by the President, IEI (if present);
- Address by the Chairman, Division Board (if present);
- Address on the theme of technical sessions by the Honorary Secretary / Organizing Secretary / Convenor;
- Address by the Special Guests (if any);
- Inaugural Address by the Chief Guest;
- Vote of thanks by the Honorary Secretary of the Centre.

12.2.7.2. Technical Sessions

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.

To enhance the quality of Technical Content of All India Seminars/ Workshops, Sessions should be organized as follows:

[Approved during 134th Meeting of CATE and subsequently 694th Meeting of Council, Aurangabad, March 2017]

Day-1 (Forenoon) Inaugural Session	Inaugural Programme, Keynote Address
Day-1 (Afternoon) Technical Session I	1 Invited Lecture (about one hour duration) and minimum four papers or two invited lectures / presentations
Day-2 (Forenoon) Technical Session II	1 Invited Lecture (about one hour duration) and minimum four papers or two invited lectures / presentations
Day-2 (Afternoon) Technical Session III	Minimum two papers or two invited lectures / presentations
Day-2 (Afternoon) Valedictory Session	

12.2.7.3. Concluding / Valedictory Session to have

- Welcome Address by the Chairman of the Host Centre;



- Reporting by Rapporteur of each session;
- Finalization of Recommendations;
- Vote of thanks by the Organizing Secretary / Honorary Secretary.

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

A detailed **Report** of the All India Seminar highlighting the technical content of the speeches delivered by the dignitaries, such as, Chief Guest, Guest-of-Honour, Keynote Speaker, etc, along with photographs and copies of Souvenir / Proceedings should be sent to the IEI HQ within 15 days from the date of culmination of the Seminar for **publication in the IEI News**. The format for sending the report is given in **APPENDIX XIX**.

- 12.2.7.4. **Soft Copies** of Information Brochure and Proceedings of National Conventions and All India Seminars of all Divisions should be accepted, if submitted by email, CD and/or preferably uploaded in Cloud based media for unlimited time.

[Approved during 132nd Meeting of CATE and subsequently 690th Meeting of Council, Durgapur, June 2016]

12.3. Guidelines for One-Day Seminar / Workshop

[Approved during 122nd Meeting of CATE and subsequently 675th Meeting of Council, Hyderabad, March 2013]

The One-Day Seminar/Workshop is one of the sponsored technical activities of a particular Engineering Division, under the aegis of which the activity will be organized.

12.3.1. Planning

Proposal for holding Seminar/Workshop will emanate from a Centre and shall be processed by the concerned Division Board/Chairman of the Division Board. The Proposal should be submitted through Technical Activity Management System (TAMS) only [Approved during 148th Meeting of CATE and subsequently 721st Meeting of Council, Durgapur, 23-25 June 2023].

The proposal from a Centre should be submitted to the concerned Division Board at least one month prior to the proposed dates of the Workshop (APPENDIX XVIII). The proposal shall contain the suggested theme, brief write up on the theme, date and venue (city / town) of the Seminar/Workshop.

Council opined that “One Day Activities” must have two sessions as per the guidelines [Approved during 147th Meeting of CATE and subsequently 720th Meeting of Council, Hyderabad, 26-27 March 2023].

Council at its 725th Meeting held at Hosur during 29-31 March 2024, approved that each host Centre can arrange the one (1) One Day Seminar/Workshop for each Division per financial year.

12.3.2. Responsibility

The primary responsibility for planning and organizing the Seminar / Workshop shall rest with the Host Centre. Implicit support of the IEI HQ will be available. For smoothness in organization of the event, the Host Centre shall constitute the Organizing Committee.

Organizing Committee

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

12.3.3. Resource Mobilization

The Organizing Committee shall plan resource mobilization and the income may comprise the following :



- Grant from the Division Board @Rs 20,000/- ;
[Approved during 150th Meeting of CATE and subsequently 725th Meeting of the Council, Hosur, 29-31 March 2024]
- Registration fees to be paid by delegates;
- Contributions of other organizations as Patrons, Co-sponsors, Collaborators; Donors or Associates.

12.3.4. The grant will be released from the IEI HQ after receipt of detail **Report** and photographs for **publication in the IEI News** as per the format provided in **APPENDIX XX**.

12.3.5. The structure of the programme of One-Day Seminar/Workshop shall be as follows:

12.3.5.1. Inaugural Session to have

- Welcome Address by the Chairman, Host Centre;
- Address by the Chairman, Division Board (if present);
- Address on the theme of technical sessions by the Honorary Secretary / Organizing Secretary / Convenor;
- Address by the Special Guests (if any);
- Inaugural Address by the Chief Guest;
- Vote of thanks by the Honorary Secretary of the Centre.

12.3.5.2. Technical Session

The Organizing Committee shall invite the renowned professionals, having expertise in the relevant field to deliver Lectures during the Technical Sessions. Apart from that, Articles, received on the theme of the Workshop, will also be presented during the Technical Sessions.

To enhance the quality of Technical Content of One Day Seminars/ Workshops, Sessions should be organized as follows:

[Approved during 134th Meeting of CATE and subsequently 694th Meeting of Council, Aurangabad, March 2017]

Day-1 (Forenoon) Inaugural Session	Inaugural programme, two invited lectures
Day-1 (Afternoon) Technical Session I	Minimum 3 papers or two invited lectures / presentations

12.3.5.3. Concluding / Valedictory Session to have

- Welcome Address by the Chairman of the Host Centre;
- Reporting of Technical Sessions;
- Vote of thanks by the Organizing Secretary / Honorary Secretary.

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

12.3.6. Rescheduling of Technical Activities

Rescheduling of dates will be allowed only one time and Deputy Director (Technical) is authorized by Division Boards/CATE to approve the rescheduling of technical activities by respective Centres, provided the revised date falls within 60 days of the original approved date and does not cross over to the next financial year and also do not clash with any Central programme of IEI (ie, Convocation, National Convention, Council Meeting etc). Deputy Director (Technical) will keep Chairmen of the Division Boards and Chairman CATE informed about such change of dates. Otherwise, the proposal will be placed before Chairman, Division Boards and Chairman, CATE as per norms.

[Approved during 127th Meeting of CATE and subsequently 683rd Meeting of Council, Tripura, September 2014]

12.3.7. Modified Norms of Technical Activities

[Approved by Competent Authority on December 11, 2021]

Deleted with effect from 01 April 2022.

12.4. Guidelines for Round Table / Workshop / Continuing Education Course / Panel Discussion

The general features of the Round Table, Workshop, Continuing Education Course and Panel Discussion may be organized by a Centre, the details of which are as follows :

12.4.1. Round Table

A 'Round Table' is a forum for discussion on problems of common interest to ensure business like discussion.

A Round Table presidium should consist of a Chairman, a Rapporteur and a panel of experts from the government and private sectors to cover technical, social-economic and administration aspects of the problem.

The Chairman of a Round Table will initiate the discussion by presenting a brief background and exact nature of the problem and invite the panel members to present their views for effective discussion.

The delegates may participate in the discussion. For this, they may write down their point in a 'Discussion Slip' and submit the same to the Chairman of the session. The Chairman will reserve the discretion to allow the participants to speak.

At the end of the discussions, the Rapporteur will sum-up the proceedings and the Host Centre will submit a report on the event to the IEI HQ soon after the culmination of the event.

12.4.2. Workshop

Workshops are thought of as meetings for formal discussions on topics or theories, exchange of ideas, demonstration of methods and practical application of skills and principles employed in a field.

One of the most important aspects of the workshop is to examine not only the success of the investigation but also discussion of the failures in these investigations so that one could have a clear picture on the topics of Workshops. For this reason, there should be experts with different ideas both for and against the investigation, theory, etc.

A Group Leader, who will make an introduction to the theme, will lead the workshop. There will also be a moderator who will allow the intervention of the participants, keeping the form of an open discussion.

The Host Centre shall submit a detailed report on the same to the IEI HQ soon after the culmination of the event.

12.4.3. Continuing Education Course

Endeavours must be made to structure the course in such a way so as to integrate the latest theory and seasoned practice.

The Course Director may utilize one or more of the following techniques for the conduct of the course.

- Lecture;
- Group Discussion;
- Case Study;
- Project Work;
- Demonstration;
- Film Show;
- Factory / Site Visit.



The Course Director will open the discussion with an address explaining the scope of continuing education programmes and outlining the procedure to be adopted in the conduct of the course.

A detailed report including opening/closing remarks of the Course Director shall be sent to the IEI HQ for future reference and record soon after the culmination of the course. A certificate may be issued to participants in this effect.

12.5. **Appreciation for Organizing More Technical Activities by the Centres**

[Approved during 134th Meeting of CATE and subsequently 694th Meeting of Council, Aurangabad, March 2017]

To encourage Centres for organising more technical activities, Certificate of Appreciation and a Plaque will be presented to the Centres for organizing highest number of Technical Activities which are reported to IEI HQ along with detailed report and photograph within one month of conducting the activity. One Certificate will be presented to each group (based on the membership strength of the Centres) in the following manner.

Group A – 1 no.	Group B – 2 nos.
Group C – 2 nos.	Group D – 1 no.

The certificates will be presented during the Indian Engineering Congress.

President will form a Committee for selection of the best performing Centres.

N.B.: Now it is discontinued due to revised Guideline No. 13.4. which was approved during 700th Meeting of Council, Hyderabad, March-April, 2018.

13. **GUIDELINES FOR INSTITUTING AWARDS AND MEMORIAL LECTURES**

13.1 **Guidelines, Modalities For Instituting Memorial Lectures**

[Approved during 146th Meeting of CATE and subsequently 717th Meeting of Council, Nagpur, 03-04 September 2022]

Memorial Lectures to be organized by the IEI HQ at National Level with the approval of the CATE / Council	1. Person in whose name the Memorial Lecture is organized should be an engineer by education and profession and must have made distinguished contribution to engineering at the National and/or the International level.
	2. Minimum endowment fund required would be Rs.20.00 lakhs. Fund to be held at the IEI HQ.
	3. To be routed through CATE for approval of the Council.
Memorial Lectures to be organized by Division Boards during National Conventions/ All India Seminars	1. Person should be an engineer by education and profession and must have made significant contribution to engineering services at least at the National level in his/her relevant field of engineering expertise.
	2. Minimum endowment fund required would be Rs.12.00 lakhs. Fund to be held at the IEI HQ
	3. The number of Memorial Lectures for delivery at the National Conventions would be maximum two per division, with each to be delivered every alternate year
	4. The recommendation from the Division Boards for establishing Memorial Lectures whether delivered at the National Convention or at other locations during All India Seminars would be routed through CATE / Council for approval.
Memorial Lectures to be organized by State Centres	1. Person should be an engineer by education and profession and must have provided distinguished engineering services at least at the state level.
	2. Minimum endowment fund required would be Rs.6.00 lakhs.
	3. This fund would be held with the State Centre.
	4. The approval of the Memorial Lecture proposal will be done by the State Centre Committee with information to the IEI HQ. The timing and location of the lecture would be decided by the State Committee.





Memorial Lectures to be organized by Local Centres	1. Person should be an engineer by education and profession and must have provided distinguished engineering services at least at the Local Centre level.
	2. Minimum endowment fund required Rs.3.75 lakhs.
	3. This fund would be held with the Local Centre.
	4. The approval of the Memorial Lecture proposal, its timing and location will be done by the Local Centre Committee with information to State Centre and the IEI HQ.

13.2 Guidelines, Modalities for Instituting Awards by State and Local Centres of IEI

[Approved during 146th Meeting of CATE and subsequently 717th Meeting of Council, Nagpur, 03-04 September 2022]

Award to be instituted by State Centres	1. Person in whose name the award to be instituted should be an engineer by education and profession and must have provided distinguished engineering services at least at the State Centre level.
	2. Minimum endowment fund required would be Rs.3.00 lakhs.
	3. This fund would be held with the State Centre.
	4. The approval of the Award proposal will be done by the State Centre Committee with information to the IEI HQ. The award should contain a plaque and citation which should be approved at the State Committee level. The award may preferably be given during the Engineers Day Celebration. The awardee should be an Engineer and preferably IEI Corporate Member. The selection of awardee is to be decided and approved at the State Centre Committee level, with information to Secretary & Director General, IEI.
Award to be instituted by Local Centres	1. Person in whose name the award to be instituted should be an engineer by education and profession and must have provided distinguished engineering services at least at the Local Centre level
	2. Minimum endowment fund required Rs. 3.00 lakhs.
	3. This fund would be held with the Local Centre
	4. The approval of the Award proposal will be done by the Local Centre Committee with information to the IEI HQ. The award should contain a plaque and citation which should be approved at the State Committee level. The award may preferably be given during the Engineers Day Celebration. The awardee should be an Engineer and preferably IEI Corporate Member. The selection of awardee is to be decided and approved at the State Centre Committee level, with information to Secretary & Director General, IEI.
Scholarships	1. Scholarships for IEI T/ST Members can be instituted at State and Local Centres from donations/endowment fund in the name of donor. Adequate fund should be deposited by the donor for the scholarship to be funded out of interest of such donation.
	2. The selection of beneficiary should be based on merit or merit-cum-need as decided while instituting the scholarship fund.
	3. The selection of beneficiary needs to be made at Centre's Committee level with information to the Secretary & Director General.

CATE recommended that no award should be instituted or given by the Centres/Division Board without prior information and approval of the IEI HQ. Also, Nos. of Awards given by the Centres should be limited preferably to three or four to maintain the value of the award. The awardees should be selected from Academy, R&D, Industries/Government Service.

[Approved during 145th Meeting of CATE and subsequently 715th Meeting of Council, Kandaghat, 18 June 2022]



CATE recommended from the next year onwards the Awards to be given on the occasion of Engineers Day is to be restricted to maximum of 5 (five) Awards by State Centre and 3 (three) Awards by Local Centers.

[Approved during 146th Meeting of CATE and subsequently 717th Meeting of Council, Nagpur, 03-04 September 2022]

13.3 Guidelines, Modalities for Instituting Awards by Individuals

[Approved during 146th Meeting of CATE and subsequently 717th Meeting of Council, Nagpur, 03-04 September 2022]

Awards to be instituted by Individual	1. No award should be instituted in the name of a living person and awards to be instituted by any individual should be posthumous only.
	2. Person in whose name the award to be instituted should be an engineer by qualification and by profession and also should have made substantial contribution either at the national or international level and the Award be given for the sake of inspiring the students appearing in Section A and Section B Examinations during the Convocation.
	3. Minimum endowment fund required would be Rs.10.00 lakhs
	4. This fund would be held with the IEI HQ
	5. The awardee should be the topper of Section B Examination in respective field of Engineering considering results of both Summer and Winter Examinations
	6. The award should contain a cash Award of amount Rs 10,000/, a gold plated silver medal 2 inches diameter and 50 gm weight and a certificate. The award may be given during the IEI Convocation and Students and Technicians Convention every year. The award should also cover the conveyance allowance for the awardee by AC-3 tier train fare by the shortest route.

13.4 Guidelines, Modalities for Best Centre Awards for Technical Activities

[Approved during 137th Meeting of CATE and subsequently 700th Meeting of the Council, Hyderabad, March-April, 2018]

A revised guidelines for Best Centre Awards has been circulated during the council meeting.

CATE also recommends that merit certificate may be awarded to the centres carrying out enhanced number of activities to encourage them. Such certificate will be awarded one number in each Group (Group A/Group B/ Group C/ Group D).

Council has approved and decided that a plaque will also be given along with merit certificate for centres carrying out enhanced number of activities.

Existing Parameters for the Best Centre Award was approved in 683rd Meeting of Council held at Agartala on 20-21 September 2014. The said approval was for a period of three years as decided in 680th Meeting of Council held at Coorg on 22-23 March 2014.

While reviewing the parameters for the 'Best Centre Award', with a view to make it more objective and representative, it was found that a similar award, called as "Best Centre Award for Technical Activities" has been approved by CATE to Council in 694th Meeting of Council held at Aurangabad, 24-25 March 2017 and it has already been implemented with effect from 2017.

While comparing the two awards viz. 'Best Centre Award' and 'Best Centre Award for Technical Activities', it was found that quite a large number of parameters are overlapping leading to duplication specially since the two awards aimed at a similar broad purpose.

The proposed re-structuring of the parameters for the 'Best Centre Award' was done with incorporation of the three Parameters of 'Best Centre Award of Technical Activities' – viz.

- (a) Organising One day Seminar/Workshop
- (b) Observation of Ten Statutory Days
- (c) Organising Indian Engineering Congress





Accordingly, in some of the parameters Gradation of Marks have also been revised and a comprehensive draft for assessment of the Best Centre Award for a total marks of 100 is prepared (copy enclosed).

The members may discuss and decide to approve the revised parameters of the Best Centre Award incorporating certain parameters of Best Centre Award of Technical Activities and discontinuing the “Best Centre Award of Technical Activities” forthwith due to overlapping of Parameters and broad objectives.

While deliberating, the Committee may also decide to incorporate the Disqualification Clauses on one or more of the following grounds :-

- (i) Not holding the Annual General Meeting (AGM) in time without prior approval of the President (on valid ground);
- (ii) Not submitting the Audited Statement by October of each year;
- (iii) Centre not functioning in accordance with Bye-laws and Regulations.

13.4.1 Parameters (revised) of Best State Centre Award

Sl. No	Item	Full Marks	Gradation of Marks	Marks to be allotted	Remarks
(i)	One day Seminars / Workshops	5	For 3 and above	5	Change in nomenclature
			For 2	3	
			For 1	2	
			For none	0	
(ii)	All-India Seminar / Workshop	10	For 1	3	Change in nomenclature
			For 2 to 3	5	
			For 4 to 5	7	
			For 6 & above	10	
(iii)	National Convention	10	Participation above 50 paid delegates	4	Change in nomenclature
			Whether Proceedings published (Hard Copy/CD)	4	
			Quality of Inaugural Session, Technical Activities & Overall assessment	2	
(iv)	Holding Guidance Classes for Senior Technician Member (Diploma Stream)	8	For Section A & B	8	Change in gradation of marks & nomenclature
			For only A or B	4	
			For none	0	
(v)	Financial Management (surplus generated as %age of gross earning)	10	For 15% surplus or more	10	No change
			For each 1% less than 15%	Deduct 1 mark	
			Below 5%	0	





(vi)	Submission of Audited Accounts	5	Submission by June	5	No change
			Submission by July	4	
			Submission by August	3	
			Submission by September	2	
			Submission by October	1	
			Submission by November (irrespective of the reasons)	0	
(vii)	Submission of Quarterly and Annual Reports (5 nos.)	5	For each Report 1 mark, if submitted as follows : 1st Quarter Report	By July	No change
			2nd Quarter Report	By October	
			3rd Quarter Report	By January	
			4th Quarter Report	By April	
			Annual Report Any delay - 0 marks	By June	
(viii)	Timely holding of Annual General Meeting (AGM)*	4	For holding by October	4	No change
			For holding by November	2	
			For holding later	0	
(ix)	Proper maintenance and upkeep of IEI State and Local Centres	4	The marks will be given on basis of the report after visiting the Centre by at least one of the Vice Presidents		No change
(x)	Smooth conduct of examination	5	The Deputy Director (EE&A) shall award the mark duly approved by SDG.		No change
(xi)	Membership Growth (for direct elections only)	12	For 10% or more growth	12	No change
			For growth above 5% and below 10%	8	
			For growth between 2% and 5%	4	
(xii)	Centre having new Technicians Chapter	1			No gradation of marks, change in nomenclature and mark distribution
(xiii)	Centres having new Students' Chapter during financial year	2	For 1 Chapter	1	Incorporated as a separate parameter with new gradation of marks



(xiv)	Conducting Continuing Education	3	For 1 Programme / Course	1	Change in gradation of marks
			For 2 Programme / Course	2	
			For 3 & above Programme / Course	3	
(xv)	Growth of Institutional Member for the financial year	3	For 1 Institutional Member	1	Change in gradation of marks and nomenclature
			For 2 Institutional Member	2	
			For 3 & above Institutional Member	3	
(xvi)	Development of website	3	-	-	Change in marking
(xvii)	Observation of 10 numbers of Statutory Days	5	For 1 day	1	Incorporated as a new parameter
			For 2 days	2	
			For 3 days	3	
			For 4 days	4	
			For 5 days & above	5	
(xviii)	Engineering Congress	5			New parameter

(a) The activities under items (iii) & (x) being not possible for all Centres, the final assessment shall be made on the basis of total marks scored as p.c. of highest marks which can be scored by a Centre. (b) *The State/Local Centre, organizing the Indian Engineering Congress, shall get 4 marks against Annual General Meeting (AGM), if AGM not done in time (parameter Sl No. (viii)).

13.4.2 Parameters (revised) of Best Local Centre Award

Sl. No.	Item	Full Marks	Gradation of Marks	Marks to be allotted	Remarks
(i)	One day Seminars/ Workshops	8	For 3 and above	8	Change in nomenclature
			For 2	6	
			For 1	2	
			For none	0	
(ii)	All-India Seminar/ Workshop	10	For 1	3	Change in nomenclature
			For 2 to 3	5	
			For 4 to 5	7	
			For 6 & above	10	
(iii)	National Convention	10	Participation above 50 paid delegates	4	Change in nomenclature
		Whether Proceedings published (Hard Copy / CD)	4		
		Quality of Inaugural Session, Technical Activities & Overall assessment	2		





(iv)	Holding Guidance Classes for Senior Technician Member (Diploma Stream)	8	For Section A & B	8	Change in gradation of marks & nomenclature
			For only A or B	4	
			For none	0	
(v)	Financial Management (surplus generated as %age of gross earning)	10	For 15% surplus or more	10	No change
			For each 1% less than 15%	Deduct 1 mark	
			Below 5%	0	
(vi)	Submission of Audited Accounts	5	Submission by June	5	No change
		Submission by July	4		
		Submission by August	3		
		Submission by September	2		
		Submission by October	1		
		Submission by November (irrespective of the reasons)	0		
(vii)	Submission of Quarterly and Annual Reports (5 nos.)	5	For each Report 1 mark, if submitted as follows : 1st Quarter Report	By July	No change
			2nd Quarter Report	By October	
			3rd Quarter Report	By January	
			4th Quarter Report	By April	
			Annual Report Any delay - 0 marks	By June	
(viii)	Timely holding of Annual General Meeting (AGM)*	4	For holding by October	4	No change
			For holding by November	2	
			For holding later	0	
(ix)	Proper maintenance and upkeep of IEI State and Local Centres	4	The marks will be given on basis of the report after visiting the Centre by at least one of the Vice Presidents		No change
(x)	Smooth conduct of examination	5	The Deputy Director (EE&A) shall award the mark duly approved by SDG		No change
(xi)	Membership Growth (for direct elections only)	12	For 10% or more growth	12	No change
			For growth above 5% and below 10%	8	
			For growth between 2% and 5%	4	



(xii)	Centre having New Technicians Chapter	1			No gradation of marks, change in nomenclature and mark distribution
(xiii)	Centres having new Students' Chapter during financial year	2	For 1 Chapter	1	Incorporated as a separate parameter with new gradation of marks
			For 2 Chapters & above	2	
(xiv)	Conducting Continuing Education	3	For 1 Programme / Course	1	Change in gradation of marks
(xv)	Development of website	3	-	-	Change in marking
(xvi)	Observation of 10 numbers of Statutory Days	5	For 1 day	1	Incorporated as a new parameter
			For 2 days	2	
			For 3 days	3	
			For 4 days	4	
			For 5 days & above	5	
(xvii)	Engineering Congress	5	-	-	New parameter

(a) The activities under items (iii) & (x) being not possible for all Centres, the final assessment shall be made on the basis of total marks scored as p.c. of highest marks, which can be scored by a Centre. *(b) The State/Local Centre, organizing the Indian Engineering Congress, shall get 4 marks against Annual General Meeting (AGM), if AGM not done in time (parameter Sl No. (viii)).

14. GUIDELINES FOR IEI CONVOCAATION AND TECHNICIANS' / STUDENTS' CONVENTION

Deleted.

This activity is not related to the Technical Department of the Institution.

15. GUIDELINES FOR INTERNATIONAL CONFERENCES

The International Activity under the aegis of an Engineering Division Board/ICC is one of the apex technical activity of the Division/ICC itself, which is organized by the Centres of the Institution based on the approval of the concerned Division Board/ICC initially and subsequently by the CATE / Council.

15.1. Objective

The International Conference, approved by the Division Board/ICC, is one of the apex activities aiming at achievement of technical and professional growth through intensive technical content and mutual interaction within an international domain. The Conference must be supported/sponsored/co-sponsored by other professional societies of standing, universities/academic institutions and R&D organizations outside the country and/or supported/funded by international organizations like UNESCO, UNDP, ADB, WFEO, WMC, fib, FEIAP, FEISCA, IPEA etc. An International

Conference shall seek to achieve maximum involvement and participation of International delegates and Corporate members as well. This is the activity, which also aims at establishing liaison between the Institution, reputed foreign bodies, Corporate members and the policy makers. The organization of an International Conference, therefore, requires full attention of the Host Centre and a well advanced long-term planning with adequate support from the HQ and concerned Division Board/ICC.

International Conferences should be **proposed** after detailed interaction with the concerned functionaries in government, industry and academia as also with the concerned International Professional Bodies as per format enclosed in **APPENDIX XXIA**. The **Proposal** should be submitted



through **Technical Activity Management System (TAMS)** only [Approved during 148th Meeting of CATE and subsequently 721st Meeting of Council, Durgapur, 23-25 June 2023].

The proposal shall contain the following for consideration of the Division Board.

- Venue (city / town);
- Date (as approved by Council, proposal should be forwarded at least 6 (six) months prior to the date of organization of the Conference);

[Approved during 146th Meeting of CATE and subsequently 717th Meeting of Council, Nagpur, 03-04 September 2022]

- Theme, Sub-themes of the Conference, and a short write up on the theme;
- Details of associated foreign bodies. The host Centre must produce the letter of intent/consent for participation/association from foreign body/bodies within 60 days of receipt of approval from Division Board/Committee/CATE and the Council.

Immediately after approval, the Organizing Committee should be constituted for acting as nucleus for all planning and implementation. The Organizing Committee should be headed by President, The Institution of Engineers (India). It may include heads of government departments and industry, who as individuals, can take interest and can spare time.

The Organizing Committee shall interact with the appropriate Ministry of the Central Government and obtain its concurrence to become the nodal Ministry for the event.

15.2. Programme Outline

An International Conference shall be a multi-activity capsule comprising the following elements:

- (a) Technical Sessions on the identified theme & sub-themes.
- (b) State-of-the-art Lecture
- (c) Key note Addresses
- (d) Technical Visit and Technical Exhibition
- (e) Workshop / Round Table / Panel Discussion
- (f) Setting up of IEI Information Desk displaying various categories of Membership Forms, copies of IEI publications including IEI Brochure, IEI News, Annual Technical Volume, copies of International Proceedings etc. These materials will be supplied by the HQ.
- (g) Besides Souvenir/Abstract Book, a Technical Volume with ISBN number has to be published in the form of hard copy or CD during the Conference containing the full text of the technical papers presented during the Technical Sessions.
- (h) A soft copy of the Proceedings should be sent by the host Centres to Headquarters, who in turn will send those to the Members of that Division Board/Committee and will also display it on the website of IEI.

[Approved during 137th Meeting of CATE and subsequently 700th Meeting of the Council, Hyderabad, March-April 2018]

15.3. Planning

15.3.1. For a Technical event such as any Conference / Seminar / Workshop to qualify as an International event, the following criteria should be met:

- (i) Offer adequate scope for wide international participation;
- (ii) Be supported/sponsored/co-sponsored by other professional societies of standing, universities/academic institutions and R&D organizations outside the country and/or supported/funded by international organizations like UNESCO, UNDP, ADB, WFEO, WMC, fib, FEIAP, FEISCA, IPEA etc.

15.3.2. The programme should be conceived well in time, at least 6 months prior to the event, depending on the size of the event, and time for preparation.





15.3.3. The proposals for International Conferences should be approved by Division Board/ Committee/ CATE and the Council.

15.3.4. The proposal shall contain the following for consideration of the Division Board.

- Venue (city / town);
- Date (as approved by Council, proposal should be forwarded at least 6 months prior to the date of organization of the Conference)

[Approved during 146th Meeting of CATE and subsequently 717th Meeting of Council, Nagpur, 03-04 September 2022]

- Theme, Sub-themes of the Conference, and a short write up on the theme;
- Details of associated foreign bodies. The host Centre must obtain the letter of intent/consent for participation/association from foreign professional organisations within 60 days of receipt of approval from Division Board/ Committee/ CATE and the Council.

15.4. Responsibility

15.4.1. Committees

For smooth organization of this International event, the Host Centre shall constitute the following Committees.

- International Advisory Committee
- National Advisory Committee;
- Organizing Committee;
- Technical Committee;
- Finance Committee;
- Publication Committee.

15.4.2. International Advisory Committee

An International Advisory Committee may be constituted with participation from foreign collaborating organizations and their consent/should be obtained before including their names in the Committee/Souvenir/Proceedings. One reputed international personality in the field of engineering should be the Chairman and President, IEI should be the Co-Chairman of the Committee.

15.4.3. National Advisory Committee

To assure success for the event, the organizations / sectors connected with the subject area should be identified and individuals from Government, Public Sector, Private Sector, Academia/Industry selected to act as resource persons for finances, and provide organizational and technical inputs. A National Advisory Committee should be chaired by President, IEI and be constituted with representatives from various interest groups at senior level like Secretaries to the Government of India, Chairmen of organizations etc.

15.4.4. Organising Committee

Immediately after approval, the Organizing Committee should be constituted for acting as nucleus for all planning and implementation. The Organizing Committee should be Chaired by Chairman of the host Centre, The Institution of Engineers (India). It may include heads of government departments and industry, who as individuals, can take interest and can spare time in organizing this event.

Immediately after approval, the Organizing Committee should be constituted for acting as nucleus for all planning and implementation. The Organizing Committee should be Chaired by Chairman of the host Centre, The Institution of Engineers (India). It may include heads of government departments and industry, who as individuals, can take interest and can spare time in organizing this event.



The Organizing Committee shall interact with the appropriate Ministry of the Central Government and obtain its concurrence to become the nodal Ministry for the event.

15.4.5. **Technical Committee**

A Technical Committee should be set up with an acknowledged and respected technical professional as its leader to set in motion the technical programme. The Committee will scrutinize the synopses of the articles as may be received from authors. The decision of the Technical Committee shall be communicated to those authors whose synopses are accepted and they shall submit the full text with all tables, diagrams, etc to the Host Centre well ahead of the dates of the Conference. At least 40-50 good quality Papers should be presented during the Conference.

The Technical Committee will finalise the details of Technical sessions including session Chairmen and Rapporteur.

15.4.6. **Finance Committee**

Likewise, a Finance Committee should be set up in the early stages to take stock of the financial position, generate funds, regulate and guide the expenses with best practice of financial management.

15.4.7. **Publication Committee**

The Committee will look after overall publication issues including Souvenir, Proceedings, Brochure, Handouts, Leaflets (if any), Banners etc.

Further, to enhance the quality of the International Event, Sessions should be organized as follows:

Day-1 (Forenoon)	Inaugural Programme, State-of-the-Art Lectures and Keynote Addresses by Foreign delegates and Speakers, Panel Discussions, Inauguration of Technical Exhibition
Day-1 (Afternoon) Technical Session I (Parallel Session)	Two Invited Lecture (about an hour duration) and minimum five papers presented in each of the five parallel sessions
Day-2 (Forenoon) Technical Session II (Parallel Session)	Two Invited Lecture (about an hour duration) and minimum six papers presented in each of the five parallel sessions
Day-2 (Afternoon) Technical Session III	Academic Industry Meet / A Panel Discussion on a contemporary subject of general interest.
Valedictory Session	Present draft Recommendations by the Chairman, Technical Committee

15.5. **Resource Mobilization**

- Grant from the concerned Division Board: For organising International Conferences within India, there is no provision for seed money. For International Conferences organized overseas by any State /Local Centre, there is a seed money of Rs 3,00,000/-.

[Approved during 147th Meeting of CATE and subsequently 720nd Meeting of Council, Hyderabad, 26-27 March 2023]

- Registration fees to be paid by Indian and Foreign Delegates;
- Contributions of other organizations as Patrons, Co-sponsors, Collaborators, Donors or Associates including MNCs and collaborating Foreign Bodies
- Contributions collected from the advertisers in the Seminar Volume/ Souvenir, published by the Host Centre;

Fees paid for Stalls for Technical Exhibition/ Banners/ Flex/ Hoardings/ Posters/ Kiosks.

15.6. **Convention Document**

A publication containing the hard and soft copies of Proceedings with ISBN number should be brought out. The Host Centre may also publish Souvenir with abstract of Papers on the occasion. The



detailed report with photographs of the International Seminar along with the Attendance record should be sent to the IEI HQ within 15 days after completion of the Convention.

15.7. Programme Structure

The duration of International Conference may be two or three days and the programme shall include the following:

15.7.1. Inaugural Session to have

- Welcome Address by the Chairman of the Host Centre;
- Address on the theme of Conference by the Chairman of the Division Board/ Committee;
- Address by President, IEI & Chairman, International Advisory Committee;
- Address by the Guests of Honour;
- Inaugural Address by the Chief Guest;
- Vote of thanks by SDG/ Organizing Secretary/ Honorary Secretary of the Host Centre.

15.7.2. State-of-the-art Lecture, Key Note Address, Panel Discussion shall follow the Inaugural Session

15.7.3. Valedictory / Concluding Session to have

- Welcome Address by the Chairman of the Host Centre;
- Reporting on the Technical Sessions by Chairman, Technical Committee;
- Finalization of Recommendations;
- Address by the Chief Guest/Guest of Honour;
- Vote of thanks by the Organizing Secretary / Honorary Secretary.

15.8. Publicity

Publicity for an International Conference shall be made primarily through web and the IEI News. The Host Centre may, however, adopt other avenues for publicity of the Convention at the national and international levels by contacting various government departments, public bodies, industries, educational institutions, etc. Participation should also be initiated from foreign societies with which the Institution has bilateral agreements or any other formal relationship. After obtaining the approval of the proposal by Division Board/CATE/Council, the Centre will prepare the First Information Brochure as per the format given in **APPENDIX XXIB (Standard Brochure/First Information Brochure)** and will forward at least five copies of the same to Technical Department, IEI HQ for further course of action. The brochure should reach at least six months in advance prior to the date of Conference for uploading in the IEI website and circulation.

15.9. Selection of Articles for International Conference

The persons desirous of presenting articles may be advised to submit synopses of their articles to the Host Centre, which will be scrutinized and finalized by the Technical Committee.

15.10. General

The host Centre will send the detailed **Report** of the International Conference (**APPENDIX XXIC**) highlighting the technical content of the speeches delivered by the dignitaries, such as, Chief Guest, Guest-of-Honour, Keynote Speaker, etc, along with photographs and copies of Souvenir / Proceedings should be sent to the IEI HQ for publication in the IEI News.

The Officers of IEI Hqrs attending the International Conference shall also assist the Host Centre for successful organization of the same and prepare the Report for Uploading in the Institution website (along with photographs of Inaugural Session) immediately after organization of the international event.

CATE recommends that the Host Centre organizing apex activities including International events/ National Conventions will formulate brief and precise recommendation emanating from National Conventions and forward it to Chairman, CATE through Chairman, Division Board/ICC along with the details of Government Departments, Ministries or other organizations where they desire to forward the recommendations for consideration and monitor.



For details of **Seating Plans** and **Format of Invitation Card**, please see **APPENDIX XXID** and **APPENDIX XXIE**, respectively.

The Organizing Committee should work out a detailed budget and orchestrate the activities in consonance with revenue inflows.

A bank account for the conference should be opened at the earliest. The signatories for the bank account should be by Organizing Secretary of the Conference and a Member of the Finance Committee of IEI stationed at the event venue of the Conference. In case no Finance Committee Member is available at the event venue, another senior Council Member can be nominated.

All payments to be received should normally be in the form of Bank Draft/ RTGS/ NEFT/ A/c Payee Cheque drawn in favour of '**The Institution of Engineers (India)** **A/C** **International Conference**' and payable at the place where the bank account is maintained. All payments received through Cheques/ Drafts should be immediately entered in the Cash Book and accounted for properly.

Reconciliation with the bank should be done regularly on a monthly basis and statement of reconciliation prepared and presented to Organizing Secretary. All receipts including receipt of foreign exchange should be dealt with promptitude and credited in the nominated bank account. Due receipt/ acknowledgement for the money received should be given after Cheques/ Drafts are credited.

Power to incur expenditure shall be exercised by Chairman, Organizing Committee and his prior approval for all expenditures is essential. However, both Organizing Secretary and/or Member, Finance Committee may be authorized to incur normal day-to-day expenditure not exceeding Rs.10,000 in each case. All expenditures should be sanctioned by the Organizing Committee. It is necessary to ensure that purchases, services and printing jobs etc are let out, as decided by the Organizing Committee and in a transparent manner and in the best interest of IEI, in accordance with the rules of IEI.

15.11. **Financial Norms**

Procedures required for processing and scrutinizing the bills will be as per the approved Financial Norms and Rules of IEI with the following guidelines:

- All payments should be made by A/c Payee Cheque/ Draft/ RTGS/ NEFT except small petty cash transfer.
- Income tax should be deducted at source as per Income Tax Act, that is, Contractors etc u/s 194-C, Professionals u/s 194-J of the Income Tax Act, wherever applicable.
- The Centre holding an international event shall submit estimates of income and expenditure prior to release of seed money, the quantum of which shall be decided by the Council on the recommendation of Finance Committee. This estimate shall indicate all anticipated income and expenditure including any expenses to be incurred by the Centre for development of infrastructure at the Centre related to the event.
- The Centre shall have the accounts pertaining to the events audited at the end of a year and include the same in the audited accounts of the Centre and also have the final accounts of the audited events.
- The Centre shall transfer an amount equivalent to 50% of the net surplus generated (excluding the seed money) to the Hqrs along with the final audited accounts for the event within six months from the date of conclusion of the event. The final accounts shall also be included in the audited accounts of the Centre.
- In case of failure on the part of the Centre to refund 50% of the net surplus to the Hqrs, the amount shall be deducted from the recurring grant payable to the Centre in one or more installments as may be decided by the Finance Committee.
- The provision of GST has to be compiled with respect of income from advertisement, stall charges, Registration Fees and Sponsorship Fees during the financial year.
- IEI HQ may depute its Officer / Internal Auditor, if need be, to examine the accounts and report to the Finance Committee.





- Accounts will be maintained broadly as per classification of account heads as per budgetary allocation. If necessary, new classification may be introduced by the Organizing Secretary depending on the nature of the expenses.

Cash balance not exceeding Rs 20,000 shall be maintained by the Organizing Secretary for meeting day-to-day expenses. The limit will, however, not apply during the conference.

The following subsidiary accounts will be maintained under the administrative control of the Organizing Secretary. He may, however, delegate the powers to one or more officers bearers who has requisite experience in this field:

- (i) Printing and Stationery;
- (ii) Technical Publications and Papers;
- (iii) Postage and Telegram;
- (iv) Souvenir Kits for Delegates;
- (v) Consumable Stores;
- (vi) Fixed Assets;
- (vii) Transport;
- (viii) Travel.

TA and DA to the IEI HQ officers and staff should be borne from the conference accounts, if such officers and staff are requisitioned for assisting / overseeing organizational matters. TA and DA to the Committee Members for attending the Committee Meetings and Conference will be borne from the conference account and such TA and DA will be as per norms and rules for TA and DA to Council Members.

The Organizing Secretary will be responsible for :

- Proper maintenance of Subsidiary Accounts referred to in item 20(d) Sub-Clause (i) to (viii).
- Safe custody of stocks in hand;
- Physical verification of stock in hand / fixed assets at the time of audit;
- The evaluation of technical publications and stock of paper and other items which have financial implications and are to be incorporated in the final account;
- Register of registration fees received from delegates;
- To write off bad debts / amounts received / exemption for delegates from payment of fee etc should rest with the Organizing Committee.

Expenditure on local hospitality i.e. board, transport and accommodation etc. to invited speakers and special invitees, President, President-Elect, Past Presidents, Vice Presidents, IEI and Chairman Division Board/ICC who are invited by the Organizing Committee, shall be borne out of the Conference accounts.

Immediately after the Conference is over, the account should be prepared incorporating all receipts and expenditure as also the amounts still to be received and liabilities to be paid off. This account should be got audited by a Chartered Accountant appointed for this purpose within three months of the event.

Surplus from all International Conference will be transferred to the IEI HQ to be credited to appropriate heads of accounts of the National Committees such as WFEO/WMC/FIB etc which organized the function and utilized for payment of foreign subscription/delegation fee, statutory international meetings etc and thereafter, the fund will be released by the Finance Committee.

Audited Accounts of the Conference/Seminar shall be submitted to IEI HQ within six months from the date of completion of the events.

Efforts should be made to obtain the pending amounts and the liabilities discharged within three months. Separate Statements, showing receipts and remaining liabilities, should be incorporated in the account. These accounts, duly audited, should be furnished to the IEI HQ.



A meeting of the Organizing Committee should be held to review the accounts and the outcome of the Conference. Decision should be taken on the modalities of recovering the amounts yet to be received and utilization of the surplus available, if any in consultation with the President, IEI.

The Conference is requested to produce an Outcome Report in compiling the final recommendations to be followed up with concerned Ministries and other authorities. The same be brought to the notice of the Council through CATE.

15.12. Grants Available for International Conference

[Approved during 148th Meeting of CATE and subsequently 721st Meeting of Council, Durgapur, 23-25 June 2023]

For organising International Conferences within India, there is no provision for seed money. For International Conferences organized overseas by any State /Local Centre, there is a seed money of Rs 3,00,000/-.

Out of Total Grant of Rs. 3,00,000/-, Rs. 75,000/- will be released after receiving the first information brochure by IEI HQ as per approved norms.

Rs .1,50,000/- will be released during the Conference.

Rs.75,000/- will be released after receiving the report, photographs, recommendations and Proceedings by IEI HQ.

16.0. GUIDELINES FOR ORGANISING TECHNICAL WEBINARS

[Approved by President, IEI on July 2020, subsequently modified on December 2021 and approved by President, IEI]

The following guidelines for organising the Technical Webinars (to be named as IEI Technical Webinars will have to be followed:

- (a) The Centres and Fora are encouraged to organize maximum number of activities using the central platform and after due deliberation in their respective committees. However, to provide opportunity to all Centres/Fora the numbers in a month may be restricted depending upon the demand. Before sending proposals to HQ, the Centres/Fora should decide on themes, panelists and dates in their respective Committees/BOG. Proposal for webinars have to be sent in the format of One-Day seminars at least 15 days prior to the activity.
- (b) There will be no registration fee for the webinars of The Institution of Engineers (India). However, registration of participants is must. E-certificate will be provided to the registered delegates who have registered with a registration fee of Rs. 300/- (USD 6 for overseas participants) [Approved during 145th Meeting of CATE and subsequently 715th Meeting of Council, Kandaghat, 18 June 2022]. This fee will be shared equally by IEI HQ and Centre/Fora after deducting the applicable taxes.
- (c) The Technical Department at IEI HQ would facilitate the webinar platform and provide co-host facility to the Centres for managing their own webinar within the time slot allotted to them.
- (d) The Centre will send a brief report of the webinar within 15 days for publication in the IEI News. If they fail to do so, then no further webinar will be allotted to that Centre.
- (e) Digital Certificates signed by President/Chairman, CATE and SDG will be awarded to the Panelists. Registered paid participant who will attend the seminar all along will be provided E-certificate signed by Chairman, CATE/ Chairman of Engineering Division Board and SDG.
- (f) Renowned Expert Speakers, Professors, Industry Professionals including Professional Engineers (PE) and International Professional Engineers (IntPE) may be invited to act as panelists in the webinars as far as practicable.
- (g) Technical Webinars in association with Industries
 - CATE recommended that IEI should organize Webinars in association with Industries to increase the interface of IEI with Industries;
 - CATE recommended that Industries who desire to organize webinars through us should be our Institutional Member first;



- Such webinars will be organized under the aegis of Division Boards with panel of speakers both from the industry and outside.

[Approved during 144th Meeting of CATE and subsequently 713th Meeting of Council, Hyderabad, 26-28 March, 2022]

(h) The following schedule for webinars will be followed:

- Welcome address by Chairman of Division Board / Chairman of Host Centre / Convener of Webinar ;
- Introduction of Panelists and President (if present), Chairman-CATE (if present) by Convener of Webinar ;
- Deliberations by the Panelists;
- Question/Answer session (to be conducted by one moderator);
- Vote of thanks by Hony Secretary of Host Centre / Organising Secretary of the Webinar / Deputy Director (Technical).

The standard operating procedure of organising technical webinars is mentioned below:

- (1) CATE approved that the Technical Webinar may be organized with approval of the Division Board/ Chairman Division Board only routed through IEI HQ and report to CATE subsequently. Approval of CATE/CATE Chairman is not required, if the Centre may also organize webinar of their own without using the Zoom platform of IEI HQ as Local Activity; [Approved during 146th Meeting of CATE and subsequently 717th Meeting of Council, Nagpur, 03-04 September 2022]
- (2) IEI HQ will allot the time and make the Convener of the Centre/Foras (Organiser) as Co- Host;
- (3) IEI HQ shall host/power the Webinar on its Virtual Platform which shall also be streamed live on the IEI YouTube Channel;
- (4) IEI HQ shall provide technical & logistic support from start to finish;
- (5) If the Centres/Fora use their own platform, they will send the link to Technical Department for preparation of flyer and communicating the same to our members;
- (6) The registration fee for e-Certification will be equally shared between IEI HQs and the Organiser. IEI HQs will send the same in due course.

The flyer and invitation of the Technical Webinars will have to follow the approved design.

Submissions of proposals and reports have to follow the approved format.

The **Proposal Format, Flyer Format and Report Format** are enclosed as **ANNEXURE XIIA, ANNEXURE XIIB** and **ANNEXURE XIIC**, respectively.

17.0. **GUIDELINES/MODALITIES FOR ORGANISING ACTIVITIES WITH ENGINEERING COLLEGES**

CATE, at its 129th Meeting at Kuala Lumpur on 16 June 2015, deliberated on the proposal of framing the guidelines for organizing technical activities by Institutional Members of IEI jointly with State/Local Centre of IEI as per laid down guidelines, approved the same, which was subsequently approved by 686th Meeting of Council, Kuala Lumpur, June 2015.

The activities to be organized by the Institutional Members should be routed through concerned Division Boards. The concerned State/ Local Centres to be involved and IEI's Name and Logo are to be highlighted in all Banners, Publications of the programme.

[Approved during 135th Meeting of CATE and subsequently 696th Meeting of Council, New Delhi, July 2017]

The programme should be of National/International level.

Proposals should be submitted to IEI at least six months prior to the programme.

The minimum number of fresh membership enrolments from the college during the same Financial Year should be 50 out of which at least 40 should be Student Members (SMIE) till the date of application for the grant OR the minimum number of fresh student chapter members enrolled from the college during the same financial year should be 100 till the date of application for the grant.

[Approved during 723rd Meeting of Council, Guwahati, 24-25 September 2023]



As sponsorship, Rs 20,000/- may be approved per programme for organizing maximum two numbers of such activities by the IM in a financial year.

The name and Logo of IEI have to be displayed prominently in the banners and wherever applicable.

IEI will promote the programme by inserting announcements in IEI News and website.

The IM should submit a detailed report along with the photographs and one copy of Proceedings to IEI after completion of the programme.

Grant to be released to these Institutional Members after receipt and proper scrutiny of the activity reports and photographs and with due approval of Chairman, CATE/ CATE.

The **Application Format for Institutional Members** is enclosed as **APPENDIX XXIII**.

18.0. OTHER TECHNICAL EVENTS

Besides organizing various technical discourses in diverse fields of engineering in the form of Seminar / Conference / Workshop / Round Table, the IEI observes a number of days earmarked for specific purposes throughout the country. No Division sponsored activities can be organized by clubbing with the Statutory events observed by IEI.

[Approved during 115th Meeting of CATE and subsequently 661st Meeting of Council, Ranchi, September 2010]

Followings are the details of such activities:

18.1. World Engineering Day for Sustainable Development

[Approved during 707th Meeting of Council, Hyderabad, December 29, 2019]

United Nations Educational Scientific and Cultural Organisation (UNESCO) has declared March 04 as World Engineering Day for Sustainable Development considering the global awareness and understanding of the role of engineering in modern life. IEI being a National Member of World Federation of Engineering Organizations (WFEO), would like to request the engineering community in India to celebrate this day in a befitting manner and organize events to mark the occasion.

Key Objectives

- Create awareness of World Engineering Day as an important international day for achieving sustainable development
- Increase awareness of engineering, its impact on modern life as crucial to advance the UN's Sustainable Development Goals (SDGs)
- Highlight the achievements and role of engineers in promoting sustainable development
- Encourage more young people, especially women, to consider engineering as a career

Suggested Event Formats

- Conference, Symposium, Seminar, Round Table
- Workshop, Lectures, Site Visits, Exhibition
- Hackathon, Photo/Poster Competition, Installation/Design Challenge

Increase Visibility and Outreach

- Label your event with the World Engineering Day logo to be recognised as a part of our worldwide celebration on your website, social media channels and promotional materials
- Engage media and provide media with communication material about what has been done by engineers and engineering organisations for sustainable development
- Post photos and report of your event at technical@ieindia.org

18.2. World Water Day

The theme and write-up for the World Water Day which is observed on March 22 every year, are given by United Nations. CATE approved the **change in nomenclature from Water Resources Day to World Water Day effective from year 2012** and the same is circulated to all Centres of IEI for observance of the day.

**18.3. National Maritime Day**

[Approved during 147th Meeting of CATE and subsequently 720th Meeting of Council, Hyderabad, 26-27 March 2023]

April 05 is celebrated every year in India as National Maritime Day to commemorate the maiden voyage of the first Indian owned commercial vessel SS Loyalty that set sail from Bombay (Mumbai) to London, on 05 April 1919. National Maritime Day commemorates our nation's entry into the international mercantile shipping community in 1919".

18.4. 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 May 17 every year.

18.5. World Environment Day

The theme for the World Environment Day is obtained from the IEI HQ of UNEP and is circulated to all Centres for the observance of the day on June 05 every year.

18.6. Royal Charter Day

Established in the year 1920, with it's Headquarters at 8 Gokhale Road, Kolkata 700 020, The Institution of Engineers(India) was incorporated by Royal Charter on September 09, 1935 and remains the only professional body in India to be accorded this honour.

On September 09 of every year, this day is observed by all Centres of IEI. On this auspicious day, the Royal Charter of Incorporation was granted to IEI by His Majesty, The King and Emperor George V at the Court at Buckingham Palace, London.

18.7. Engineers' Day

The Engineers' Day is celebrated by all Centres of IEI on the September 15 of every year to commemorate the birthday of Bharat Ratna Sir Mokshagundam Visvesvaraya. The Central Theme of National importance for the day is chosen by the Council of the Institution for celebration by the Centres through Lecture/s, Round Table/s Workshop/s, Seminar/s. The theme and write up on the same is prepared by the IEI HQ and send to all Centres of IEI before the end of June each year.

18.8. World Habitat Day

On First Monday of October every year, this day is observed by all Centres of IEI. The theme for the World Habitat Day is obtained from UN-Habitat and circulated to all Centres for the observance of the Day.

18.9. World Standards Day

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

18.10. Energy Conservation Day

On December 14 of every year, this day is observed by all Centres of IEI as part of national observance of Energy Conservation week observed at various States of India starting from December 14.

19.0. TECHNICAL PUBLICATIONS

Technical publications of Engineering Divisions form one of the most important tools of communication designed to bridge the gap between the latest developments and the available existing knowledge in the respective fields of engineering and technology. The IEI-Springer Journal one of them. To augment the quality of the Journals, the Institution has signed the Co- publishing Agreement with Springer (India) Pvt. Ltd., New Delhi, on August 10, 2011. Both the Institution and Springer have agreed for the common cause of improvement in the quality of journals, impact factor, citation index and also to improve the global visibility.

Apart from the IEI Journals, the IEI News and IEI Epitome are the monthly publications for distribution within the Corporate Members of Institution.

[Approved during 129th Meeting of CATE and subsequently 686th Meeting of Council, Kuala Lumpur, June 2015]



Further Annual Technical Volume of each division is regularly published as advised by respective engineering Division Boards.

[Approved During 122Nd Meeting Of Cate And Subsequently 675Th Meeting Of Council, Hyderabad, March 2013]

The R&D Compendium is also published every year in September on various completed R&D Projects approved by the Institution.

[Approved during 119th Meeting of CATE and subsequently 670th Meeting of Council, Ahmedabad, March- April 2012]

CATE recommends that Rs. 1.5 lakhs may be allocated from the budget of R&D for publication of Compendium.

[Approved during 135th Meeting of CATE and subsequently 696th Meeting of Council, New Delhi, July 2017]

The Hindi Technical Publication of the Institution, namely, Abhiyanta Bandhu, is being published every year under the aegis of National Languages Promotional Committee (NLPC). [Approved during 121st Meeting of CATE and subsequently 673th Meeting of Council, Kolkata, September 2012]

19.1. **Publication of IEI-Springer Journals**

All the fifteen engineering divisional journals have been clubbed into five series as follows:

Series A : Civil, Architectural, Environmental and Agricultural Engineering

Series B : Electrical, Electronics & Telecommunication and Computer Engineering

Series C : Mechanical, Aerospace, Production and Marine Engineering

Series D : Metallurgical & Materials and Mining Engineering

Series E : Chemical and Textile Engineering

The **Schedule** (revised) of Publication of IEI-Springer Journals is given in **APPENDIX XXIVA**.

[Approved during 134th Meeting of CATE and subsequently 694th Meeting of Council, Aurangabad, March 2017]

Further, as recommended by CATE/Council, on successful completion of review, an e- Certificate of Appreciation is to be sent to the Reviewers of all series of Journals of The Institution of Engineers (India) under the facsimile signature of President and Secretary & Director General in recognition of their contribution. During issuance of e-certificate, a formal request is to be made for taking up of membership of IEI.

[Approved during 128th Meeting of CATE and subsequently 685th Meeting of Council, Chandigarh, April 2015]

Based on the consent, in a calendar year, a token amount of Honorarium (Rs. 20,000/- and 10,000/-) as Secretarial Expenses for the Editor-in-Chiefs for the Journals of Series A, B & C and D & E, respectively, an amount of (Rs. 10,000/- and 5,000/-) as Secretarial Expenses for the Associate Editors of the Journals of Series A, B & C and D & E, respectively and Rs.250/- as Secretarial Expenses for the Reviewers as per article are being paid.

[Approved during 123rd Meeting of CATE and subsequently 676th Meeting of Council, Ranchi, June 2013]

19.1.1. **Procedure for Vetting Technical Paper for IEI-Springer Journals**

For IEI-Springer Journals, all papers are being submitted online by the author/s along with **Declaration Form (APPENDIX XXIVB)** dully signed by the all the authors and subsequently a peer review process has been introduced through the Editorial Manager System.

Detailed **procedure for vetting technical papers** for IEI Journals is given in **APPENDIX XXIVC**.

• **Editor-in-Chief's**

With effect from 2011 the Editor-in-Chief for each series of IEI-Springer Journal were appointed.

Appointment of Editor-in-Chief

[Approved during 148th Meeting of CATE and subsequently 721st Meeting of Council, Durgapur, 23-25 June 2023]

The Editor-in-Chief for each Series of IEI-Springer Journals would be appointed by The Institution of Engineers (India) with approval of President, IEI based on the input from outgoing Editor-in-Chief/Springer Nature. The recommended person must satisfy the following eligibility criteria:



- **Academic qualifications:** Must have a PhD degree in a related field of engineering. A postdoctoral degree or additional academic qualifications in the relevant field will be desirable.
- **Research experience:** Must have a strong research record in the relevant field, with a significant number of publications in peer-reviewed journals, preferably in Scopus or other recognized indexing databases.
- **Editorial experience:** Must have editorial experience, such as serving as a member of the Editorial Board, Associate Editor, or Guest Editor for reputable international journals.
- **Professional network:** Should have a strong professional network within the academic and research communities and should be well-connected with researchers, practitioners, and professionals in the relevant field.
- **Leadership skills:** The Editor is expected to have excellent leadership skills, including the ability to manage a team of editorial staff, oversee the review process, and make strategic decisions about the direction and scope of the journal.
- **Knowledge of editorial policies:** The Editor should have a thorough understanding of the editorial policies and guidelines of the journal and have a strong commitment to ensuring the quality and integrity of the publication process.
- **Time availability:** He/She must be able to commit a significant amount of time to the journal and have the ability to prioritize your workload to ensure that the journal's editorial processes are managed effectively.

On receipt of approval from President, IEI, the letter of appointment be issued from IEI Secretariat under the signature of Secretary & Director General with a copy to Chairman CATE. Appointment which takes place in the interim period between two Council Meetings would be reported to CATE and Council at its next Meeting for noting.

- **Associate Editors**

Editor-in-Chief may appoint Associate Editors as and when required.

Appointment of Associate Editor

[Approved during 148th Meeting of CATE and subsequently 721st Meeting of Council, Durgapur, 23-25 June 2023]

As per approved Guidelines, Editor-in-Chief may recommend to IEI for approval of appointment of Associate Editors as and when required. The Associate Editor will be required to fulfill the following criteria:

- **Academic qualifications:** Must hold a PhD degree in a relevant field of engineering, and preferably have some postdoctoral experience as well.
- **Research experience:** Should have a strong research record in the field, with a good number of publications in high-impact peer-reviewed journals.
- **Editorial experience:** Previous experience of serving as a reviewer or editor for journals in the same or related fields is desirable, which demonstrates understanding of the peer-review process and ability to provide constructive feedback.
- **Area of expertise:** Must have a profound understanding of the specific area of engineering that the journal covers, and be able to provide expert advice on the suitability of manuscripts for publication.
- **Communication skills:** Strong written and verbal communication skills are essential, as he/she will be required to communicate effectively with authors, reviewers, and other members of the editorial board.
- **Time commitment:** The Associate Editor should be able to commit the necessary time and effort to the role.
- **Professional network:** The Associate Editor should have a broad professional network in the field of engineering, which can be useful in identifying potential reviewers and authors, and in promoting the journal.

It is proposed that based on the recommendation of Editor-in-Chief, the matter of appointment may be approved by the President, IEI and the appointment letter to new Associate Editor may be issued from IEI Secretariat with a copy to Chairman, CATE. Appointment which takes place in the interim period between two Council Meetings would be reported to CATE and Council at its next Meetings for noting.



- **Editor-in-Chief's Review**

The Reviewers are advised to forward their evaluation reports of submitted article directly to the Editor-in-Chief / Associate Editor.

- (i) The Editor-in-Chief may agree with the Reviewer's Comments and approve the paper / article;
- (ii) The Editor-in-Chief may also suggest revision of the paper / article with specific recommended modifications, in which case the paper/ article goes back to authors for modification;
- (iii) The Editor-in-Chief may reject a paper / an article, if in his opinion; it is not up to the mark for publication in the Institution's Journal.

- **Final Review and Approval**

The Editor-in-Chief finally reviews a paper in light of the Reports submitted by the Reviewers and finally recommends the paper/s for publication or otherwise.

19.2. **Publication of Annual Technical Volumes**

The 680th Meeting of Council has approved publication of the Annual Technical Volume by various Engineering Division Boards and Interdisciplinary Coordination Committee (ICC). Papers from eminent engineers on contemporary issues having technical relevance may be published in these volumes. It is expected that the articles are not purely academic in nature, but experience of the professional engineers are reflected through those for sharing of knowledge with wider cross-section of fellow professionals. Papers/Lectures presented in National Convention and in different All India Seminars should be given priority. Chairman, CATE will be Chief Editor and Chairman of the Divisional Board will be the Consulting Editor of the Annual Technical Volume. The Division Board members will provide all sort of assistance in collecting, selecting and editing of the articles. Chairman of the Divisional Board in consultation with Chairman CATE will select a panel of reviewers for review and editing of papers. President's name will appear in all Annual Technical Volumes in the same manner as it appears in IEI-Springer Journals. All Division Board Members be the Members of the Editorial Board and their names will be appropriately displayed in the Technical Volume. Secretary & Director General of the Institution will be the Publisher on behalf of IEI.

The Terms of Publication of the Annual Technical Volume is enclosed as **APPENDIX XXV**.

Apart from it, the author(s) have to submit the Declaration Form (**APPENDIX XXIVB**) dully signed by the all the authors.

19.3. **Publication of R&D Compendium**

As approved by Council at its 119th Meeting, it was decided to publish R&D Compendium to highlight the summary and tangible outcome of the projects and should be widely distributed.

20.0. **MAJOR DUTIES AND RESPONSIBILITIES OF TECHNICAL DEPARTMENT AT HEADQUARTERS**

- (a) To arrange the meetings of the Division Boards including preparation of Agenda, Minutes and to take follow-up actions;
- (b) To liaise with the Editor-in-Chief and the Chairmen of the Division Board;
- (c) To announce the forthcoming technical events in IEI News in several consecutive issues;
- (d) To keep in touch with the Centres organizing technical events;
- (e) To arrange for receiving proceedings, souvenirs, recommendations / conclusions, a complete report with photographs, etc from the organizers within two weeks after completion of technical events and publish in comprehensive form in IEI News;
- (f) To arrange for the reports on National Convention using the laid down format,
- (g) To submit quarterly and Annual Report on the Technical Activity of the Divisions to the CATE/ Council.

21.0. **PRIZES AND AWARDS TO BE GIVEN IN INDIAN ENGINEERING CONGRESS**

The Institution awards every year a number of prizes and awards in various categories as given below:

21.1. **Prizes for Best Papers Published In Iei-Springer Journals**

Details are given in **APPENDIX XXVI**.



**21.2. IEI Industry Excellence Award**

The IEI Industry Excellence Award has been instituted to recognize industry leaders for their innovation, excellence in engineering operations and thereby, to lead their industry in competitive manner. The benchmarks created by the industries in India have included productivity, quality, safety and performance assurance thereby giving India the rightful place in the global markets. Realizing that such industries can provide the leadership to a large number of other industries in the country, it has been considered appropriate by the IEI Council to launch the IEI Industry Excellence Awards in the year 2008.

21.3. IEI Young Engineers Award

Matters are shifted previously, under Section 12.1.3(i)

21.4. National Design And Research Forum (Ndrf) Awards

These awards are given on the recommendation of the Expert Selection Committee appointed every year by the NDRF of the Institution.

21.5. Safety and Quality Awards

The Safety and Quality Awards have been instituted by the Safety and Quality Forum of IEI with a view to encourage professionals from manufacturing and service sectors to strive for excellence.

The Safety and Quality Awards of the Institution would help :

- (a) Encouraging professionals to make significant improvements in safety and quality practices for maximizing workforce and consumer satisfaction and for successfully facing competition in the global markets;
- (b) Recognizing the achievements of those professionals who have improved in the field extensively and thereby set an example for others;
- (c) Establishing guidelines and criteria to evaluate competency of professionals.

21.6. WMF Awards

Water Management Forum (WMF) of the Institution presented the Award for best contribution towards Conservation of Water in Institutional category and Individual category.

21.7. SAIL Awards

To mark the special occasion of the Golden Jubilee of the Institution held in February 1970, the Hindustan Steel Limited (now Steel Authority of India Limited), Ranchi, donated two gold medals, known as the "Dr M Visvesvaraya Memorial Gold Medal" and the "Hindustan Steel Gold Medal", to The Institution of Engineers (India) on a permanent basis. After the merger of the Hindustan Steel Limited with the Steel Authority of India Limited, the above awards are now being called "SAIL Award and Dr M Visvesvaraya Award". Each of these awards is presented during the Indian Engineering Congress held annually for the best paper invited and received by the Institution on subjects each year by Steel Authority of India Limited through the Institution publications.

21.8. Coal India (J G Kumaramangalam Memorial) Award

This prize was instituted in 1990 by Coal India Limited in the memory of J G Kumaramangalam and is given for the best paper invited and received by the Institution on the subject announced each year through the Institution publications. Though the subject broadly pertains to the mining industry, the exact scope of the subject would be decided jointly by the representatives of the Coal India Limited and the Institution for year to year.

21.9. H Nandy Memorial Award

This prize was instituted in the year 2010 by the Institution for being the topper in Section B Examination in Materials and Metallurgical Engineering discipline of the Institution considering both Summer and Winter examinations.

Institution also **awards prizes** to Technician and Student Members on the basis of their proficiency in the Institution Examination each year. These are distributed at the Annual Convocation and Students' / Technicians' Convocation (for details, see **APPENDIX XXVII**).



APPENDIX I

**RECOMMENDED
THRUST & EMERGING AREAS OF TECHNOLOGY IN ENGINEERING DIVISIONS**

Deleted — due to its' Dynamic Nature

Latest list is already available on IEI Website.

APPENDIX II

CONDENSED REPORT FOR CATE

Name of National Convention, Date, Place	:			
Theme	:			
Date, Venue	:			
Host Centre	:			
No. of Delegates & Papers presented	:			
Eminent Engineering Personalities	:			
Young Engineer Awardees	:			
Memorial Lecture Speaker(s) & Title of Lectures	:			
Recommendations	:			
Report of Convention published in IEI News	:			
Fund Release Status	:			
	:			
	:			
	:			
Division Board Meeting Chaired by	:			
No. of Members present in Division Board Meeting	:			
Comments of Chairman of Divn Board / Divn. Board Meeting	:			





APPENDIX III

**GUIDELINES FOR THE CORE GROUP OF
THE NATIONAL CONVENTIONS AND ALL INDIA SEMINARS**

[Approved by the Council at its 676th Meeting held at Ranchi during 29-30 June 2013]

1.0 Formation of the Core Group

Each Divisional Board may form a Core Group (Expert Committee) consisting of eminent engineering personalities from all over the country and abroad in that particular discipline, who may or may not be Member of IEI.

2.0 Planning

The number of experts may be limited to five for larger Divisional Boards (CVDB, ELDB and MCDB) and three for smaller Divisional Boards. Chairmen of Divisional Boards will approach the experts to obtain their consent in this regard.

The Divisional Board will prepare a list of persons / organizations whom recommendations will be forwarded.

3.0 Tenure of the Core Group

The tenure of the Core Group will be for at least two years.

4.0 Responsibility

- 4.1** On completion of National Conventions / All India Seminars, Host Centre will forward the recommendations arising out of the all India activities along with five copies of proceedings, report and photographs to IEI HQ. Those recommendations will be discussed in the Divisional Board Meetings and after necessary discussion / amendment, same will be sent to the Core Group for their views/comments. After receiving comments from Core Group the same will be finalized by the Chairman of Divisional Board and those will be sent to the persons / organizations (as recommended by Divisional Board) for their perusal and necessary action.
- 4.2** Recommendations as approved by the Division Boards will be published in IEI News and IEI website for wider visibility.
- 4.3** Divisional Boards will place those recommendations in CATE Meeting for noting.





GRANTS FOR TECHNICAL ACTIVITIES

(a) Grants to Divisions

[Clause No. 22.0 of *Financial Norms and Rules of IEI dated 01 June 2004 (Amended up to September 2022)*]

- I. The grants to the Divisions for conducting all India activities (excluding international activities and National Conventions, shall be as per following norms.

(i) **Technical Activity Fund**

Division-wise, to be decided by Chairman CATE based on the actual expenditure in previous year and recommended to President for approval for Division-wise breakup out of the total allocated budget. The relevant input is provided by the Technical Department and recommended to Chairman CATE through SDG.

*N.B.: However, the Grant for Division Board sponsored Two-Day activity is Rs.40,000/- and for One-Day activity Rs.20,000/-**

**[Approved during 150th Meeting of CATE and subsequently 725th Meeting of Council, Hosur, 29-31 March 2024]*

(ii) **National Convention**

Norms for allocation of grants for the National Convention of the Engineering Division Boards

Number of Division Board Members	Grant
Up to 5	1.50 lakhs
6 to 10	1.75 lakhs
11 to 15	2.00 lakhs
16 to 20	2.25 lakhs
More than 20	3.00 lakhs

25% of grant will be released on receipt of Information Brochure. 50% will be released during the Convention and 25% will be earmarked as Chairman's Discretionary Fund. The Chairman's Discretionary Fund will be released to the Host Centre after completion of the Convention and after deduction of the expenses incurred by the IEI HQ for the Convention (e.g. preparation of plaques for Speaker of Memorial Lecture and Eminent Engineers etc.) and conformation of necessary formalities.

(iii) **Grants for One-Day Seminar/Workshop (One Day Activity)**

Grant from the Division Board to be provided to the Host Centre @Rs.20,000/-* per activity.

(iv) **Grants for All India Seminar/ Conference / Workshop / National Conference (Minimum Duration 02 days)**

Grant from the Division Board — for Two-Day activity, Rs.40,000/-* in two equal installments is available. On receipt of printed Information Brochure, Rs.20,000/-* will be released and the rest on fulfillment of all the procedures as per Guidelines like submission of detailed Report, Recommendations, Photographs and Proceedings.

(v) **Grant for Workshop on Disaster Mitigation & National Building Code**

Grant from the Civil Engineering Division Board to be provided to the host Centre @ Rs.20,000/- per activity [grant is released based on the report and photograph].

- II. Grant for technical activity not held by end of the financial year namely 31st March, shall lapse and shall not be carried forward. If any part of grant is already released for the activity to be held in the current financial year, but not held, shall be recovered after adjustment of reasonable secretarial expenses.

(b) Grant for Indian Engineering Congress

[Clause No. 23.0 of *Financial Norms and Rules of IEI dated 01 June 2004 (Amended up to September 2022)*]

- (i) The amount of grant shall be Rs.27,50,000/- [Rupees twenty seven lakhs, fifty thousand only].
- (ii) The Headquarters shall bear expenses for printing the brochure, advertisement released by the





Headquarters announcing the Congress, if any, expenditure incurred in connection with printing of memorial lectures, brochure related to "Glimpses of Engineering Personalities", TA/DA and honorarium paid to the Speakers and Engineering Personalities and cost of mementos given to them.

The Host Centre will bear all expenses towards reasonably good accommodation, food and local transport to the President, President-elect, Chief Guests, Special Invitees & Guests of Headquarters, Speakers of the Memorial Lectures, Foreign Delegates and Headquarter Officials.

- (iii) Out of the amount of grant a sum of Rs.3,00,000/- shall be released six months prior to the Congress, Rs.7,00,000/- two months prior to the Congress subject to satisfactory progress of the preparation of the Congress and the balance during the Congress.
- (iv) The Centre hosting Indian Engineering Congress and not submitting the Audited Accounts pertaining to the Congress within 6 (six) months from the date of conclusion of the Congress shall be liable to a reduction of grant @ 1% of total income of the Congress excluding the amount of grant to be deducted from the Annual Grant to that Centre.
- (v) Surplus, if any, will be retained by the host Centre and deficit, if any, will be borne by the host Centre.
- (vi) If the host Centre fails to conduct the Congress no grant shall be payable and advance towards the grant paid shall be adjusted against the annual grant to that Centre. If the Centre hosts only the Annual General Meeting and the meeting of the Council but not the Congress as directed by the Headquarters, a grant of only Rs.1,00,000/- shall be payable to the host Centre for providing the facilities as described in para 23.2.

(c) Reallocation of Fund for Technical Activities

[Approved during 135th Meeting of CATE and subsequently 696th Meeting of Council, New Delhi, July 2017]

CATE recommends that

- (a) Sanction of additional fund for technical activities of Division Boards in this Financial Year may be done by Chairman, CATE from within surplus amount of Rs 5 lakhs kept in the budget for technical activities.
- (b) Any reallocation of fund within the Boards/Committees will be done in the last quarter of Financial Year.
- (c) Enhancement of budget for Technical Activities to Rs.75 lakhs and that for R&D to Rs.100 lakhs during the next Financial Year will be placed in the next Finance Committee Meeting.

(d) Incomplete Technical Activities

As approved by Council at its' 682nd Meeting at Panchmarhi, Madhya Pradesh during June 2014, an intimation be sent to those Centres who have failed to organize technical activities for which grant has already been released to complete the activity within 15 days, failing which action may be initiated as per Clause no 22.2 of Financial Norms of IEI.

(e) As approved by Council at its' 685th Meeting, held at Chandigarh during April 2015

- (i) **For National Conventions**
 - If the printed brochure is not made available four months prior to the Convention, grant may not be released.
 - If report is not received within one month of culmination of the programme, Chairman's Discretionary Fund will not be released.
- (ii) **For All India Seminar**
 - If the printed brochure is not made available two months prior to the All India Seminar, grant may not be released.
 - If report is not received within one month of culmination of the programme, balance grant will not be released.
- (iii) **For One-Day Seminar/Workshop**
 - After conclusion of the Seminar, if report is not received within one month in the approved format, grant for organizing the Seminar cannot be released.

No part of this grant shall be used for travelling.



REPORT FORMAT FOR QUARTERLY TECHNICAL ACTIVITIES

Table : A

NAME OF THE CENTRE		
REPORT FOR QUARTER NO.	1 (Apr-Jun) / 2 (Jul-Sep) / 3 (Oct-Dec) / 4 (Jan-Mar)	(Strike out / Delete which is not applicable)
YEAR :	20..... - 20.....	

Table : B Quantitative Summary of Activities of Centre

		Approved by Divisional Board / CATE			
Events	Statutory Days	National Convention	All India Seminars	One Day Workshop / Seminar	
Numbers					
Attendance					

Events	Local Seminar	Lecture / Paper Meeting under Divisions	Technical Visits	Films Show	International Seminar	Indian Engineering Congress / Council Meeting
Numbers						
Attendance						

TECHNICAL PROGRAMMES

Table : C Details of Observation of Statutory Days

Day	Date (dd.mm.yy)	Speakers	Number of Corporate Participants	Number of Non-Corporate Participants	Associate with any Forum
World Engineering Day for Sustainable Development (March 04)					
World Water Day (March 22)					
National Maritime Day (April 05)					
World Telecommunication and Information Society Day (May 17)					
World Environment Day (June 05)					
Royal Charter Day (September 09)					
Engineers' Day (September 15)					
World Habitat Day (First Monday of October)					
World Standards Day (October 14)					
Energy Conservation (December 14)					



Table : D Details of Technical Activities Approved by Divisional Board / CATE

Type of Activity @	Date (dd.mm.yy)	Events	Division #	Speakers	Number of Corporate Participants	Number of Non-Corporate Participants	Associate with any Forum

@ : (All India Seminar : AIS; National Convention : NC; One Day Workshop / Seminar : OS)

#: (Agricultural Engg.: AGDB; Architectural Engg.: ARDB; Aerospace Engg.: ASDB; Chemical Engg.: CHDB; Civil Engg.: CVDB; Computer Engg.: CPDB; Electrical Engg.: ELDB; Environmental Engg.: ENDB; Electronics and Telecommunication Engg.: ETDB; Interdisciplinary: ICC; Mechanical Engg.: MCDB; Marine Engg.: MRDB; Metallurgical and Materials Engg.: MMDB; Mining Engg.: MNDB; Production Engg.: PRDB; Textile Engg.: TXDB)

Table : E Details of other Technical Activities (other than approved by Division Board / CATE)

Type of Activity \$	Date (dd.mm.yy)	Events	Division #	Speakers	Number of Corporate Participants	Number of Non-Corporate Participants	Associate with any Forum

\$: (Lecture, Paper Meeting / Local Seminar : LS; Films Show : FS; Technical Visits : TV)

#: (Agricultural Engg.: AGDB; Architectural Engg.: ARDB; Aerospace Engg.: ASDB; Chemical Engg.: CHDB; Civil Engg.: CVDB; Computer Engg.: CPDB; Electrical Engg.: ELDB; Environmental Engg.: ENDB; Electronics and Telecommunication Engg.: ETDB; Interdisciplinary: ICC; Mechanical Engg.: MCDB; Marine Engg.: MRDB; Metallurgical and Materials Engg.: MMDB; Mining Engg.: MNDB; Production Engg.: PRDB; Textile Engg.: TXDB)

Table : F Organization of Programmes in National Languages, if any

Type of Activity \$	Date (dd.mm.yy)	Events	Division #	Speakers	Number of Corporate Participants	Number of Non-Corporate Participants	Associate with any Forum

\$: (Lecture, Paper Meeting / Local Seminar: LS; Films Show: FS; Technical Visits: TV)

#: (Agricultural Engg.: AGDB; Architectural Engg.: ARDB; Aerospace Engg.: ASDB; Chemical Engg.: CHDB; Civil Engg.: CVDB; Computer Engg.: CPDB; Electrical Engg.: ELDB; Environmental Engg.: ENDB; Electronics and Telecommunication Engg.: ETDB; Interdisciplinary: ICC; Mechanical Engg.: MCDB; Marine Engg.: MRDB; Metallurgical and Materials Engg.: MMDB; Mining Engg.: MNDB; Production Engg.: PRDB; Textile Engg.: TXDB)

PUBLICATION AND LIBRARY
Table : G Details of Newsletters and other Publications Published during the Report Period

	Numbers	Subject, (If Applicable)	Dates
Newsletter			
Publications			

**Table : H Library**

Events	Total as on First Day of Quarter	Addition of the Quarter	Total as on Last Day of Quarter	Grant Received	Amount Spent
Books					
Periodicals					
Borrower Cards Issued					
Number of Visitors					

PUBLICITY AND PUBLIC RELATIONS**Table : I Details of Press Coverage and Release and PR Activities**

Date (dd.mm.yy)	Newspaper	Item	Remarks

Table : J List of Dignitaries visited the Institution

Date (dd.mm.yy)	Event	Dignitary	Designation	Organization

Table : K IEI PR / Information Counter Opened

Date (dd.mm.yy)	Event	Location	Number of Visitors

TECHNICIAN CHAPTER**Table : L Technicians' Chapter**

Number of Technicians' Chapters attached to the Centre :	
--	--

Summary of Activities of Technicians' Chapter for the Period

Events	Common Meeting	Lecture, Paper Meeting	Film	Visits	Seminar / Symposia	Reception	Short Term / Refresher Courses
Numbers							
Attendance							



**Table : M Students' Chapter**

Number of Students' Chapters attached to the Centre:	
--	--

Summary of Activities of Students' Chapter for the Period

Events	Common Meeting	Lecture, Paper Meeting	Film	Visits	Seminar / Symposia	Reception	Short Term / Refresher Courses
Numbers							
Attendance							

Table : N Details of Interaction with Engineering College Students' Chapter / Polytechnic Students' Chapter**MEMBERSHIP****Table : O Membership Growth**

As on (dd.mm.yy)	Institutional Member	Corporate Members (AM / M / F)	Senior Technician	Technician Members	Total	Quarterly Growth (%)

Table : P Change of Address Reported

Name	Membership No.	Reporting Date (dd.mm.yy)

Table : Q List of Expired Members Reported

Name	Membership No.	Date of Expiry (dd.mm.yy)



LIST OF MEMORIAL LECTURES AT INDIAN ENGINEERING CONGRESS

The Institution has founded the following Memorial Lectures, which are annually organized during the Indian Engineering Congress

- Sir Mokshagundam Visvesvaraya Memorial Lecture
- Sir R N Mookerjee Memorial Lecture
- Dr A N Khosla Memorial Lecture
- Nidhu Bhushan Memorial Lecture
- Bhaikaka Memorial Lecture
- Dr Amitabha Bhattacharyya Memorial Lecture
- Prof C S Jha Memorial Lecture
- Dr K L Rao Memorial Lecture

SIR MOKSHAGUNDAM VISVESVARAYA MEMORIAL LECTURE

Sir Mokshagundam Visvesvaraya Memorial Lecture was founded by the Maharashtra State Centre of the Institution in 1957-58 and the first few lectures were delivered in Bombay. Later, the lecture was transferred to the IEI HQ of The Institution of Engineers (India) in 1960, to be delivered during the Annual Convocation of the Institution, which was subsequently redesignated as the Indian Engineering Congress.

Born in 1861 at Chikkabalarpur in former Mysore State, Sir Mokshagundam took the B A degree from Madras University in 1880 and received engineering education at the then College of Science, Pune. Early in 1884, he was appointed as an Assistant Engineer in the Bombay PWD. In 1894, he was called upon to undertake the execution of the water supply and drainage of Sukkur in Sind (now in Pakistan). The construction of another waterworks scheme for Surat City followed. In 1899, he was placed in charge of Poona Irrigation District. The Indian Irrigation Commission of 1901-1903 appointed him to tour the country and advise the Government of India on measures to implement and extend schemes of cultivation by irrigation. He also designed, patented and installed a system of automatic gates in 1903 to raise the storage level of the lake at Khadakvasla permanently without raising the dam height and thus combat the insufficiency of the lake as a source of supply to meet the needs of the Mutha Canal and the water supply requirement of Poona City. In 1906, he was deputed to Aden to prepare a proposal for sanitation, water supply and roads. After 28 years of service, he took voluntary and premature retirement in 1900.

In 1909 at the pressing invitation of the Maharaja of Mysore, he accepted the services in Mysore State as Chief Engineer. His scheme for the Mysore Iron and Wood Distillation Works, Bhadravati using wood charcoal for reduction of iron ore received shape in May 1918. In the words of Gandhiji, "the Krishnarajasagara alone which is one of the largest of its kind in the world would perpetuate the name of Sir Visvevaraya". At the advance age, he prepared a flood control scheme for Orissa and was called upon to advise on the Tungabhadra Project. One of his last assignments was the selection of suitable site for the rail-cum-road bridge across the Gange in Bihar (the Mokameh Bridge) opened on May 01, 1959.

He received the title of CIE in 1911 of KCIE in 1915 and Bharat Ratna in 1955. He was honoured by a number of universities and he was a recipient of the Durga Prasad Khaitan Memorial Gold Medal awarded by the Royal Asiatic Society, Calcutta. He had the distinction of being the Honorary Life Member of the Institution, Honorary Member of the Indian Science Congress Association and other reputed learned associations. He died in 1962 at the age of 101 years.

To perpetuate his memory, The Institution of Engineers (India) is also observing September 15 each year, his birthday, as Engineers' Day to inspire the members of the engineering community to his ideals.

SIR R N MOOKERJEE MEMORIAL LECTURE

The Council of The Institution of Engineers (India) decided to institution an Annual Lecture in the name of Sir Rajendra Nath Mookerjee who was the first Indian President of the Institution to commemorate his contributions to the nation as an engineer and is delivered at the Annual Convention of the Institution, re- designated as Indian Engineering Congress. The first lecture was delivered at the Diamond Jubilee of the Institution in 1980.





Sir Rajendra Nath Mookerjee had the vision of an engineer and the comprehension of an intellectual. Born on June 23, 1854, he rose on the Indian scene in the 19th century and continued to serve the engineering profession and the country until the thirties of the 20th century. He died on May 15, 1936. The life story of Sir Rajendra Nath Mookerjee is the story of a great businessman, equally great of heart as of head, generous of instinct and charitable of soul, who brought glory to everything he touched.

Born in a typical middle-class family, Sir Rajendra Nath Mookerjee lost his father when he was six. Having matriculated from the London Missionary Society's Institution of Calcutta, he joined the engineering department of Presidency College, Calcutta. The satisfactory execution of the construction of Palta Water Works for the city of Calcutta gave him the confidence and experience that enable this self-made man in later life, to build an industrial colossus and a trading conglomerate. Sir Ranjendra Nath Mookerjee was the President of Science Congress in 1921 and in 1931. The Calcutta University conferred on him the honorary degree of Doctor of Science. He was the first President of The Institution of Engineers (India) during the session 1920-1921. He was knighted after his successful construction of the Victoria Memorial Building at Calcutta.

An abiding and deep interest of Sir Rajendra Nath Mookerjee in all kinds of social welfare work brought into being and sustained many a charitable institutions. Essentially a man of science, Sir Rajendra Nath practiced technology for the development of his country.

DR A N KHOSLA MEMORIAL LECTURE

To perpetuate the memory of Dr Ajudhia Nath Khosla, one of the most distinguished engineer-administrators of the country, this lecture was instituted and the first lecture was delivered at the Second Indian Engineering Congress held in 1988. He was President of The Institution of Engineers (India) for 1948-49 and 1949-50.

Born in 1892 at Jallunder, Dr Khosla graduated from Dayanand Anglo-Vedic College, Lahore in 1912. His first assignment was the survey and investigation connected with the Bhakra Dam Project. The Bhakra Dam has been built on the very axis line marked by him in 1917. During his brief stint with the Mesopotamia Expeditionary Force in Iraq as a Commissioned Officer (1918-20), he made his important contribution to engineering by the invention of Khosla Disc for precision levelling across rivers and wide valleys. During 1921-26, he evolved and introduced precast concrete units for construction of barrages and later was responsible for re-modelling of the Marala headworks and the Upper Chenab Canal works. During this period he also carried out intensive research on the flow of water through subsoil in relation to stability of hydraulic structures. These researches culminated in 1936 in the publication of his treatise on 'Design of Weirs on Permeable Foundations'.

In 1943, he was appointed Chief Engineer and Secretary to the Government of Punjab followed by appointment as Consulting Engineer to the Government of India and the first Chairman of Central Waterways, Irrigation and Navigation Commission and also the Additional Secretary to the Government of India in the Ministry of Works, Mines and Power. He developed the Poona Research Station at Khadakvasla into the Central Water and Power Research Station. He retired from this post in 1953.

Dr Khosla initiated investigation of the water and power potential of the river valleys as a whole and several individual projects, like the Bhakra, Chambal, Damodar Valley, Hirakud, Kosi, Narmada and Tapti. Special mention is necessary of the Hirakud Project on the Mahanadi river, which he conceived in 1945 soon after assuming charges as Chairman, Central Waterways, Irrigation and Navigation Commission. The Mahanadi Valley Project at Hirkud was completed in early 1957 — a record time of 12 years between conception and completion of a project of this magnitude. Dr Khosla thus may well be called 'the father of the river valley projects in India.

In 1953-54 as Special Secretary to the Government of India, he led the Indian delegation to the United Nations for the Indus Water dispute with Pakistan. These negotiations led to the World Bank proposals, which later formed the basis of the Water Treaty between India and Pakistan. He was a member of the Rajya Sabha from April 1958 to October 1959 and a member of the Planning Commission in 1959. In 1962, he was appointed the Governor of Orissa. This appointment was a historic event for the engineers of this country.

NIDHU BHUSHAN MEMORIAL LECTURE

This lecture was instituted in 1966 by the illustrious metallurgist-philosopher Late Prof Guru Prasad Chatterjee in memory of his father Late Nidhu Bhushan Chatterjee. In Nidhu Bhushan, we find a man who, without being an engineer in the conventional sense, had the urge to serve mankind through his

knowledge of science coupled with great inspiration derived from his knowledge of metaphysics. Although he got admission to Bengal Engineering College through a stiff competitive examination, he could not complete his studies on pecuniary ground. He wanted to be an engineer since he believed that one with love for scientific studies should alone become an engineer who has better opportunities to prepare himself for better service to his fellow beings.



With strong determination, Nidhu Bhushan, a science graduate, could raise himself to the position of an Inspecting Accountant in the Finance Division of Central PWD. He continued to serve the society never caring for name or fame. Nidhu Bhushan was a firm believer in the fact that only fundamental discipline in the life can help man to set around from within to face life without fear or frustration.

BHAIKAKA MEMORIAL LECTURE

Taking into consideration the unique contribution of Late Bhailal Bhai Patel, popularly known as Bhaikaka, towards engineering, particularly rural engineering in Gujarat, the Council of the Institution decided to institute an Annual Lecture in his memory. The first lecture was delivered at the 56th Annual Convention held in 1976.

Shri Bhailal Bhai Patel was born at Sersa, Gujarat, in 1880. He saw the famine of 1900 and his heart was filled with grief at the sight of abject poverty, widespread hunger and stark ignorance of people of the ways to mitigate the crisis. His intense desire to remove poverty and ignorance of people arose out of the sad memories of the famine and was the source of inspiration to him in the creation of Vallabh Vidyanagar.

Shri Bhailal Bhai Patel went to Poona in 1908 for engineering studies and took the LCE diploma in 1911. After working for a short period in the then Baroda State, he joined the Public Works Department of the Bombay Presidency. After working for about 12 years in Maharashtra, he was appointed Engineer in the Canal Section of the Sukkur Barrage Plan. An efficient and adventurous young man, he had several opportunities to show his originality of ideas and prowess. He became Executive Engineer of the project in 1936. The successful completion of the Sukkur Barrage Canal brought him an invitation from the Government of Afghanistan to work as Engineering Adviser. However, Sardar Vallabh Patel insisted his shouldering the responsibility as Chief Engineer of Ahmedabad Municipality and he accepted the post.

During 1942, he resigned from the job of the Ahmedabad Municipality and came to Anand to put into action his plans for education and village uplift and to dedicated the rest of his life to these goals. He became President of Charter Education Society, Anand — an ideal educational institution established by late Motibhai Amin. The Charter Vidyamandal and Charter Cramoddher Sehakeri Mandal Ltd were established in 1945. After many years of hard work, he could established Sardar Vallah Bhai Vidyapeeth in 1955. As the first Vice-Chancellor of the University, Bhaikaka managed its affairs with least possible expenditure and laid a strong foundation of the Vidyapeeth. Bhaikaka breathed his last in 1970. A man of vision and devoted service, Bhaikaka organized many educational institutions and administered them ably and honestly.

DR AMITABHA BHATTACHARYYA MEMORIAL LECTURE

Prof (Dr) Amitabha Bhattacharyya, President of The Institution of Engineers (India) during 1976-78, occupied the centre stage in the affairs of the Institution over two decades. A many-splendoured personality, Prof (Dr) Bhattacharyya's untimely death in June 1992 created a void which would take years to fill in. In grateful appreciation of the monumental work done towards furtherance of the cause of the Institution, the National Council, at their 563th meeting held at Hyderabad in July 1992, resolved to institute this Lecture to perpetuate his hallowed memory.

Prof (Dr) Amitabha Bhattacharyya, born on November 12, 1931, was a distinguished mechanical engineer and an eminent educationist and an acknowledged authority in the fields of production engineering, metal cutting and machine tools and had been honoured nationally and internationally for his outstanding contributions to the cause of engineering and humanitarian services.

He was a staunch advocate for the development of indigenous technology for the welfare of the common people. A persuasive teacher and eloquent speaker, he had travelled widely on many professional and academic assignments. An active and constructive social worker, he identified himself with the aims and aspirations of numerous social and cultural organizations and served them with great distinction.

As an ardent advocate for advancement of engineering, Prof (Dr) Bhattacharyya served its cause through various organs and activities of The Institution of Engineers (India) for three decades. During his Presidentship, the Institution's activities received an impetus and diversified its field of interest in many areas including rural development.

PROF C S JHA MEMORIAL LECTURE

Born on the July 1, 1934 and educated at Patna university (B.Sc. Honours in Physics), Indian Institute of Science, Bangalore (D.Sc in Electrical Technology), Heriot-Watt College, Edinburgh, UK (FH-WC) and Bristol University, UK (Ph.D. in Electrical Engineering), Dr Jha started his professional career as a Design and Development Engineer





at the English Electric Company, Broadford (UK) and after a two year spell (1955-57) shifted to academic life as a Lecturer in Electrical Engineering at the University of Bristol (1958-61). He returned to India in 1961 to accept a Readership at the University of Roorkee and a year later joined the Indian Institute of Technology, Delhi where he rose from an Assistant Professorship in 1962 to an Associate Professorship in 1963, a Professorship in 1964 and a Senior Professorship in 1969. He remained on the professorial staff of IIT Delhi till his retirement in June 1994. During his long academic career, he occupied several senior academic and administrative positions becoming Head of Department (1964-67) and Dean of Engineering, IIT Delhi (1966-69), Director of IIT Kharagpur (1974- 78), Education Adviser (Technical) to the Government of India (1979-84) and the Vice Chancellor of the Banaras Hindu University (1991-93). On retirement from IIT Delhi in 1994, Prof Jha was appointed Chairman of the Recruitment and Assessment Centre of the Defence Research and Development Organization on a three year contract (1994-97) and later became Honorary Chairman of the Governing Council of the DOEACC Society under Ministry of Information Technology (1997-2001).

Late Prof Jha had several short and long term international assignments, He held Visiting Professorship at the Imperial College, London (1968-69), at the Technische Hochschule, Aachen (Germany) (1969) and at the Pennsylvania State University, USA (1985-87). He gave short term consultancy to UNESO in 1986 and again in 1988 in the preparation of the Draft Convention on Vocational and Technical Education and for advising Lagos and Ondo State Universities in Nigeria on the organization of their Engineering Faculty (1986). He had also been consultant to AIT, Bangkok, EdCIL, Asian Development Bank, African Development bank, World Bank and Swiss Development Co-operation on different issues of Science and Technology Planning, institutional development and curricular reforms.

Late Prof Jha had been a member of several National and International Policy making committees and had contributed significantly to the planning and management of science and Technology Education. Some of the important membership assignments were National Committee on Science and Technology (NCST) (1975-76). Review Committee on TTTIs (1975-76), High Power Committee to review Post Graduate education in Engineering (1978), Science and Engineering Research Council of DST (1980-84), Chairman AICTE Board of Post graduate Education (1990-93), High Power Swaminadhan Committee to consider resource mobilization in Technical Education (1993), High power Punnaiya Committee for financing Central Universities (1992-93), UNESCO Working Group on Continuing Education of Engineers (1973- 88). Boarding Trustees AIT, Bangkok (1974-86) and International review Team for Colombo Planning Staff College for Technician Education (1983-84).

Late Prof had been a dedicated teacher and researcher and had introduced several innovations in his classroom and laboratory instruction. He has worked consistently to help his students develop creativity and problem solving skills, acquire communication ability and an awareness of quality, safety and reliability standards in their discipline, and retained an attitude for lifelong learning. He had more than 50 research publications in National and International Journals of repute on Electrical Machine Theory and Design and on Power Electronics applications and about 60 papers in National / International Conference on various aspects of Science and Engineering Education.

Late Prof. Jha had been very actively involved in the policy formulations of the Institution of Engineers, India. Since his election as a Fellow in the mid seventies, he had been a member of the Council and of CATE for most of the time except during his absences abroad. He was instrumental in initiating the Annual Engineering Congress and Annual Divisional Conventions concept, thorough revision of the AMIE syllabi in the eighties, initiating the establishment of ESCI, launching and running the mouthpiece journal Technorama for five years, formulation and presentation of Pay revision of engineers to the Fifth Pay Commission, preparation of a Perspective Plan for the Institution, conceptualizing the work of R&D Forum, preparation of the constitution of ESCI, drafting the Engineer's Bill and the documents for membership of EMF. He had been Chairman of the Delhi State Centre and of various Boards and committees of the Council from time to time including Electrical engineering Division Board and CATE. He had contributed numerous policy papers for the consideration of CATE / Council from time to time.

DR K L RAO MEMORIAL LECTURE

[Approved during 133rd Meeting of CATE and subsequently 691st Meeting of Council, Haridwar, September 2016]

Dr Kanuru Lakshmana Rao was born on July 15, 1902. After passing his Intermediate Examination in Science from the University of Madras, he took the B E Degree in Civil Engineering with Honours from the College of Engineering, Guindy in 1925.

His first appointment was as Assistant Engineer in the Visakhapatnam District Board in 1926. He subsequently worked in the College of Engineering, Rangoon and Guindy, and later in the Cauvery – Mettur project. During this period he also qualified for the M Sc (Eng) Degree of the University of Madras by research, being the first



recipient of a research degree in engineering from that University. In 1939, he proceeded to England to specialize in reinforced concrete and obtained his Ph D Degree from the University of Birmingham.

Between 1943 and 1945, he was employed as a Senior Lecturer in Loughborough Engineering College, England. On his return to India in 1946, he was appointed by the Madras Government as Design Engineer in the Ramapadasagar Project and in 1951 joined the Central Water and Power Commission at New Delhi as Director (Dams). In 1954, he became Chief Engineer (Planning and Designs), and then became a Member (Designs and Research) in the same Commission.


During these later years, Dr Rao was closely associated with major dam projects in this country, notably Lower Bhavani, Tungabhadra, Hirakud, Malampuzha, Kosi and Umtru and with flood control on the Brahmaputra River at Dibrugarh. His personal contributions to these projects are acknowledged as outstanding.

Dr Rao is the author of a well known standard work 'Calculation, Designs and Testing of Reinforced Concrete' published by Sir Isaac Pitman and Sons. His contributions to technical journals are numerous. Dr Rao joined the Institution as a member in 1947 and became its President for two sessions (1958- 1960). He was also a Minister of Government of India.





REGISTRATION FORM FOR INDIAN ENGINEERING CONGRESS




..... **Indian Engineering Congress**

Venue....., Date

Registration Form

(Please fill in Block Capital Letters)



Name : Mr./Ms./Prof./Dr. _____

Surname	First Name	Second Name
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Membership Grade Number

*Corporate/Non Corporate Member / Spouse / Sponsored Delegate / International Delegate

Accompanying persons : Spouse Yes No No. of Guests Meal Preference : Veg Non-veg

Address : _____

PIN Code

Phone Fax E-mail

Arrival Details	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
	Date	Flight/Train	Arriving From
			Arriving Time

Departure Details	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
	Date	Flight/Train	Departure From
			Departure Time

Registration Fees	Before	After		
		
Corporate Members	₹	₹	= ₹	<input style="width: 100%;" type="text"/>
Non Corporate Members	₹	₹	= ₹	<input style="width: 100%;" type="text"/>
Sponsored Delegates	₹	₹	= ₹	<input style="width: 100%;" type="text"/>
Spouses of Participants	₹	₹	= ₹	<input style="width: 100%;" type="text"/>
ST/T* Members / Students**	₹	₹	= ₹	<input style="width: 100%;" type="text"/>
International Delegates	\$	\$	= \$	<input style="width: 100%;" type="text"/>

**Senior Technicians' / Technicians', attested copy of Identity card to be produced.*

*** Bonafide student / study certificate issued by Head of the Department / Principal of the College must be attached with the Registration Form*

Bank Draft No. Dated Bank

Are you in the list of free delegates for organisation sponsoring the Congress Yes No

Name of the Sponsors

Accommodation Required : Yes from to No Rooms : Single Double

Note: Accomodation in Hotels/Transport requirement may be provided only on availability and if remittance is received by

Contact Address at: _____

Date: _____ Signature of the Delegate/Member _____

Note : All remittances should be by Demand Draft in favour of "The Institution of Engineers (India),Indian Engineering Congress" payable at *Delete whichever is not applicable.

Please mail it together with remittance to "The Organising Secretary, The Institution of Engineers (India)", Indian Engineering Congress, E-mail:....., Website:....., Phone :



APPENDIX VIII

**SEATING PLANS FOR
INDIAN ENGINEERING CONGRESS, NATIONAL CONVENTION AND
ALL INDIA SEMINAR, IEI CONVOCAATION AND
TECHNICIANS' / STUDENTS' CONVENTION**

1. INDIAN ENGINEERING CONGRESS**A. Inaugural Session of the Congress ★**

1	2	3	4	5	6	7	8	9
Secretary & Director General, IEI	Chairman, Host Centre	Guest of Honour	President Elect, IEI	Chief Guest of the Session	President in Chair, IEI	Special Guest	Chairman, Organizing Committee	Honorary Secretary, Host Centre

★ The above arrangement is subject to change depending upon the protocol of dignitaries

B. Inauguration of Congress Seminar

1	2	3	4	5	6	7
Convenor, Technical Committee	Chairman, Technical Committee	President, IEI	Chief Guest	Chairman, Organizing Committee	Secretary & Director General, IEI	Organizing Secretary

C. Memorial Lecture

1	2	3
President/ Chairman of the Session	Memorial Lecture Speaker	Secretary & Director General, IEI

D. Glimpses of Engineering Personality

1	2	3	4	5	6
Personality	Personality	President	Personality	Personality	Secretary & Director General, IEI



E. Concluding Session of the Congress Seminar

1	2	3	4	5	6	7
Rapporteur	Rapporteur	Rapporteur	Chairman, Technical Committee	Rapporteur	Rapporteur	Convenor, Technical Committee

F. Valedictory Session of the Congress

1	2	3	4	5	6	7	8
Organizing Secretary	Past President, IEI	Immediate Past President, IEI	Chairman, Organizing Committee	President, IEI	Chairman, Host Centre	Past President, Host Centre	Honorary Secretary, Host Centre

2. NATIONAL CONVENTION AND ALL INDIA SEMINAR
A. Inaugural Session

1	2	3	4	5	6	7
Organizing Secretary	Chairman, Host Centre	Chairman, Division Board	Chief Guest	President, IEI	Convenor, Technical Committee	Honorary Secretary, Host Centre

B. Valedictory Session

1	2	3	4	5	6	7
Organizing Secretary	Chairman, Host Centre	Chairman, Technical Committee	Chief Guest	Chairman, Division Board	Convenor, Technical Committee	Honorary Secretary, Host Centre

3. IEI CONVOCATION AND TECHNICIANS' / STUDENTS' CONVENTION
Convocation and Inaugural of Convention

1	2	3	4	5	6	7	8	9	10
Organizing Secretary	Chairman, Organizing Committee	Chairman, AITC	Chief Guest	President, IEI	Speaker	Chairman, AISC	Chairman, Host Centre	Chairman, Organizing Committee	Secretary & Director General, IEI



APPENDIX IX

**FORMAT OF INVITATION CARDS FOR
INDIAN ENGINEERING CONGRESS / NATIONAL CONVENTION OF ENGINEERING
DIVISIONS / IEI CONVOCATION AND TECHNICIANS' / STUDENTS' CONVENTION**

A. Inaugural Session of the Indian Engineering Congress / IEI Convocation and Technicians' / Students' Convention

The President and the Members of the Council of The Institution of Engineers (India) request the pleasure of your company at the Inaugural Session of Indian Engineering Congress/IEI Convocation and Technicians' / Students' Convention at (venue) at am / pm on (date). has kindly consented to be the Chief Guest and to deliver the Inaugural Address of the Congress Convocation Address.

RSVP
.....

B. Inauguration of Indian Engineering Congress Seminar

The President and the Members of the Council of The Institution of Engineers (India) request the pleasure of your company at the Inauguration of the Seminar on "....." being held during the Indian Engineering Congress at (venue) at am / pm on (date). has kindly consented to be the Chief Guest and to Inaugurate the Congress Seminar.

RSVP
.....

C. Inaugural Session of National Convention and All India Seminar

The Chairman and the Members of Engineering Division Board and the Chairman and the Members of the Committee of the Centre of The Institution of Engineers (India) request the pleasure of your company at the Inaugural Session of the National Convention of Engineers at (venue) at am / pm on (date). has kindly consented to be the Chief Guest and to inaugurate the National Convention of Engineers.

RSVP
.....



**LIST OF MEMORIAL LECTURES AT THE NATIONAL CONVENTIONS**

AG	Rathindranath 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 Ramanujan Memorial Lecture	
CV	Prof Jai Krishna Memorial Lecture	
EL	M S Thacker Memorial Lecture	
EN	N V Modak Memorial Lecture Dr G D Agrawal Memorial Lecture*	} Simultaneously
ET	Prof S K Mitra Memorial Lecture	
MC	Dr S C Bhattacharyya Memorial Lecture Dr S P Luthra Memorial Lecture	} ★ Simultaneously
MM	V Subramony Memorial Lecture	
MN	Prof S K Bose Memorial Lecture	
MR	Rear Admiral T B Bose Memorial Lecture	
PR	F W Taylor Memorial Lecture G C Sen Memorial Lecture	} Simultaneously
TX	S N Bhaduri Memorial Lecture Dr B K Chakrabarti Memorial Lecture	} Alternate year

★ against the J P Jain Endowment Fund

✱ Approved during 145th Meeting of CATE and subsequently 715th Meeting of Council, Kandaghat, 18 June 2022

RATHINDRANATH TAGORE MEMORIAL LECTURE

Rathindranath is the son of poet Rabindranath Tagore. He was born in Calcutta on the November 27, 1888. He was one of the first batches of five students at Santiniketan in 1901. Educated at Santiniketan and also privately under the guidance of his illustrious father, he was initiated to the rural development work at Sriniketan. He went to the USA for higher studies and training in agriculture as his father thought it would help him to work in rural India better. Rathindranath graduated in Agriculture from University of Illinois, USA in 1910 and specialized in rural craft besides agriculture. He travelled extensively in England and the USA in 1912 to gather experiences in agricultural extension work. He played a leading role in establishing agricultural and rural extension centre at Sriniketan. In 1921, Rathindranath became the General Secretary of Visva Bharati Society. He became the first Vice-Chancellor of Visva Bharati in 1951 when it was incorporated as a Central University. He retired in 1953 for reasons of health.

He is considered as the first and foremost Agricultural Engineer of the country. He was also a well known artist, craftsman, and author of several books. He breathed his last on the June 3, 1961.

In memory of his dedicated service, The Institution of Engineers (India) instituted an Annual Memorial Lecture in his name during the National Convention of Agricultural Engineers.

T S NARAYANA RAO MEMORIAL LECTURE

T S Narayana Rao was born on the February 7, 1907 in a pastoral family at Arkeri, near Mysore City. He graduated in Civil Engineering in 1931 from the Government Engineering College of the erstwhile Mysore State. As an apprentice engineer, he worked in Madras with M/s Gannon Dunkerley and Company and subsequently shifted to Bangalore to work under the personal guidance of the late Lakshmi Narasappa, a reputed Government Architect. He participated in the construction of the Town Hall, Municipal Offices and other highly acclaimed structures in Bangalore.

Backed by a few years of intensive experience in architecture and having an educational commitment to engineering, he felt that it was appropriate to fuse the complementary disciplines of architecture and engineering through private practice. He started practicing as a Consulting Architect and Engineer in 1933 and took the risk inherent in starting a new venture totally foreign at that time to the private sector.





Narayana Rao had the rare privilege of constructing buildings of which Shri Krishna Weaving Mills, Mysore Vegetable Oil Products, Rashtriya Vidyalaya and St Joseph's College Observatory deserve special mention. His work reflected a genetic blend of the architect and engineer in him. His success as a builder and architect was in no small measure due to his capacity to execute masonry, carpentry and plumbing works himself.

He was associated with several Engineering Institutions, ISI (now BIS), etc. As a man, he was highly principled and self disciplined. His honesty and integrity sought expression in his exemplary conduct and behaviour. His services as a man and as a professional are even remembered today with respect.

In memory of his dedicated service, The Institution of Engineers (India) instituted an Annual Memorial Lecture in his name during the National Convention of Architectural Engineers.

DR VIKRAM SARABHAI MEMORIAL LECTURE

Dr Vikram Sarabhai was not only an imaginative and creative scientist but also a pioneering industrialist and astute planner. He made significant contributions in the field of cosmic ray physics and in the development of nuclear power and space programmes. He took up the nuclear programmes with a challenge and added fresh dimensions to the space research programmes in 1966 when he became the Chairman of the Atomic Energy Commission.

Dr Sarabhai was born on August 12, 1919 at Ahmedabad in a rich industrialist family. His early education was in a private school and Gujarat College at Ahmedabad. He then went to Cambridge, England and from St John's College obtained his Tripos in 1939. He came back to India and started research work in the field of cosmic rays with Sir C V Raman at the Indian Institute of Science, Bangalore. In 1945, he went back to Cambridge to carry out further research on cosmic rays and there in 1947 obtained Ph D Degree. It was as early as 1942, Dr Sarabhai conceived the idea of starting the Physical Research Laboratory in Ahmedabad. Soon after his return from Cambridge in 1947, Sarabhai started looking for a place for this project. He got a few rooms at the M G Science Institute to start the laboratory and the laboratory was formally opened in April 1954. Dr Sarabhai made the Physical Research Laboratory virtually the cradle of the Indian Space Programme.

Dr Sarabhai not only encouraged science but also devoted a good deal of time to industry. For over 15 years, he nurtured a pharmaceutical industry.

Dr Sarabhai helped to build the Ahmedabad Textile Industry's Research Association (ATIRA) in 1947. During 1949-56, he remained an Honorary Director of ATIRA. In 1962, he helped to found the Indian Institute of Management at Ahmedabad and during 1962-65, he remained an Honorary Director of this Institute.

Today the success of space programmes in our country is largely owing to the groundwork prepared by him in this regard. Due to his efforts only, India could launch its first satellite, Aryabhata just three and half years after his death.

Dr Sarabhai was a world-renowned figure in the field of space research. He was awarded Bhatnagar Memorial Award for Physics in 1962; Padma Bhushan in 1966 and posthumously Padma Vibhushan. He was elected the Vice-President and Chairman of the U N Conference on peaceful uses of outer space in 1968. He also presided over the Fourteenth General Conference of the International Atomic Energy Agency. Dr Sarabhai died on December 30, 1971 at the age of 52 when he was at the peak of his achievements.

In memory of his dedicated service, The Institution of Engineers (India) instituted an Annual Memorial Lecture in his name during the National Convention of Aerospace Engineers.

ACHARYA PRAFULLA CHANDRA RAY MEMORIAL LECTURE

Acharya Prafulla Chandra Ray was born on August 2, 1861 in a village in the District of Jessore (now in Bangladesh). After studying for two years at Metropolitan College, Calcutta, he received a scholarship from the University of Edinburgh where he obtained a B Sc degree in 1885 and two years later, a D Sc degree for his research in inorganic chemistry. In 1889, he got a special appointment as a Lecturer at Presidency College, Calcutta and became Professor of Chemistry soon.

Sir Andrew Pedlar, the then Principal of Presidency College and himself a Chemist encouraged Ray to pursue research and with Pedlar's help, Ray raised funds to equip a reasonably good chemistry research laboratory and began a search for some of the missing elements in the periodic table. He managed to precipitate mercurous nitrite, a compound that had been regarded as unstable in crystalline form. For several years thereafter, he and his students carried out a systematic exploration of the properties of mercury salts and a range of nitrite compounds. His findings of an enquiry into the adulteration of oil and ghee were published in 1894 in the Journal of Asiatic Society and the publication was highly acclaimed.

He remained with Presidency College until 1916 when Sir Asutosh Mukherjee summoned him to the University





College of Science, Calcutta. There, he continued his teaching and research for next two decades long after he became eligible to retire. His students included Dr Meghanad Saha, Dr P C Mahalanobis and Prof S N Bose.

Ray's first volume of History of Hindu Chemistry was published in 1902 and the second, in 1908. He was known as the Father of Indian Chemistry. He was knighted in 1919.

Ray was instrumental in laying foundation of chemical and allied industries in India. He motivated to start the Bengal Chemical and Pharmaceutical Works Ltd in 1901. The Bengal Pottery Works, the Calcutta Soap Works, the Bengal Enamel Works and the Bengal Canning and Condiment Works are his creations. These industries, during the next few decades, provided hundreds of technical managers to the industrial establishments all over India. The Jadavpur Technical Institute established in 1921 (developed now into Jadavpur University) had Acharya Ray as its founder President. He formed the Indian Chemical Manufacturers' Association (ICMA) in 1938.

Intellectual regeneration, industrial development, economic freedom, social reforms and political advancement of the country — all made equally strong appeal to him, as did his teaching and research. Having abandoned western dress and manners on his return to India in 1889, he actively promoted the ideals of traditional Indian culture. He played a significant role in independence movement and motivated his colleagues and students for greater participation in it. He donated all his earnings to students, workers, laboratories and scientific organizations. He expired in Calcutta on June 16, 1944 at the age of 83.

In memory of his dedicated service, The Institution of Engineers (India) instituted an Annual Memorial Lecture in his name during the National Convention of Chemical Engineers.

M S RAMANUJAN MEMORIAL LECTURE

Born in 1887, Srinivasa Ramanujan was brought up in an orthodox traditional south Indian environment. He was an enigma to his teachers even at school because of his prodigious memory and unusual mathematical talent, which began to show, even before he was ten. That was the age when he topped the whole district at the primary examination and this procured him a half-fee concession at Town High School, Kumbakonam. He passed the Matriculation examination of the University of Madras in December 1903, secured a first class, and earned for himself the Subramaniam Scholarship in the FA (First Examination in Arts) class at Government College, Kumbakonam.

His research marched on undeterred by environmental factors-physical, personal, economic or social; magic squares, continued fractions, hypergeometric series, properties of numbers-prime as well as composite, partition of numbers, elliptic integrals and several other such regions of mathematics engaged his thought. He recorded his results in his notebooks. Exact facsimiles of these notebooks have now, since 1957, been published in two volumes by the cooperative efforts of the University of Madras, the Tata Institute of Fundamental Research and Sir Dorabji Tata Trust.

Though Ramanujan accepted a clerk's appointment in the office of the Madras Port Trust, his mathematical work did not slacken. His first contribution to the Journal of the Indian Mathematical Society appeared in 1911. Ramanujan was brought to the University of Madras as a Research Scholar on May 1, 1913 at the age of 26.

Ramanujan thus became a professional mathematician and remained as such for the rest of his short life. He began a correspondence with Prof G H Hardy, the then Fellow of Trinity College, Cambridge and his first historic letter to Prof Hardy in January 1913 contained an attachment of 120 theism all originally discovered by him. Thereafter, he was invited to England in March 1914.

Ramanujan spent four very fruitful years at Cambridge, fruitful certainly to him, but more so to the world of mathematics, published twenty-seven papers, seven of them jointly with Prof Hardy. In 1918, he was elected Fellow of the Royal Society and in the same year was elected Fellow of Trinity College, both honours coming as the first to any Indian. The University of Madras rose to the occasion and made a permanent provision for Ramanujan by granting him an unconditional allowance of £ 250 a year for five years from April 01, 1919.

Unfortunately, Ramanujan had to spend the fifth year of his stay in England in nursing homes and sanatoria. He returned to India in April 1919 and continued to suffer from his incurable illness. All the time his mind was totally absorbed in mathematics. Thus, arose the so called Lost Notebook of Ramanujan, which contains 100 pages of writing and has in it a treasure house of about 600 fascinating results. Ramanujan's discoveries and flights of intuition were contained in the four notebooks and also his thirty-two published papers as well as in the three Quarterly Reports, which he had submitted to the University of Madras in 1913-14. These had thrilled mathematicians the world over. More than two hundred research papers had been published as a result of his discoveries. Later Ramanujan died at the unexpected age of 32.

In memory of his dedicated service, The Institution of Engineers (India) instituted an Annual Memorial Lecture in his name during the National Convention of Computer Engineers.



PROF JAI KRISHNA MEMORIAL LECTURE

[Approved during 133rd Meeting of CATE and subsequently 691st Meeting of Council, Haridwar, September 2016]

Prof Jai Krishna, born in 1912, had a brilliant academic career including a Bachelor's Degree in Science from Agra University, Civil Engineering from Thomason College, Roorkee and a Doctor's degree from the University of London. He studied Earthquake Engineering at the California Institute of Technology, USA. Prof Krishna also served as Professor Emeritus in Earthquake Engineering Department, University of Roorkee. He was a pioneer in the field of Earthquake Engineering and established a school for training and research in this field at the University of Roorkee. He provided technical assistance in the country's major engineering projects in earthquake resistant design of structures and equipments. He was the President of International Association for Earthquake Engineering for four years; Founder President, National Academy of Engineering and President of The Institution of Engineers (India). He was conferred Honor's Causa Doctorate by three Universities including University of Roorkee. He was the consultant to major river valley projects, particularly Koyna, Tehri and Narmada Dams. He was the author of a very popular book on "Reinforced Concrete" and a book on "Earthquake Engineering". Prof Krishna's work focused on the development of methods of strengthening engineering structures against earthquake forces. Some of his contributions include, (i) evolution of simple methods of strengthening buildings, bridges, water towers, dams etc. (ii) design, fabrication and installation of seismic instruments and (iii) evolution of concepts of ISO-Acceleration studies relating to seismic energy distribution. Methods evolved for common brick and stone buildings to resist earthquakes have been widely adopted in India and abroad. Prof Krishna's leadership had been availed by the Indian Standards Organization in preparing codes of practices relating to earthquake resistant construction and by the International Association of Earthquake Engineering in the preparation of the guidelines for Seismic zoning of the countries and determining Fundamental Design Parameters. For his services to Earthquake Engineering studies, he was awarded recognition at the International Conference at Tokyo in the year 1988. He presided over the world body during 1977-80 and assisted UNESCO in developing seismological studies in different areas. He was elected a 'Legend' in Earthquake Engineering at the World Conference on Earthquake Engineering held in China in the year 2008. President of India honoured him with Padma Bhushan in 1972 and he received Bhatnagar Award, National Design Award, Khosla Award, Moudgill Award, Thomason Prize, Cautley Gold Medal, Calcott-Reilly Memorial Gold Medal for his scholarship and research attainments. Prof Krishna's contributions to Engineering span over six decades. In recognition of his life time contributions to engineering, the National Academy of Engineering conferred on him its Life Time Achievement Award on the 10th Anniversary of Establishment of the Academy. A fatherly figure to the engineering community, Prof Jai Krishna lived a full and illustrious life from 1912 to 1999. In memory of his dedicated service, The Institution of Engineers (India) instituted an Annual Memorial Lecture in his name during the National Convention of Civil Engineers.

In memory of his dedicated service, The Institution of Engineers (India) instituted an Annual Memorial Lecture in his name during the National Convention of Civil Engineers.

M S THACKER MEMORIAL LECTURE

Prof M S Thacker who was Director of the Indian Institute of Science, Bangalore, was appointed Director General of the Council of Scientific and Industrial Research, Government of India, in succession to the late Sir S S Bhatnagar.

Prof Thacker was the Chairman of the Electrical Section of the Institution, and the Section had vastly expanded under his vivid leadership.

Prof Thacker was the Chairman of the Mysore Centre and later the President of the Institution for 1955-56. He represented the Institution, at the Third Conference of Engineering Institutions of the Commonwealth in London in June 1954, and the Indian National Committee at the Sectional Meeting of the World Power Conference in Rio de Janeiro, Brazil, in July-August 1954. He was also the Chairman of the Papers Committee for the selection of articles from India for the Fifth World Power Conference held in Vienna, Austria in July 1956. He expired on July 6, 1979.

In memory of his dedicated service, The Institution of Engineers (India) instituted an Annual Memorial Lecture in his name during the National Convention of Electrical Engineers.

N V MODAK MEMORIAL LECTURE

N V Modak received his early education in the Government High School and Ferguson College, and then joined the College of Engineering, Poona and received his BE (Civil) from the University of Bombay in 1911. He then served the Bombay Government until 1918, and then proceeded to England on a State Technical Scholarship for special work in municipal and sanitary engineering.

On his return to India, he was appointed as an Executive Engineer in the Indian Service of Railway Engineers and posted to G I P Railway as Sanitary Engineer. Subsequently his services were requisitioned by the BB and CI





Railway as a Consulting Engineer to prepare a Sewerage scheme for Dohad Station. From 1930, he was with the Bombay Municipality, first as Deputy City Engineer and then Hydraulic Engineer and in 1934, he was promoted to the responsible position of City Engineer to the Bombay Municipal Corporation.

His activities in the promotion of engineering profession have been very wide and extensive. He had been the Chairman of the Bombay Centre of the Institution of Engineers (India), and the President of the Bombay Engineering Congress. He was a Fellow of the University of Bombay, a member of its Syndicate and Dean of the Faculty of Engineering. He was also a member of the Advisory Committee of the Poona Engineering College and of the Governing Board of the Victoria Jubilee Technical Institute, Bombay, a member of the Institution of Civil Engineers and the Institution of Municipal and Country Engineers, London and a Fellow of the Royal Sanitary Institute of London.

He was elected as President of The Institution of Engineers (India) by the Council for the year 1940-41 and was re-elected for a second term for the year 1941-42. He was the first member to receive such an honour.

In memory of his dedicated service, The Institution of Engineers (India) instituted an Annual Memorial Lecture in his name during the National Convention of Environmental Engineers.

DR G D AGRAWAL MEMORIAL LECTURE

[Approved during 145th Meeting of CATE and subsequently 715th Meeting of Council, Kandaghat, 18 June 2022]

Prof (Dr) GD Agrawal, aka Swami Gyan Swarup Sanand, was the doyen of environmental engineering professionals in India. Prof Agrawal was Member Secretary of the Government of India's Central Pollution Control Board (CPCB), former Head of the Department of Civil and Environmental Engineering at IIT Kanpur and a PhD from the University of California, Berkeley. Well past retirement, he continued to teach and inspire students as Honorary Professor of Environmental Sciences at the Mahatma Gandhi Chitrakoot Vishwavidhyalaya Chitrakoot (M.P.).

Prof. Agrawal was a much sought-after consultant in Environmental Impact Assessment which was one of his roles in the Envirotech Instruments (P) Limited, New Delhi, founded by him. He was an Engineer's Engineer, the person senior professionals turned to for solutions to difficult technical problems. At CPCB, he was instrumental in shaping India's pollution control regulatory regime. He also worked as a Consultant to the Government of Bangladesh for environmental protection.

Prof Agrawal was a legendary and inspiring teacher whose students remember him with awe, admiration and affection. In 2002, his former students at IIT-Kanpur conferred on him the "Best Teacher Award". He had guided scores of Masters and Doctoral students who are now leaders in the field of Environmental Engineering

. In his own way, Prof Agrawal guided the activities of many organisations including the Tarun Bharat Sangh, Indian Council for Enviro-Legal Action, People's Science Institute, Centre for Science and Environment, Eco- Ashram, Brajbasi Ashram, Auroville Puducherry and Purnpramati Bengaluru.

Yet this eminent professional swept his floor, washed his clothes and cooked his own meals. He did not marry and retained only a few possessions and dresses in homespun khadi. In his late seventies his main mode of transport within Chitrakoot was a bicycle and when he travelled further afield, he went by ordinary bus and second class in railway train. These were the deliberate choices of a devout Hindu whose deepest values were for simplicity in living, excellence in engineering and reverence for Nature.

He had been deeply committed to supporting rural development initiatives grounded in scientific methodology. Born in a leading family in Kandhla (Muzaffarnagar, U.P) on 20th July 1932, he did schooling locally and graduated in Civil Engineering from the University of Roorkee (now IIT-Roorkee). He started his career as a Design Engineer in the Irrigation Department, Uttar Pradesh before joining the faculty of IIT Kanpur.

Late Prof. Agrawal became a Sanyasi in 2010 and was thereafter known as Swami Gyan Swarup Sanand. He was truly an Engineer at work and a Rishi at heart. His passionate devotion to the River Ganga came from his strong Hindu faith; his conviction that an unprecedented ecological and cultural catastrophe was in the offing came from his powerfully logical mind. As a citizen and a patriot, he had made it his life's mission to recall India to her glorious traditional reverence for Nature. His sense of duty allowed him to do no less than going on fast four times to persuade the Government to enact a law to protect River Ganga and to stop all interference with natural course of her flow, especially in the upland reaches where dams, barrages and river bed mining wreaked havoc. In this noble pursuit, he laid down his life on 11th October 2018 at Rishikesh while he was on fast for more than 100 days.

In memory of his selfless and dedicated service, The Institution of Engineers (India) instituted an Annual Memorial Lecture in his name to be held during the National Convention of Environmental Engineering Division, starting from the year 2022.



PROF S K MITRA MEMORIAL LECTURE

A renowned scientist, an excellent lecturer and a reputed author, Prof Sisir Kumar Mitra is a pioneer in the field of radio-physics and ionosphere research in the country.

Born in Calcutta on October 24, 1890, Sisir Kumar Mitra had his initial insights into the field of scientific research and development during his stint in Presidency College, Calcutta where he came in close contact with Sir J C Bose and Acharya P C Roy. Sir J C Bose's equipment for the generation and detection of Herizian waves had left in him an indelible interest in radio physics — a faculty he cultivated later in life.

In 1916, the University College of Science was founded and Mitra joined the Department of Physics. He began researches on the diffraction and interference of light and in 1919 obtained the D.Sc. Degree from the University of Calcutta.

In 1920, he joined the University of Sorbonne where he worked for the determination of wavelength standards of the copper spectrum and received the Doctorate Degree in 1923. Later, he joined the Institute of Radium to work under Madame Curie and subsequently joined the University of Nancy. On his return to India, he was appointed Khaira Professor of Physics in the University College of Science, Calcutta.

While developing teaching and research facilities in the University, he also took active interest in the development of broadcasting in India. His proposal for the establishment of a Radio Research Board was accepted by the newly formed Council of Scientific and Industrial Research, and he was appointed as its first Chairman and continued in this position until 1948.

Prof Mitra's greatest contribution to scientific knowledge was in the field of ionosphere. His ideas and guidance was at the root of most of the contributions made by the Ionosphere Laboratory of Calcutta. His findings on upper atmosphere ionization and night sky luminescence was presented in a treatise 'Active Nitrogen – a New Theory' in 1945.

After his retirement from University service in November 1955, he was appointed Professor Emeritus of the University of Calcutta. Subsequently he assumed the Administratorship of the Board of Secondary Education of the State of West Bengal and was instrumental in the introduction of Higher Secondary Syllabus in the State.

In 1958, he was elected as a Fellow of the Royal Society, London for his contribution to the study of upper atmospheric phenomena. He was the recipient of the King George V Silver Jubilee Medal in 1935, Joy Kissen Mukherjee Gold Medal of the Indian Association for the Cultivation of Science in 1943, Science Congress (Calcutta) Medal of the Asiatic Society in 1956 and Sir Devaprasad Sarabadhikary Gold Medal of Calcutta University in 1961.

He held many responsible positions including: President, Asiatic Society of Bengal (1951-52); General President, Indian Science Congress (1955) and President, National Institute of Sciences of India (1956-58). He was a member of the Indian National Committee for the International Geophysical Year and was in the Editorial Board of a number of Indian and foreign scientific journals.

Prof Mitra received *Padmabhushan* in 1962 and in the same year was appointed National Research Professor in Physics by the Government of India.

In memory of his dedicated service, The Institution of Engineers (India) instituted an Annual Memorial Lecture in his name during the National Convention of Electronics and Telecommunication Engineers.

DR S C BHATTACHARYYA MEMORIAL LECTURE

Dr S C Bhattacharyya, born on August 20, 1894, passed M Sc in Mathematics from University of Calcutta in 1919 and obtained the degree in both mechanical and electrical engineering in 1921 from the Bengal Technical Institute. Almost simultaneously, he passed the final examination in mechanical engineering from the City and Guilds, London. Subsequently, he went to Germany and obtained the degree in mechanical engineering from Berlin Technical University in 1926, and Dr Ing from the same University in 1928. He stood first in his degree examination in mechanical engineering at National Council of Education, Bengal, as well as at the Berlin Technical University.

India was then reverberating with the spirit of nationalism and Dr Bhattacharya, after his return from Germany, had no hesitation in responding to the call of the nation and joining the National Council of Education, Bengal as a teacher in mechanical engineering ignoring tempting offers from other reputed engineering colleges. His entire career was thereafter devoted and dedicated to the service of NCE, Bengal and Jadavpur University and in planning and implementing his ideas in the development of human resources in mechanical engineering till his retirement as Professor and Head of the Department of Mechanical Engineering in 1959. He acted as Vice-Chancellor of Jadavpur University for a short period. After his retirement, he was made Professor Emeritus of Jadavpur University.





Dr Bhattacharyya excelled in whatever subject he touched, be it thermodynamics or applied mechanics, theory of mechanics or strength of materials, machine design or machine tools.

He was not only a pioneer in introducing and advancing mechanical engineering education in the country but also a pioneer Indian author of such engineering textbooks as 'Engineering Thermodynamics', 'Machine Design', 'Machine Tools', etc. Besides being a teacher par excellence during his entire service career, he was associated with various indigenous industries as technical consultant. He left behind an academic legacy virtually beyond comprehension.

In memory of his dedicated service, The Institution of Engineers (India) instituted an Annual Memorial Lecture in his name during the National Convention of Mechanical Engineers.

DR S P LUTHRA MEMORIAL LECTURE

Dr S P Luthra, born on April 01, 1912, after a brilliant academic career in India was awarded a Government of India Overseas Scholarship for higher studies and research at the Imperial College of Science and Technology, London and obtained the Ph.D. Degree in Mechanical Engineering in 1949. Earlier, he had received the B.Sc. (Engineering) Degree of Punjab University in 1937 and worked at the North-West Railway Mechanical Workshop at Lahore; Punjab PWD, Hydro Electric Branch; Shaw Wallace and Co Ltd; Siemens India Ltd and VDJI Technical Institute, Lahore.

In 1949, Dr Luthra joined Delhi Polytechnic (now known as Delhi College of Engineering) as Head of the Mechanical Engineering Department. He was also Visiting Professor at the University of Wisconsin, USA, under the Technical Co-operation Mission. Later, he joined the Indian Institute of Technology, Delhi, as Professor and Head of the Department of Applied Mechanics and held the positions of Dean of Students, Dean of Examination, Dean of Faculty of Engineering, and Dean of Administration and finally became its Director. During his professional career, Dr Luthra was connected with various professional, educational and scientific organizations. He was member of the Board of Governors, IIT, Delhi; Chairman, Board of Governors, Gorge College for Women, New Delhi; Chairman, World Conference in Industrial Tribology, New Delhi; and President of the Indian Society for Industrial Tribology.

Dr Luthra was also a recipient of the President of India Award for Best Teacher in Technical Education in 1979 and the prestigious award by the Prime Minister of India for meritorious service rendered to the IIT, Delhi, on the occasion of its Silver Jubilee in 1986, and a silver medal by the President of India for meritorious services rendered to the Indian Institute of Science, Bangalore, on the occasion of its Diamond Jubilee in 1986.

Dr Luthra had long association with The Institution of Engineers (India) having joined it as Corporate Member in 1944. He had served on the Council for twelve years and was Chairman of the Delhi State Centre of the Institution. He expired on July 24, 1993.

In memory of his dedicated service, The Institution of Engineers (India) instituted an Annual Memorial Lecture in his name during the National Convention of Mechanical Engineers.

Endowment Fund for National Convention of Mechanical Engineers :

❖ *Honorarium to the Speakers of Memorial Lecture : Rs.3,000/- each.*

❖ *Printing of the text of Memorial Lecture : Rs.2,500/- each.*

❖ *Memento to the Speaker of Memorial Lecture : Rs.1,500/- each.*

V SUBRAMONY MEMORIAL LECTURE

Hailing from a well-known family in Quilon, V Subramony had his early education in Quilon before joining Banaras Hindu University for the Graduate Course in Metallurgical Engineering. After graduation, he had his initial training in the USSR and had visited Steel Plants in Japan, West Germany and the USA.

He had a rich and varied career in steel. Joining the Bhilai Steel Plant in 1956, he rose steadily, occupying the posts of Superintendent (Blast Furnaces), Chief Superintendent (Iron Zone), Assistant General Superintendent (Technical Development) and Deputy General Superintendent (DGS). As DGS, he looked after the plant operations and was instrumental in bringing about a number of technological improvements that resulted in higher productivity. He was associated with the expansion of Bhilai Steel Plant to four million tons.

Shri Subramony joined SAIL Headquarter as General Manager (Operations) in June 1978, and subsequently he took over as Director (Technical) in January 1981. On April 30, 1982, he assumed charge as Managing Director, Rourkela Steel Plant. He was also Director, MECON; Nagarjuna Steel Ltd, Hyderabad and Director, Fertilizer Association of India, New Delhi. He was conferred the 'Distinguished Alumni Award' by Banaras Hindu University on the November 15, 1983.



Shri Subramony introduced several new management techniques, which ultimately resulted in the Rourkela Steel Plant turning the corner. He won the hearts of everyone by his sense of values, enthusiasm and fairness. A high performer, he was the pride of many. A rising star was cut short cruelly by a quirk of fate on January 23, 1986.

In memory of his dedicated service, The Institution of Engineers (India) instituted an Annual Memorial Lecture in his name during the National Convention of Metallurgical and Materials Engineers.

Endowment Fund for National Convention of Metallurgical Engineers

☛ *Honorarium to the Speakers of Memorial Lecture : Rs.5,000/-*

PROF S K BOSE MEMORIAL LECTURE

Prof S K Bose was born on October 07, 1900 in Burdwan district of West Bengal. After passing his matriculation examination in 1917, he was admitted to Presidency College, Calcutta and secured first position in his B Sc (Geology Honours) Examination in 1921. He continued his study in M Sc (Geology) for one year only. Later, he switched over to mining, joined the Sanctoria Colliery, and took apprentice training.

In 1923, Prof Bose joined the Royal School of Mines, London, under Government of India Scholarship. He passed the ARSM (Mining) examination in 1927 and was placed first in first class. During his period of study abroad, he travelled Europe and visited some large mines in Belgium, Netherlands, Germany and France. He joined as first Professor of Mining at Indian School of Mines (ISM), Dhanbad in 1927. Later, he became Head of the bifurcated Department of Metal Mining and Surveying. He devoted his entire career at ISM, Dhanbad and retired from there in 1956.

After retirement from ISM, he served NCDC in the capacity of Officer on Special Duty (Training) for one year. During his service at ISM, he visited many minefields in India as well as abroad. It is remarkable that most of his visits were undertaken at his own expenses. He visited Ceylon in 1932, South Africa in 1934, and Japan, North Korea, Mongolia and China in 1936 to observe important mines in those countries. He often used to contribute some state-of-the-art short notes to the local weekly 'The New Sketch'.

Through his publication in this weekly, he stressed the need for establishing a Government College of Mining Engineering, similar in status and model to the Royal School of Mines in England and Japan. This eventually led to a resolution being passed by Indian National Congress.

In another publication in one of the special issues of the same weekly on 'Mining and Civilization', he emphasized the importance of the part played by mining and geological education in the industrial development of the world and improvement of the social conditions of mankind. He expired on January 15, 1968.

In memory of his dedicated service, The Institution of Engineers (India) instituted an Annual Memorial Lecture in his name during the National Convention of Mining Engineers.

REAR ADMIRAL T B BOSE MEMORIAL LECTURE

Rear Admiral T B Bose in 1938 started his career as Lieutenant in the Royal Indian Navy and was appointed an Officer on the dockyard staff. He took special interest in the apprentices assigned to the Dockyard of Engineer Cadets to pass out the IMMTS 'Dufferin'.

Admiral Bose was Principal Officer, Mercantile Marine Department at Calcutta in 1952. Right from the time the new DMET Course was inaugurated in 1949, he identified himself with the new system of training, gave it his full support and, until his retirement from service and even afterwards, became a guiding spirit.

In 1957, when he was Chief Surveyor to Government of India, he was appointed Chairman of a Committee to advise Government on the indigenization of ship-ancillaries. The assignment involved considerable touring, data collection and discussions with shipyards and industrial enterprises. The Report of the Committee led to the formation of a Marine Engineering Division of the then ISI (now BIS) and to the setting up of an indigenous development cell at the Hindustan Shipyard, Vishakapatnam.

Admiral Bose was largely responsible for the development of Naval College of Engineering at Lonavala. Even though he had retired from the Navy, Naval Headquarters had a very high regard for his sagacity and expertise and valued his advice greatly. Even after his retirement from service, he took keen interest in the development of marine engineering and was a constant source of inspiration to all at the Ministry in New Delhi and at the new shipyard at Cochin.

As Vice-President of the Institute of Marine Engineers, London, he was a beacon light to the marine engineers of India. In spite of the high offices he held, he was easily accessible to young marine engineers who found his guidance





invaluable. Admiral Bose, during his professional career, was closely involved in shipping, ports, shipbuilding, and ship repair and state policy pertaining to these sectors.

In memory of his dedicated service, The Institution of Engineers (India) instituted an Annual Memorial Lecture in his name during the National Convention of Marine Engineers.

F W TAYLOR MEMORIAL LECTURE

Inventor and engineer, Frederick Winslow Taylor was born on March 20, 1856 at Philadelphia, the USA. Educated at preparatory schools at Pennsylvania and New Hampshire, Taylor entered apprenticeship in the trades of pattern maker and machinist in Philadelphia in 1875. In 1878, he was employed by the Midvale Steel Company in their machine shop. In 1881, he introduced his method of increasing the efficiency of production by close observation of individual workers, identifying and eliminating wasted time and redundant motion. He earned a degree in 1883 from the Stevens Institute of Technology, and in 1884, he was elevated to the position of Chief Engineer at Midvale. In 1890, he became the General Manager of the Manufacturing Investment Company. He subsequently became consultant in management in a number of organizations. Having dedicated about forty years in the improvement of production techniques and productivity, Taylor earned the distinction of being the father of modern scientific management. He expired on March 21, 1915.

In memory of his dedicated service, The Institution of Engineers (India) instituted an Annual Memorial Lecture in his name during the National Convention of Production Engineers.

G C SEN MEMORIAL LECTURE

Gopal Chandra Sen, graduated in mechanical engineering from College of Engineering and Technology, Jadavpur in 1933 and gathered first-hand experience for two years, first in a private firm and then in a distinguished workshop in Howrah. He joined the National Council of Education, Bengal as Instructor in 1935 and became Lecturer in 1940. In 1946, he went on a Government scholarship to the USA for higher studies in engineering. He got the degree of Master's of Science in Engineering from the University of Michigan. On return, he resumed teaching at Jadavpur University and became Professor of Mechanical Engineering in 1952. In June 1969, he was appointed Dean of the Faculty of Engineering and from August 1970 until his demise on the December 30, 1970, he was the Vice-Chancellor of Jadavpur University.

Prof Sen was the pioneer in India of the teaching of production engineering and was the author of a number of very useful books including textbook on the Principles of Machine Tools and Metal Cutting, which are adored in many universities abroad. Prof Sen belonged to that vanishing 'tribe' of teachers who would take up teaching as dedication rather than profession. He was a disciplinarian with a difference.

Apart from his academic brilliance, he was a poet and an artist – one who was an expert in drawing and an adept in drawing pen pictures.

In memory of his dedicated service, The Institution of Engineers (India) instituted an Annual Memorial Lecture in his name during the National Convention of Production Engineers.

S N BHADURI MEMORIAL LECTURE

S N Bhaduri obtained his M Sc Degree in Statistics from University of Calcutta and thereafter started working in the field of Statistical Quality Control (SQC) and its application in textile mills.

After gaining considerable experience in the above-mentioned field, he joined ATIRA, Ahmedabad and developed a well-organized team of SQC personnel. He undertook the dual responsibility of training textile mill personnel of western part of the country in SQC and process control techniques and their applications in the mills.

Adaptation and implementation of the aforesaid techniques not only improved the quality of textile products but also immensely increased the popularity and value of the same in overseas market. Though he was a pioneer in the field of application of SQC and allied techniques in textile mills, he also took keen interest in mechanical processing of textile fibres and development of the same, including textile machines.

In memory of his dedicated service, The Institution of Engineers (India) instituted an Annual Memorial Lecture in his name during the National Convention of Textile Engineers (to be delivered in alternate year).

DR B K CHAKRABARTI MEMORIAL LECTURE

Dr B K Chakrabarti, an outstanding scholar and researcher, obtained his M.Sc. Degree in Pure Physics from Calcutta University and made commendable research contributions in the fields of optics and spectrometry. He then took up teaching assignment for a short period, and later joined Indian Central Jute Committee (ICJC) (later named as JTRL and currently known as NIRJAFT) at Tollygunge, Calcutta as a scientist and devoted himself in research and made



outstanding contributions in the fields of textile physics and statistical quality control. Thereafter, he obtained his Ph.D. Degree from the University of Calcutta. He also evaluated jute yarn diameter subsequently at ICJC and later joined Institute of Jute Technology (IJT) as Professor and Head, Department of Textile Science and developed a unique silver irregularity tester and introduced 2 :1 doubling in the gills in jute finisher drawing machines. He went to the UK on Ghosh Fellowship and was honoured with Fellowship of the Textile Institute, Manchester. Before leaving IJT, he became Principal for a short stint. After retiring from IJT, Dr Chakrabarti became Technical Advisor to a number of jute factories in and around West Bengal.

In memory of his dedicated service, The Institution of Engineers (India) instituted an Annual Memorial Lecture in his name during the National Convention of Textile Engineers (to be delivered in alternate year).





APPENDIX XI

MODALITIES FOR THE IEI YOUNG ENGINEERS AWARD

Matters are shifted previously, under Section 12.1.3(i)

APPENDIX XII

LIST OF TIME SLOTS FOR THE NATIONAL CONVENTIONS

Engineering Divisions	Scheduled Month
AGDB	: August
ARDB	: September / October
ASDB	: November
CHDB	: September
CPDB	: February
CVDB	: October
ELDB	: November
ENDB	: August
ETDB	: October
MCDB	: September
MMDB	: January
MNDB	: December
MRDB	: August
PRDB	: May
TXDB	: February
Indian Engineering Congress / Council	: December
CATE / Council	: March, June, September
IEI Convocation	: October

- N. B. :
- *Spill over months for National Convention — March, April and July*
 - *ENDB (effective from 122nd Meeting of CATE, Hyderabad, 23 March, 2013)*
 - *ARDB (effective from 124th Meeting of CATE, Shimla, 28 September, 2013)*
 - *AGDB (effective from 136th Meeting of CATE and 698th Meeting of Council, Shimla, 28 September, 2017)*





APPENDIX XIII

PROPOSAL FORMAT FOR THE NATIONAL CONVENTION

The proposal should be submitted through Technical Activity Management System (TAMS) only
[Approved during 148th Meeting of CATE and subsequently 721st Meeting of Council, Durgapur, 23-25 June 2023]



For use by Headquarters (Programme code):				
Centre code	Prog Type#	Div Board	Fin. Year*	Prog. No.
# (NC) *Last two digits of financial year				

Name of the Centre:			
Proposed Programme:		National Convention	
Title of the Programme:			
Under the aegis of which Divisional Board:			
Date:		Venue:	
Associate organization (if any):			
Grant requested from HQ:			
For Use by Chairman, Division Board, Chairman, CATE and Headquarters:			
Put-up to Chairman, Division Board on:		Comments of Chairman, Division Board received on:	
Comments of Chairman Div. Board:		Approved / Not Approved / To be Revised	
Suggested Revision (if any):			
Put-up to Chairman, CATE on:		Comments of Chairman, CATE received on:	
Comments of Chairman, CATE:		Approved / Not Approved / To be Revised	
Suggested Revision (if any):			
Information to Centre about decision or to incorporate suggested revision (if any) on:			

Proposals to be sent: 9 (nine) months prior to the proposed dates of National Convention;

Grant

- To meet-up expenditure incurred for Division Board meetings held concurrently with National Conventions, the following norms (based on number of Division Board members) of Allocation of Grant will be followed:

Number of Division Board Members	Grant
Up to 5	1.50 lakhs
6 to 10	1.75 lakhs
11 to 15	2.00 lakhs
16 to 20	2.25 lakhs
More than 20	3.00 lakhs

- 25% of grant will be released on receipt of Information Brochure. 50% will be released during the convention and 25% will be earmarked as Chairman's Discretionary Fund.
- The Chairman's Discretionary Fund will be released to the Host Centre after completion of the Convention and after deduction of the expenses incurred by the IEI HQ for the Convention (e.g. preparation of plaques for Speaker of Memorial Lecture and Eminent Engineers etc) and conformation of necessary formalities.





STANDARD BROCHURE FORMAT FOR THE NATIONAL CONVENTION

First Information Brochure

The Institution of Engineers (India)

A Century of Service to the Nation

**..... National Convention of Engineers
and National Seminar**

on

Title of Theme

Date (Month, Date, Year)

Place

Organised by



The Institution of Engineers (India)

STATE / LOCAL CENTRE

Under the Aegis of

..... Engineering Division Board, IEI

In Association with (if any)

Venue

**The Institution of Engineers (India)
State/Local Centre**





About The Institution of Engineers (India)

The Institution of Engineers (India) or IEI is the largest multidisciplinary professional body that encompasses 15 engineering disciplines and gives engineers a global platform for sharing professional interest. IEI has membership strength of above 0.8 million. Established in 1920, with its headquarter Kolkata, IEI has served the engineering fraternity close to a century. During this period of time, IEI has been inextricably linked with the history of modern-day engineering.

In 1935, IEI was incorporated by Royal Charter and remains the only professional body in India which has been accorded this honour. Today, its quest for professional excellence has given it a place of pride in almost every prestigious and relevant organization across the globe. It provides a vast array of technical, professional and supporting services to the Government, Industries, Academia and the Engineering fraternity, operating through its 124 Centres located across the country and 6 overseas chapters. Besides, IEI has bilateral agreements with about 31 international bodies and membership of another 8 international bodies of the developed nations across the globe.

Being recognized as a Scientific and Research Organisation (SIRO) by the Department of Scientific and Industrial Research, Ministry of Science and Technology, Government of India, IEI promotes the cause of research and development by providing Grant-in-Aid support to undergraduate, post graduate students and PhD Research Scholars of Engineering Institutions and Universities.

IEI has been recognized as Scientific and Industrial Research Organization (SIRO) by the Ministry of Science & Technology, Government of India and besides conducting its' own research, provides Grant-in-Aid to UG/PG/PhD students of Engineering institutes and Universities.

IEI holds the International Professional Engineers (IntPE) Register for India under the global International Professional Engineers Alliance (IntPEA). The institution also awards the Professional Engineers (PE) Certification.

IEI in collaboration with Springer regularly publishes peer-reviewed international journal in five series, namely, Series A, Series B, Series C, Series D and Series E covering fifteen engineering disciplines.

About State/ Local Centre:

About Supporting Organisation (If any):

About the Theme:

Sub Themes:

Call for Papers:

Prospective authors are invited to submit manuscripts reporting original unpublished research and recent developments in the topics related to the theme of the National Convention but not limited to sub-themes listed above.

Authors should send an Abstract up to 300 words to (**Email ID on which Abstract/Paper to be sent**). The final paper should be in the format available on website (**website of concerned State/Local Centre**). All presented papers will be included in the proceedings of the Convention.

For Guidelines for Submission of Papers scan the QR Code



<https://www.ieindia.org/webui/IEI-Activities.aspx#Call Papers>

Important Dates:

Last Date for submitting Abstracts	
Intimation of Acceptance	
Submission of full paper with Registration Fee	
Seminar Dates	

Registration:

All delegates and authors attending Convention must register by filling registration form and by paying registration fees by as per following details:-

- Delegates from Industries : Rs.+18% GST
- Delegates from R &D organization and Academic Institutions : Rs.+18% GST
- Corporate Members of IEI : Rs.+18% GST
- Students : Rs.+18% GST

Registration fee includes proceedings, Souvenir, registration kit beside Lunch and high tea.



Sponsorship and Advertisement:

Type	Amount (To be decided by State/Local Centre)	Privileges (To be decided by State/Local Centre)
Platinum		
Gold		
Silver		
Sponsor for Dinner		
Sponsor for Lunch		

Advertisement

A Souvenir containing abstracts of keynote address, Memorial Lecture, State-of-Art Lecture, Invited talks and technical papers will be published during the Convention. Tariff for advertisement in souvenir is as follows:-

Outside Back Cover Page (colour)	: Rs. + 5% GST
Inside Front & Back Cover Page (colour)	: Rs. + 5% GST
Inside Full Page (colour)	: Rs. + 5% GST
Inside Full Page (B/W)	: Rs. + 5% GST
Inside Half Page (B/W)	: Rs. + 5% GST

Payment:

Payments Can be made through crossed Demand Draft / At par Cheque drawn in favour of "**The Institution of Engineers (India)**," payable at

For Bank Transfer

A/c No. :

A/c Name : The Institution of Engineers (India)

IFS Code : Branch :

MICR Code :



**NATIONAL ADVISORY COMMITTEE**

Chairman :	President, IEI
Co-Chairman :	Chairman , Division Board, IEI
Convener:	Committee Member of Division at State/Local Centre Committee
Members:	Two Vice Presidents, IEI
	Chairman, CATE, IEI
	All Concerned Division Board Members of IEI
	Other Members can be decided by State/ Local Centre
	Secretary : Hon Secretary of State/Local Centre

ORGANISING COMMITTEE

Chairman :	Chairman, State/ Local Centre
Secretary :	Hon. Secretary, State/ Local centre
Organizing Secretary :	To be decided by State/Local Centre
Members :	All Members of Committee of State/ Local Centre Other Members can be decided by State/ Local Centre

TECHNICAL COMMITTEE

To be decided by State/ Local centre

Chairman	To be decided by State/Local Centre
Convenor	Member of Concerned Division at State/Local Centre
Members	To be decided by State/Local Centre

CONTACT PERSON**Name**

Hon Secretary
The Institution of Engineers (India)
State/Local Centre
Address of State/Local Centre
Phone (Landline/Mobile):
E-mail Id of State/Local Centre





REGISTRATION FORM
National Convention
On
Theme
Date
State / Local Centre

Name: (Block Letters)

Organisation/Institution

Designation:

Branch:

.....

Mobile **Email:**

I/We enclose a Cash /NEFT details for Rs. transaction ID No..... Dated

.....

Signature





STANDARD BROCHURE FORMAT FOR THE ALL INDIA SEMINAR

First Information Brochure

The Institution of Engineers (India)

A Century of Service to the Nation

All India Seminar
on
(Theme of Seminar)

Date
Place

Organised by



The Institution of Engineers (India)
(State/Local Name) Centre

Under the Aegis of

Name of Division Board, IEI

In Association with (if Any)

Venue

The Institution of Engineers (India)
State/Local Centre





About The Institution of Engineers (India)

The Institution of Engineers (India) or IEI is the largest multidisciplinary professional body that encompasses 15 engineering disciplines and gives engineers a global platform for sharing professional interest. IEI has membership strength of above 0.8 million. Established in 1920, with its headquarter Kolkata, IEI has served the engineering fraternity close to a century. During this period of time, IEI has been inextricably linked with the history of modern-day engineering.

In 1935, IEI was incorporated by Royal Charter and remains the only professional body in India which has been accorded this honour. Today, its quest for professional excellence has given it a place of pride in almost every prestigious and relevant organization across the globe. It provides a vast array of technical, professional and supporting services to the Government, Industries, Academia and the Engineering fraternity, operating through its 124 Centres located across the country and 6 overseas chapters. Besides, IEI has bilateral agreements with about 31 international bodies and membership of another 8 international bodies of the developed nations across the globe.

Being recognized as a Scientific and Research Organisation (SIRO) by the Department of Scientific and Industrial Research, Ministry of Science and Technology, Government of India, IEI promotes the cause of research and development by providing Grant-in-Aid support to undergraduate, post graduate students and PhD Research Scholars of Engineering Institutions and Universities.

IEI has been recognized as Scientific and Industrial Research Organization (SIRO) by the Ministry of Science & Technology, Government of India and besides conducting its' own research, provides Grant-in-Aid to UG/PG/PhD students of Engineering institutes and Universities.

IEI holds the International Professional Engineers (IntPE) Register for India under the global International Professional Engineers Alliance (IntPEA). The institution also awards the Professional Engineers (PE) Certification.

IEI in collaboration with Springer regularly publishes peer-reviewed international journal in five series, namely, Series A, Series B, Series C, Series D and Series E covering fifteen engineering disciplines.

About State/ Local Centre:

About Supporting Organisation (If any):

About the Theme:

Sub Themes:

Call for Papers

All interested participants are requested to contribute technical/ research papers and case studies detailing concept, innovation, idea or practical experiences for oral presentation. Each paper should begin with a synopsis of about 200 words and preferably within 3000 words excluding figures, tables and references. Paper can be send to **(Email ID on which papers to be sent)**

Closing Dates for Papers

Submission of Abstract :

Communication of Acceptance of Abstract :

Submission of Full Length Paper :

For Guidelines for Submission of Papers scan the QR Code



<https://www.ieindia.org/webui/IEI-Activities.aspx#Call Papers>

Registration Fee

Corporate Member of IEI :

Member of Supporting Org(if any) :

Industry Person/Non Member :

Research Scholar/Students :

Registration fee includes Tea & Lunch during Seminar and a copy of the Souvenir/Technical Proceeding.

Bank Name:

A/C No:

A/c Name :

IFSC code :

By Cheque/DD drawn in the favour of The Institution of Engineers (India), payable at



NATIONAL ADVISORY COMMITTEE

Chairman :	President, IEI
Co-Chairman :	Chairman , Division Board, IEI
Convener	Committee Member of Division at State/Local Centre Committee
Members	Two Vice Presidents, IEI
	Chairman, CATE, IEI
	All Concerned Division Board Members of IEI
	Other Members can be decided by State/ Local Centre
	Secretary : Hon Secretary of State/Local Centre

ORGANIZING COMMITTEE

Chairman :	Chairman, State/ Local Centre
Organizing Secretary :	Hon. Secretary, State/ Local Centre
Members :	All Members of State/Local Centre Committee Other Members can be decided by State/Local Centre

TECHNICAL COMMITTEE

To be decided by State/ Local centre

Chairman:	To be decided by State/Local Centre
Convenor:	Member of Concerned Division at State/Local Centre
Members:	To be decided by State/Local Centre

CONTACT PERSON

Name

Hon Secretary
The Institution of Engineers (India)
State/Local Centre
Address of State/Local Centre
Phone (Landline/Mobile):
E-mail Id of State/Local Centre





Registration Form

All India Seminar

on

Theme

Date

State/ Local Centre

Name: (Block Letters)

Organisation/Institution:

Designation:

Branch :

.....

Mobile: Email :

I/We enclose a Cash / NEFT details for Rs. transaction ID No..... Dated

.....

Signature





REPORT FORMAT FOR THE NATIONAL CONVENTION

Part I: Report by the Host Centre

(Within two weeks of completion of the Convention, the Host Centre shall send the Report to the Technical Department at the IEI HQ along with some photographs.)

(a) Introductory point(s)

- (i) Title of the Convention: _____
- (ii) Dates : _____
- (iii) Host Centre : _____
- (iv) Venue of the Convention _____

(b) Nodal date(s)

- (i) Date of receipt of communications from the IEI HQ confirming to host the Convention _____
- (ii) Date of receipt of Guidelines from the IEI HQ _____
- (iii) Date of dispatch of materials to the IEI HQ for announcements in IEI News / Journal / Students' Newsletter / Technicians' Journal _____
- (iv) Date of dispatch of First Circular to prospective delegates _____
- (v) Date of dispatch of Last Circular to prospective delegates _____
- (vi) Date of receipt of seed money from the IEI HQ _____
- (vii) Details of IEI publications as in (iii) carrying announcements _____

(c) Delegate Fee(s)

- (i) Corporate Member _____
- (ii) Non-member _____
- (iii) Sponsored Member _____
- (iv) Spouse _____
- (v) Student / Technician / Research Scholar _____

(d) National Seminar _____

- (i) Theme of the National Seminar and date: _____
- (ii) Expert Lectures _____

	Name of Speaker	Title of Lecture / Address
(a) Memorial Lectures	_____	_____
(b) State-of-the-art Lecture	_____	_____
(c) Keynote Address	_____	_____

- (iii) Number of articles received by the organizers from other authors [excluding (ii)] _____
- (iv) Total number of articles selected by the organizers _____
- (v) Number of articles presented at the National Seminar _____
- (vi) Number of technical sessions _____

(e) Inaugural Session of the Convention

- (i) Names of VIPs on Dais (Mention their functions) _____
- (ii) Number of media personnel _____
 - (a) Newspapers _____
 - (b) AIR _____
 - (c) TV _____
- (iii) Total number of persons present _____





- (f) Number of expert lectures with details _____
- (g) Number of technical sessions _____
- (h) Participation
 - (i) Number of persons registered _____
 - (ii) Total number of registered delegates outside the Centre who attended _____
 - (iii) Number of persons present in first technical session after inauguration _____
 - (iv) Number of persons present in last technical session _____
 - (v) Number of persons present at other events
 - (a) Workshop _____
 - (b) Technical Exhibition _____
 - (c) Round Table _____
 - (d) Technical Visit _____
 - (e) Valedictory Session _____
- (i) Felicitation of Eminent Engineer(s) (also, highlight the achievements of personalities)
 - (i) Number selected with names _____
 - (ii) Number attended with names _____
- (j) Publication(s) (Mention whether printed or cyclostyled)
 - (i) Souvenir _____
 - (ii) Abstract of articles (included in Souvenir or printed separately) _____
 - (iii) Proceedings of full articles _____
 - (iv) Any other publications _____
- (k) Name of Representative from the IEI HQ and work done by him _____
- (l) Strong/Weak Points
 - (i) Strong points about the IEI HQ _____
 - (ii) Weak points about the IEI HQ _____
- (m) Press Coverage
 - (i) Newspapers (Please attach cuttings) _____
 - (ii) AIR _____
 - (iii) TV _____
- (n) Name of the Members of Core Group _____
- (o) Recommendations _____
- (p) Name of the Organizations / Institutions to whom the recommendations have been sent _____
- (q) Please provide the suggestions (within 200 words) for making the National Convention more successful in future days _____
- (r) Any other remarks _____

Signature with date





Part II: Report by Headquarter Representative

Name of the invitees who attended the DB Meeting
 Names of DB members who could not attend the Convention
 Where were the strong involvements of the IEI HQ?
 Where was the weak involvement of the IEI HQ?
 Which were the success points of Convention?
 Which were the failure points of Convention?
 Write within 150 words your plan to make a National Convention more successful in future
 Whether IEI Information Desk was installed?

- (a) Whether IEI publications were displayed at IEI Information Desk?
- (b) Whether Institution Ties were available at IEI Information Desk?
- (c) Whether Lapel Pins were available at IEI Information Desk?
- (d) Whether Membership Forms of different categories were available at IEI Information Desk?
- (e) Whether information regarding reinstatement was available at IEI Information Desk?

Any other remarks

Part III: Report by the Chairman

- (i) Where was the strong involvement of the IEI HQ?
- (ii) Where was the weak involvement of the IEI HQ?
- (iii) Where was the strong involvement of the host Centre?
- (iv) Where was the weak involvement of the host Centre?
- (v) Which were the success-points of the Convention?
- (vi) Which were the failure-points of the Convention?
- (vii) Where were the strong involvement of the Chairman and the DB?
- (viii) Where were the weak involvement of the Chairman and the DB?
- (ix) Kindly rate the National Convention out of 2
- (x) Please write within 100 words how you plan to make a National Convention more successful in future





**REPORT FORMAT FOR
THE NATIONAL COVENTION FOR PUBLICATION IN IEI NEWS/ WEBSITE**

Name of Centre / Overseas Chapter:			
Title of Activity:			
Activity under Divisional Board:			
Date:		Venue:	
Photo of Inaugural Session with banner of IEI		Photo of Technical Session	
Report of National Convention			
Brief Details about the Programme:			
Day-1(Forenoon) Inaugural Session Inaugural programme, Memorial Lectures, State of the Art Lectures, Felicitation to Eminent Engineers, Young Engineers, Deliberation on future of particular branch of engineering			
Day-1(Afternoon) Technical Session I 1 Invited Lecture (about 1 hour duration) and minimum 4 peer-reviewed papers	Invited Lecture by: Topic: 1. Paper by..... Title 2. Paper by..... Title 3. Paper by..... Title 4. Paper by..... Title		
Day-2 (Forenoon) Technical Session II 1 Invited Lecture (about 1 hour duration) and minimum 6 peer-reviewed papers	Invited Lecture by:Topic: 1. Paper by..... Title 2. Paper by..... Title 3. Paper by..... Title 4. Paper by..... Title 5. Paper by..... Title 6. Paper by..... Title		
Day-2 (Afternoon) Technical Session III 1 Invited Lecture (about 1 hour duration) and minimum 2 peer-reviewed papers	Invited Lecture by: Topic: 1. Paper by..... Title 2. Paper by..... Title		
Day-2 (Afternoon) Valedictory Session	Valedictory Address by		



FORMAT OF FEEDBACK FORM OF NATIONAL CONVENTION



The Institution of Engineers (India)

..... National Convention of Engineers

..... Centre, IEI

Date, Venue.....

Theme:

Feedback Form

Dear Participant,

Thank you for participating in the National Convention of Engineers, organised by Centre, IEI.

The Institution of Engineers (India) would like to know, if this National Convention provides an unique learning experience for you.

1. General Information:

- A. Name (in Block letters): (Mr/Mrs/Ms/Dr/Prof)
- B. Organisation (with Department) :
- C. Title of Paper presented
- D. Contact details :
- Ph: Mobile: E Mail: Fax:.....

E. Membership No. of IEI:

2. Kindly rate the program as per the given five points scale:

Items (Technical session / Valedictory session etc.)	Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree
Do you think, adequate information regarding Convention was provided in the Website?					
Were the theme and sub theme of the Convention appropriate?					
Do you think that the timeline mentioned in the Call for Papers was appropriate?					
Whether the documents provided in the IEI Information Desk is adequate?					
Whether the Memorial Lectures provide a deep insight?					
Were the Keynote Addresses relevant to your area of interests?					
Was the State of the Art Lecture relevant to your area of study?					
Time slots allotted for the Technical Sessions are matching with two day detailed programme?					
The audiovisual facilities during paper presentation are adequate?					
During the Question Answer Sessions, time provided is adequate?					
Did the Convention match your expectations?					
How is the overall organisation of the event?					
How appropriate are the venue facilities?					
During the Valedictory Function, how relevant is the recommendations presented.					

Signature (with date)





**PROPOSAL FORMAT FOR THE
ALL INDIA SEMINAR / CONFERENCE / WORKSHOP /
NATIONAL SEMINAR / CONFERENCE / WORKSHOP /
ONE-DAY SEMINAR / WORKSHOP**

The proposal should be submitted through Technical Activity Management System (TAMS) only
[Approved during 148th Meeting of CATE and subsequently 721st Meeting of Council, Durgapur, 23-25 June 2023]

**For use by Headquarters (Programme Code):**

Divn. Board	Financial Year			Programme Type			Programme No.	

Name of the Centre:			
Proposed Programme: (strike out which are not applicable)		All India Seminar / Conference / Workshop National Seminar / Conference / Workshop One-Day Seminar / Workshop	
Title of the Programme:			
Under the aegis of which Divisional Board:			
Date:		Venue:	
Associate organization (if any):			
Grant requested from HQ:			
Brief Write-up about the programme (<i>preferably within 300 words</i>):			
For Use by Chairman, Division Board, Chairman, CATE and Headquarters:			
Put-up to Chairman, Division Board on:		Comments of Chairman, Division Board received on:	
Comments of Chairman Div. Board:		Approved / Not Approved / To be Revised	
Suggested Revision (if any):			
Put-up to Chairman, CATE on:		Comments of Chairman, CATE received on:	
Comments of Chairman, CATE:		Approved / Not Approved / To be Revised	
Suggested Revision (if any):			
Information to Centre about decision or to incorporate suggested revision (if any) on:			

Proposals to be sent

- (a) **45 days prior** to the proposed dates of All India Seminar and
(b) **1 month prior** to the proposed dates of One-Day Seminar / Workshop.

Grant available for

- (a) **All India Seminar / Conference / Workshop / National Conference:** Max. Rs.40,000/- [Rs.20,000/- after receiving of Information Brochure, remaining after receiving of report, recommendation, photographs and Proceedings / Souvenir (hard or soft copy)]*
- (b) **One Day Seminar/ Workshop:** Rs.20,000/- [grant is released based on the report and photograph]*
- (c) **Workshop on Disaster Mitigation & National Building Code:** Rs.20,000/- [grant is released based on the report and photograph]

*[Approved during 150th Meeting of CATE and subsequently 725th Meeting of Council, Hosur, 29-31 March 2024]





**REPORT FORMAT OF THE
ALL INDIA SEMINAR / CONFERENCE / WORKSHOP /
NATIONAL SEMINAR / CONFERENCE / WORKSHOP
FOR PUBLICATION IN IEI NEWS**

Name of Centre / Overseas Chapter:	
------------------------------------	--

Title of Activity:			
Activity under Divisional Board			
Date:		Venue:	

Photo of Inaugural Session with banner of IEI	Photo of Technical Session

Report of All India Seminar/Workshop	
Brief Details about the Programme:	
Details of the Sessions:	
Day-1 (Forenoon) Inaugural Session Inaugural programme, Keynote Address	
Day-1 (Afternoon) Technical Session I 1 Invited Lecture (about 1 hour duration) and minimum 4 papers or two invited lectures / presentations	Invited Lecture by: Topic: 1. Paper by..... Title 2. Paper by..... Title 3. Paper by..... Title 4. Paper by..... Title
Day-2 (Forenoon) Technical Session II 1 Invited Lecture (about 1 hour duration) and minimum 4 papers or two invited lectures / presentations	Invited Lecture by: Topic: 1. Paper by..... Title 2. Paper by..... Title 3. Paper by..... Title 4. Paper by..... Title
Day-2 (Afternoon) Technical Session III Minimum 2 papers or two invited lectures / presentations	1. Paper / Lecture by..... Title 2. Paper / Lecture by..... Title
Day-2 (Afternoon) Valedictory Session	Valedictory Address by





APPENDIX XX

**REPORT FORMAT OF THE
ONE-DAY SEMINAR / WORKSHOP
ORGANISED BY CENTRES / OVERSEAS CHAPTERS
FOR PUBLICATION IN WEBSITE**

Name of Centre / Overseas Chapter:	
------------------------------------	--

Title of Activity:			
Activity under Divisional Board			
Date:		Venue:	

Photo of Inaugural Session with banner of IEI	Photo of Technical Session

Report of One-Day Seminar/Workshop

Brief Details about the Programme:

Details of the Sessions:

Day-1 (Forenoon) Inaugural Session Inaugural programme, Two invited lectures	1. Lecture by: Topic: 2. Lecture by: Topic:
Day-1 (Afternoon) Technical Session I Minimum 3 papers or two invited lectures / presentations	1. Paper / Lecture / Presentation by: Topic: 2. Paper / Lecture / Presentation by: Topic: 3. Paper / Lecture / Presentation by: Topic:





PROPOSAL FORMAT FOR THE INTERNATIONAL CONFERENCE

The proposal should be submitted through Technical Activity Management System (TAMS) only
[Approved during 148th Meeting of CATE and subsequently 721st Meeting of Council, Durgapur, 23-25 June 2023]



For use by Headquarters (Programme code):

Divn. Board	Financial Year			Programme type		Programme No.	

Name of the Centre:			
Proposed Programme:		International Conference	
Title of the Programme:			
Under the aegis of which Divisional Board/ICC:			
Date:		Venue:	
Associate organization (if any):			
Grant requested from HQrs:			
Associated Foreign Bodies			
Brief Write-up about the programme			
Details of Technical sessions including sub theme			
Details of collaborating National and International Organisations including contact details of key persons			
<i>Encl: Consent letters from the Collaborating International Organisations</i>			
For Use by Chairman, Division Board Chairman, CATE and Headquarters:			
Put-up to Chairman, Division Board on:		Comments of Chairman, Division Board/ICC received on:	
Comments of Chairman Div. Board/ICC:	Approved / Not Approved / To be Revised		
Suggested Revision (if any):			
Put-up to Chairman, CATE on:		Comments of Chairman, CATE received on:	
Comments of Chairman, CATE:	Approved / Not Approved / To be Revised		
Suggested Revision (if any):			
Information to Centre about decision or to incorporate suggested revision (if any) on:			





FORMAT FOR THE FIRST INFORMATION BROCHURE FOR THE INTERNATIONAL CONFERENCE

First Information Brochure

The Institution of Engineers (India)

A Century of Service to the Nation

International Conference

on

Date

Venue



Organised by

The Institution of Engineers (India)

Hosted by

..... Centre

Under the Aegis of

..... *Engineering Division Board/ICC, IEI*

In Collaboration with

.....

In Association With

Associated Foreign Body name/logo

Associated Foreign Body name/logo

Associated Foreign Body name/logo

Associated Foreign Body name/logo

Introduction

An International Conference on the theme '..... is being organized by The Institution of Engineers (India) and hosted by it's Centre in association with during





About The Institution of Engineers (India)

The Institution of Engineers (India) — IEI, the architect of professionalism in the country — is a unique professional body of engineers. Established in 1920 with its headquarters at Kolkata, India, IEI was incorporated by Royal Charter in 1935 — only professional body in India to have been bestowed upon this honour.

IEI function amongst professional engineers, academicians and researchers and provides a vast array of technical, professional and supporting services to government, industry, and academicians as well as to all the engineering fraternity through its 125 Centres spread across the country and six Overseas Chapters at Bahrain, Abu Dhabi, Dubai, Kuwait, Qatar and Nepal.

At the national front, IEI has joined hands with several engineering professional organisations of reputed, namely, Consulting Engineers Association of India (CEAI); World Energy Council - Indian Member Committee (WEC-IMC); The Institute of Electronics and Telecommunication Engineers (IETE); The Computer Society of India (CSI); Centre for Innovations in Public System (CIPS), and Indian Society for Technical Education (ISTE).

IEI is the national member of several world bodies, namely, the World Federation of Engineering Organization (WFEO), Federation Internationale du Baton (*fib*), Federation of Engineering Institutions of South and Central Asia (FEISCA), Federation of Engineering Institutions of Asia and the Pacific (FEIAP), and Commonwealth Engineers Council (CEC), fostering close relation with these bodies through active participation in their meetings and conferences all over the world. IEI has bilateral agreements with as many as 33 engineering institutions of neighboring countries.

The Institution of Engineers (India) is the Full Member of the erstwhile Engineers Mobility Forum (EMF), now known as 'International Professional Engineers Agreement (IPEA)'- one of the six international agreement of the international Engineering Alliance (IEA), by virtue of which, IEI is authorized to create and maintain the India Section of the Register of International Professional Engineers - IntPE (India).

The Institution of Engineers (India), during its journey through nine- and-a-half decades of eventful existence, has already recorded commendable achievement resulting into due recognition as a leading organization in the engineering professional arena and identification with it is looked upon as a symbol of professional excellence. For details, please visit www.ieindia.org.

About the Collaborator

About the Foreign Associations/Bodies

Venue

Objective

Theme

Sub Theme

Call for Papers

Participation:

Registration:





Participant Profile	From India / SAARC Country	From Overseas
Delegates from Academic, Government, R&D Organizations, IEI Corporate/Non-corporate members, and not-for-profit organizations		
Delegates from Industries		
Student Delegate* (Full Time only) Ph. D, M. Tech / M.S. / B. E./B.Tech/SMIE.		

Souvenir and Advertisement Tariff:**Important Dates**

Receipt of formatted manuscripts for review (full paper)	:	
Confirmation of acceptance of papers	:	
Final submission of accepted papers for the proceedings	:	
Last date of Registration	:	
International Conference	:	

Payment:

All payments are to be made through Bank Draft / Pay Order/Cheque, drawn in favour of "**International Conference** on"**payable at** For Overseas remittances, and the wire transfer is to be made to the following.

Beneficiary name & address: International Conference on (IEI), C/o. The Institution of Engineers (India), State/Local Centre.

Account type: Current Account

Bank address:

A/c Number:

SWIFT Code:

IFSC Code :

PAN / TAN No:





International Advisory Committee

- Chairman** : A reputed international personality in the field of engineering
- Co-Chairman** : President, IEI
- Members** : From Foreign Collaborating Organisations

National Advisory Committee

- Chairman** : President, IEI
- Co-Chairman** : A reputed personality in the field of engineering/ technology/ industry
- Members** : Representatives from various interest groups at senior level

Organising Committee

- Chairman** : Chairman, Centre, IEI
- Organising Secretary** : Honorary Secretary, Centre, IEI
- Members:** : Dignitaries from Government departments and industry

Technical Committee

- Chairman** :
- Co-Chairman** :
- Members** :

Publication Committee

- Chairman** :
- Co-Chairman** :
- Members** :

Finance Committee

- Chairman** :
- Co-Chairman** :
- Members** :

CONTACT

- Name of the contact person** : The Honorary Secretary/Organising Secretary
- Address of IEI State/Local Centre** :
- Phone** :
- Email** :



**REGISTRATION FORM****International Conference
on**

Date Venue

To
The Hony. Secretary
The Institution of Engineers (India)
..... Centre
.....
.....

Dear Sir,
The following persons may please be registered as delegates for participation in the above International conference to be held at during

Sl No.	Name & Designation	Accompanying Spouse (Yes/No)	Category Registration/ Organizational/ Individual/ Educational Institute/Member IEI /Student Member	Payment Cheque/ Draft No. & Date	Enclosing Amount
1.					
2.					
3.					

SPONSORSHIP

- * Platinum Gold
- * Manufacturers Dinner
- * High Tea Silver Lunch

SOUVENIR ADVERTISEMENT

- * Back Cover outside (Colour)
- * Front Cover inside (Colour)
- * Inside full page (Black & White)
- * Back Cover inside (Colour)
- * inside full Page (Colour)

Full Postal Address, Telephone / Fax / Mobile No. & E-mail address :

Date: _____

(Signature with Date)

Name & Designation:

Full Postal Address:

Telephone / Fax / Mobile No.

E-mail address:

PAYMENT

All payments are to be made through Bank Draft / Pay Order/Cheque, drawn in favour of "**International Conference on** **payable at** For Overseas remittances, and the wire transfer is to be made to the following.

Beneficiary name & address: International Conference on

C/o The Institution of Engineers (India)

..... Centre

A/c Type: Current A/c

Bank address:**A/c Number:****SWIFT Code:****IFSC Code :****PAN / TAN NO****(Photo copies of the registration form may also be used.)**Web site :<http://www.ieindia.org>**ADDRESS FOR CORRESPONDENCE**

The Honorary Secretary,
The Institution of Engineers (India)
..... Centre

Phone no.:

Email:

Hotels at

Hotels	Telephone No (Fax No.)	Address	Distance from International Conference venue





APPENDIX XXIC

REPORT FORMAT FOR THE INTERNATIONAL ACTIVITIES ORGANISED BY CENTRES / OVERSEAS CHAPTERS

Name of Centre / Overseas Chapter:													
Theme													
Under which Division Board													
Date:		Venue:											
Photo of Inaugural Session with banner of IEI	Photo of Technical Exhibition	Photo of Technical Sessions	Photo of Industry Academic Meet										
<p><u>Report of International Conference</u></p> <p>Brief Details about the Programme including details of Chief Guest, Guest of Honour, State of the Art Lecture Speaker, Key Note Speakere etc</p> <p>Details of the Sessions:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 5px;">Day-1(Forenoon) Inaugural Session</td> <td style="padding: 5px;">Inaugural Programme, State-of-the-Art Lectures and Keynote Addresses by Foreign delegates and Speakers, Panel Discussions, Inauguration of Technical Exhibition</td> </tr> <tr> <td style="padding: 5px;">Day-1(Afternoon) Technical Session I Two Invited Lecture and six paper presentations in five parallel sessions</td> <td style="padding: 5px;"> Invited Lecture by: Topic: Invited Lecture by: Topic: 1. Paper by..... Title 2. Paper by..... Title 3. Paper by..... Title 4. Paper by..... Title ----- </td> </tr> <tr> <td style="padding: 5px;">Day-2 (Forenoon) Technical Session II Two Invited Lecture and six paper presentations in five parallel sessions</td> <td style="padding: 5px;"> Invited Lecture by:Topic: 1. Paper by..... Title 2. Paper by..... Title 3. Paper by..... Title 4. Paper by..... Title </td> </tr> <tr> <td style="padding: 5px;">Day-2 (Afternoon) Technical Session III</td> <td style="padding: 5px; text-align: center;">Academic Industry Meet</td> </tr> <tr> <td style="padding: 5px;">Day-2 (Afternoon) Valedictory Session</td> <td style="padding: 5px; text-align: center;"> Valedictory Address by Placing draft Recommendations on the table by the Chairman, Technical Committee </td> </tr> </table>				Day-1(Forenoon) Inaugural Session	Inaugural Programme, State-of-the-Art Lectures and Keynote Addresses by Foreign delegates and Speakers, Panel Discussions, Inauguration of Technical Exhibition	Day-1(Afternoon) Technical Session I Two Invited Lecture and six paper presentations in five parallel sessions	Invited Lecture by: Topic: Invited Lecture by: Topic: 1. Paper by..... Title 2. Paper by..... Title 3. Paper by..... Title 4. Paper by..... Title -----	Day-2 (Forenoon) Technical Session II Two Invited Lecture and six paper presentations in five parallel sessions	Invited Lecture by:Topic: 1. Paper by..... Title 2. Paper by..... Title 3. Paper by..... Title 4. Paper by..... Title	Day-2 (Afternoon) Technical Session III	Academic Industry Meet	Day-2 (Afternoon) Valedictory Session	Valedictory Address by Placing draft Recommendations on the table by the Chairman, Technical Committee
Day-1(Forenoon) Inaugural Session	Inaugural Programme, State-of-the-Art Lectures and Keynote Addresses by Foreign delegates and Speakers, Panel Discussions, Inauguration of Technical Exhibition												
Day-1(Afternoon) Technical Session I Two Invited Lecture and six paper presentations in five parallel sessions	Invited Lecture by: Topic: Invited Lecture by: Topic: 1. Paper by..... Title 2. Paper by..... Title 3. Paper by..... Title 4. Paper by..... Title -----												
Day-2 (Forenoon) Technical Session II Two Invited Lecture and six paper presentations in five parallel sessions	Invited Lecture by:Topic: 1. Paper by..... Title 2. Paper by..... Title 3. Paper by..... Title 4. Paper by..... Title												
Day-2 (Afternoon) Technical Session III	Academic Industry Meet												
Day-2 (Afternoon) Valedictory Session	Valedictory Address by Placing draft Recommendations on the table by the Chairman, Technical Committee												





APPENDIX XXID

SEATING PLANS FOR INTERNATIONAL CONFERENCE**Inaugural Session**

1	2	3	4	5	6	7
Chairman, Organizing Committee	Guest of Honour	Chief Guest of the Session	President, IEI	Guest of Honour	Chairman, Division Board/ Committee	Honorary Secretary, Host Centre

★ The above arrangement is subject to change depending upon the protocol of dignitaries

Technical Session

1	2	3
Chairman of the Session	Speaker	Rapporteur

Valedictory Function

1	2	3	4	5	6	7	8
Secretary & Director General	Honorary Secretary, Host Centre	Chairman, Organising Committee	Chief Guest	President, IEI	Chairman, Division Board/ Committee	Guest of Honour	Chairman, Technical Committee

APPENDIX XXIE

FORMAT OF INVITATION CARD FOR INTERNATIONAL CONFERENCE**Inauguration of International Conference**

The President and the Members of the Council of The Institution of Engineers (India) request the pleasure of your company at the Inauguration of the International Conference on '.....' being held at (venue) at am / pm on (date).
..... has kindly consented to be the Chief Guest on the occasion.

RSVP
.....

CHAIRMAN/HONORARY SECRETARY OF THE HOST CENTRE

SECRETARY & DIRECTOR GENERAL





PROPOSAL FORMAT FOR IEI TECHNICAL WEBINAR

Request by Centres for Holding Technical Activities through Webinar



For use by Headquarters (Programme code):			
Divn. Board	Financial Year	Programme type	Programme No.
Name of the Centre / Forum:			
Proposed Programme:		Webinar	
Title of the Programme:			
Under the aegis of which Divisional Board:			
Program Date:		Program Time:	
Associate organization (if any):			
Approved in State / Local Centre / Forum Committee Meeting:		Meeting No.:	Date:
<p>Brief Write-up about the theme (<i>preferably within 300 words</i>):</p>			
<p>Details of Panelists:</p>			
Panelist No. 1			
Name:			Photo
Designation:			
Mobile No. and Email:			
Credential in Brief:			
Panelist No. 2			
Name:			Photo
Designation:			
Mobile No. and Email:			
Credential in Brief:			
Panelist No. 3			
Name :			Photo
Designation :			
Mobile No. and Email :			
Credential in Brief :			
Details of Moderator:			
Name :			Photo
Designation :			
Mobile No. and Email :			
Credential in Brief :			
For Use by Chairman, Division Board and Headquarters:			
Put-up to Chairman, Division Board on:		Comments of Chairman, Division Board received on:	
Comments of Chairman Div. Board:	Approved / Not Approved / To be Revised		
Suggested Revision (if any):			
Information to Centre about decision or to incorporate suggested revision (if any) on:			

Proposals to be sent 15 days prior to the proposed dates of the Webinar





FLYER FORMAT FOR IEI TECHNICAL WEBINAR



The Institution of Engineers (India)

8 Gokhale Road, Kolkata 700020, West Bengal, India
(Established in 1920, Incorporated by Royal Charter 1935)
A Scientific and Industrial Research Organisation

A Century of Service to the Nation

IEI Technical Webinar

(Theme)

Organised by
..... State / Local Centre / Forum

Platform: Zoom Webinar

Panelists :
Name, Designation and photo

Moderator :
Name, Designation and photo

For any assistance, please email to: <Centre/ Fora email>

Registration is a must for attending the webinar and **there is no Registration Fee**. To obtain e-certificate of participation, the registered delegates have to pay a registration fee of Rs.300/-

Click here for Registration

(To be provided by Technical Department)

The participants who opt for 'e-Certificate of Participation', need to register themselves first using the above mentioned registration link and thereafter make a nominal payment of INR 300/- [+ GST @ 18% as applicable] using the payment gateway available against the link:

(To be provided by Technical Department)

Live streaming of the event can be viewed on

<https://www.youtube.com/channel/UCb-dnZOohQvBRdoxpsDYwsA>





APPENDIX XXIIC

REPORT FORMAT FOR IEI TECHNICAL WEBINAR

Name of the Centre / Forum/ Overseas Chapter:			
Title of the Webinar:			
Under the aegis of which Divisional Board:			
Program Date:		Program Time:	
Associate organization (if any):			
No. of Participants logged in			

Report of Webinar	
Panellist No. 1	
Name:	Photo
Designation:	
Credential in Brief:	
Excerpts of deliberation:	
Panellist No. 2	
Name:	Photo
Designation:	
Credential in Brief:	
Excerpts of deliberation:	
Panellist No. 3	
Name:	Photo
Designation:	
Credential in Brief:	
Excerpts of deliberation:	
<u>Comments of Moderator and Recommendation:</u>	





APPENDIX XXIID

FUND RELEASE FORMAT FOR IEI TECHNICAL WEBINAR*The Institution of Engineers (India)*

Technical Department

TECH/S3/(Webinar Code)

(Date)

Deputy Director [Finance]

**SUB: RELEASE OF FUND FOR TECHNICAL ACTIVITIES FROM
WEBINAR- SHARE OF SURPLUS OF CERTIFICATION FEES**

Please arrange to remit the amount as per details given below under information to Technical Department duly quoting our reference:

Type of Activity	:	Webinar
Title	:	
Under the aegis of	: Engineering Division Board
Date	:	
Organized by	: Centre / IEI HQ
Technical Support provided by	:	IEI HQ
Financial Year	:	
Total Certification Fee Received	:	
Share of surplus to be released to Centre	:	Rs.
Share of surplus to be released to the NSDF	:	Rs.
Share of surplus to be retained at HQ	:	Rs.
Document received at Technical Department	:	Final Report of the Webinar

Certified that all provisions as per Guidelines applicable for release of share of surplus of certification fee have been compiled with and amount may be released.

DEPUTY DIRECTOR [TECHNICAL]





**APPLICATION FORMAT FOR THE TECHNICAL ACTIVITIES BY
THE ENGINEERING INSTITUTIONAL MEMBERS**

**Technical Activities by Engineering Institutes
in association with**

The Institution of Engineers (India)

Application Form

(All data are to be typed in Times New Roman Font – 12 points)

1. Name and address of Organizing Institute:

Institute Name	
IM No.	
Department	
Address	
PIN	
Contact No	
E-mail	

2. Membership Details:

No. of Student Members (SMIE) newly enrolled with IEI during the current financial year (from 1st April of every year)	
No. of Corporate Members (FIE/MIE/AMIE) newly enrolled with IEI during the current financial year (from 1st April of every year)	
No. of fresh student chapter members enrolled from the college during the current financial year (from 1st April of every year)	

3. Title of the Activity:

4. Dates:

From To

5. Venue:

6. Geographical Coverage (Please Tick):

Local		Regional		National		International	
-------	--	----------	--	----------	--	---------------	--

7. Type of Technical Activity (Please Tick):





Seminar		Symposium		Conference		Workshop	
---------	--	-----------	--	------------	--	----------	--

8. Engineering Discipline (Please Tick):

Aerospace Engineering		Agricultural Engineering		Architectural Engineering		Chemical Engineering	
Civil Engineering		Computer Engineering		Electrical Engineering		Electronics & Telecommunication Engineering	
Environmental Engineering		Marine Engineering		Mechanical Engineering		Metallurgical & Materials Engineering	
Mining Engineering		Production Engineering		Textile Engineering		Inter-disciplinary	

9. Theme of Activity and short write-up (within 300 words), Please attach separate sheet:**10. Name of the coordinator and contact details (With Phone No. & Email Id):**

Name:
 Position:
 Department:
 Mobile No.:
 Email ID:

11.

Rs.

12. Details of publication of the proceeding:

Pages: No. of Copies: Estimated Expenditure:
--

13. Details of participation of the event:

A. Eminent personalities to be present during inaugural and technical session

B. Expected number of paper presenters:

C. Expected number of participants:

14. Is this seminar held annually? If yes, please give brief information of the last three events:

1.
2.
3.

Place :

Signature of the Head of Institution

Date :

put Institute Seal here

Important:

- Please send proposal addressed to Deputy Director (Technical), The Institution of Engineers (India) by e-mail at im.techactivity@ieindia.org
- Any change in the Proforma may lead to disqualification of the proposal.
- The Organising Institute has to include the Chairman and Hony Secretary of nearest IEI Centre in the organising committee in a befitting manner and has to send invitation of the programme to the Chairman and Hon. Secretary of the nearest IEI Centre.





15. Payee Details for Grant Release:

Technical Activities organized in collaboration with IEI for Institutional Members (IMs)

A/C Name	
Institute Name	
Institutional Membership Number	
Name of The Bank	
A/C No.	
Name of Branch	
Branch Code	
IFSC Code	
MICR Code	
GST Number of the Institute	
(Scanned copy of the Cheque clearly showing the name of the Institute as the account-holder, IFSC and account number)	

- Important:**
- Grant will be transferred online only to the account of Principal/ Director/ Registrar/ Dean directly. Payee details should be provided accordingly.
 - Proposal of the activity should be accompanied by a scanned copy of cheque showing the name of the Institute as the account-holder.





APPENDIX XXIVA

SCHEDULE (REVISED) OF PUBLICATION OF IEI-SPRINGER JOURNALS

[Approved during 134th Meeting of CATE and subsequently 694th Meeting of Council, Aurangabad, March 2017]

Series of IEI-Springer Journals	Number of Issues per Year	Month of Publication					
		Issue 1	Issue 2	Issue 3	Issue 4	Issue 5	Issue 6
IEIA	4	January-March	April-June	July-September	October-December	—	—
IEIB	6	January-February	March-April	May-June	July-August	September-October	November-December
IEIC	6	January-February	March-April	May-June	July-August	September-October	November-December
IEID	2	January-June	July-December	—	—	—	—
IEIE	2	January-June	July-December	—	—	—	—





**DECLARATION FORM FOR PUBLICATION OF
IEI-SPRINGER JOURNALS AND ANNUAL TECHNICAL VOLUME**

The Institution of Engineers (India)

Rev : 12/1911

DECLARATION FORM FOR PUBLICATION
ALL FIELDS ARE MANDATORY

This Declaration Form must be signed by the Author(s) of the Paper. In absence of the duly filled-in Declaration Form paper will not be taken up for publication. Any change in the mailing address after submission of this Declaration Form, should promptly be intimated to the Institution.

MANUSCRIPT ID _____

TITLE OF THE PAPER _____

NAME OF PRINCIPAL AUTHOR
(IN BLOCK LETTERS) **Mr/Ms/Prof/ Dr** _____ **(First Name)** _____ **(Middle Name)** _____ **(Surname)** _____

SEX : M / F IEI MEMBERSHIP STATUS: FIE / MIE / AMIE NO. _____ / NON-MEMBER

DATE OF BIRTH _____ ENGINEERING QUALIFICATION _____ YEAR OF PASSING _____
dd / mm / yyyy

OFFICIAL ADDRESS _____
DISTRICT _____ STATE _____ PIN CODE

E-MAIL _____ MOBILE _____

NAME OF CO-AUTHOR (1)
(IN BLOCK LETTERS) **Mr/Ms/Prof/ Dr** _____ **(First Name)** _____ **(Middle Name)** _____ **(Surname)** _____

SEX : M / F IEI MEMBERSHIP STATUS: FIE / MIE / AMIE NO. _____ / NON-MEMBER

DATE OF BIRTH _____ ENGINEERING QUALIFICATION _____ YEAR OF PASSING _____
dd / mm / yyyy

OFFICIAL ADDRESS _____
DISTRICT _____ STATE _____ PIN CODE

E-MAIL _____ MOBILE _____

NAME OF CO-AUTHOR (2)
(IN BLOCK LETTERS) **Mr/Ms/Prof/ Dr** _____ **(First Name)** _____ **(Middle Name)** _____ **(Surname)** _____

SEX : M / F IEI MEMBERSHIP STATUS: FIE / MIE / AMIE NO. _____ / NON-MEMBER

DATE OF BIRTH _____ ENGINEERING QUALIFICATION _____ YEAR OF PASSING _____
dd / mm / yyyy

OFFICIAL ADDRESS _____
DISTRICT _____ STATE _____ PIN CODE

E-MAIL _____ MOBILE _____

NAME OF CO-AUTHOR (3)
(IN BLOCK LETTERS) **Mr/Ms/Prof/ Dr** _____ **(First Name)** _____ **(Middle Name)** _____ **(Surname)** _____

SEX : M / F IEI MEMBERSHIP STATUS: FIE / MIE / AMIE NO. _____ / NON-MEMBER

DATE OF BIRTH _____ ENGINEERING QUALIFICATION _____ YEAR OF PASSING _____
dd / mm / yyyy

OFFICIAL ADDRESS _____
DISTRICT _____ STATE _____ PIN CODE

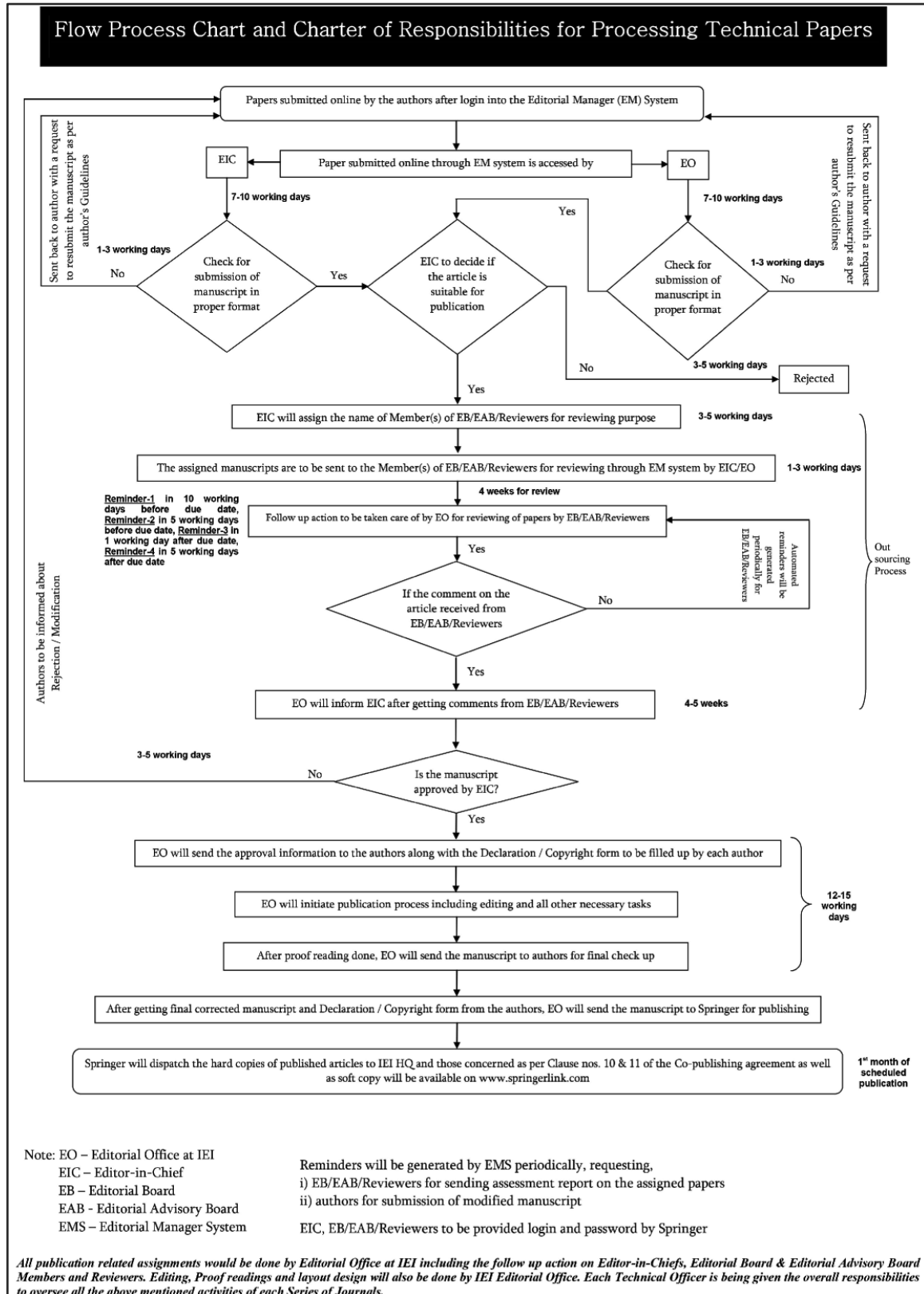
E-MAIL _____ MOBILE _____

1. I/We certify that my/our above mentioned paper, now submitted to The Institution of Engineers (India) for publication in its Journal or Annual Technical Volume, has neither been submitted for publication nor so far published in any Journal or Annual Technical Volume. I/We further undertake that the paper now submitted is not copied or plagiarized version of some other published work.
2. I/We declare that I/we shall not submit the paper for publication in any other Journal or Annual Technical Volume till the decision of the Institution is made known to me/us.
3. If the paper is finally accepted by the Institution for printing in its Journal or Annual Technical Volume, I/we agree not to send the paper for publication in any other Journal or Annual Technical Volume.
4. If the paper is to be reprinted in any other Journal or Annual Technical Volume subsequently, the permission of the Institution will be duly taken well in advance.
5. I/We understand that submission of false or incorrect information/undertaking would invite appropriate penal actions as per norms/rules of the Institution.
6. I/We agree with the provision of the Bye-Law 115 of The Institution of Engineers (India) which states that copyright of each paper published in Institution Journal or Annual Technical Volume in full or in Abstract at its centres shall lie with the Institution.

<u>Signature of Author(s) with Date</u>	<u>Please tick corresponding author</u>
Principal Author _____	
Co-Author (1) _____	
Co-Author (2) _____	
Co-Author (3) _____	
Signature	Date



FLOW PROCESS CHART AND CHARTER OF RESPONSIBILITIES FOR PROCESSING TECHNICAL PAPERS OF IEI-SPRINGER JOURNALS



**TERMS OF PUBLICATION OF ANNUAL TECHNICAL VOLUME BY
DIVISIONAL BOARDS**

The following salient features may be considered for publication and distribution of the Annual Technical Volumes by Engineering Division Boards:

- (a) Chairman, CATE will be Chief Editor and Chairman of the Divisional Board will be the Consulting Editor of the Annual Technical Volume published during his tenure and the Division Board members will provide all sort of assistance in collecting, selecting and editing of the articles. President's name will appear in all Annual Technical Volumes in the same manner as it appears in IEI-Springer Journals. All Division Board Members will be the Members of the Editorial Board and their names will be appropriately displayed in the Technical Volume SDG will be the publisher on behalf of IEI;
- (b) The Annual Technical Volume of each Division will be published during the National Convention of the respective Division;
- (c) Efforts will be made to obtain ISBN No. for the Annual Technical Volume;
- (d) Such Volumes may be around 48 pages (44 pages text + 4 pages cover). No. of Articles may be restricted to 10 or 44 pages (whichever is minimum);
- (e) Papers should be original contribution and free from plagiarism. The author should establish ownership of all facts/figures/photographs or he has to take prior consent of the owner to use those in his/her article;
- (f) The selected articles in soft form (in CD or by email) have to be sent to Technical Department at least 60 days prior to the date of the Convention to enable them to publish the same in time;
- (g) Technical Department will arrange for proof reading, printing and distribution of the Annual technical Volumes;
- (h) Number of printed copies will be restricted to 1000 for larger divisions (e.g. Civil, Electrical and Mechanical) and 500 for other divisions (12 nos.) and ICC;
- (i) The Technical Volumes will be free-of-cost;
- (j) Online version of the Volumes will be published through IEI's website for view and free download by everybody. The e-copy of the publication will be sent to all members of that Engineering Division by email.
- (k) 15 nos. copies will be provided to the Chairman of respective Division Board, who is the Consulting Editor of the Volume and 10 copies each will be provided to the Members of the respective Division Boards, who are also Member of the Editorial Board, for distribution among dignitaries of their choice;
- (l) About 700 copies of the Volume of large Divisions and 400 copies of the Volume of small Divisions will be sent by post/courier to IEI Centres, Central Government Ministries, Dignitaries, Industries, R&D institutes etc for wider publicity of the technical activities of IEI;
- (m) Status of the Annual technical Volume may be discussed in the meetings of the Division Boards.





LIST OF PRIZES FOR BEST PAPERS PUBLISHED IN IEI-SPRINGER JOURNALS

The Institution gives away a large number of prizes, awards and certificates to the authors of the papers of high technical standard published in the IEI-Springer Journals of all Divisions and thereby extending recognition to individual achievements and activities in advancing the science and the art of engineering.

All articles written by the members and non-members and published in the IEI-Springer Journals are eligible for awards / prizes except in case where the conditions of the award / prize restrict it to a particular branch of engineering or otherwise.

Preliminary selection of articles for the award of various prizes is done by the Consulting Editors. The Chairman of the respective Division Boards finally vets such selections.

To help the President in arriving at a final decision regarding selection of the best papers / articles for the award of various categories of prizes and awards, an 'Award Committee' is formed comprising President, one Division Board Chairman and another Council Member co-opted by the President.

1. **The President of India's Prize**

This prize was instituted in 1921 as the Viceroy's Prize and is of historical significance. In declaring the Institution inaugurated on the 23rd February of that year, the Governor General and Viceroy Lord Chelmsford announced an annual prize to be called "The Viceroy's Prize", for the best paper presented by a member. The name was changed to "The Governor General's Prize" in 1947, and again to "The President of India's Prize" in 1952, reflecting the changes in the political status of the country. It is awarded by the Government of India, on the recommendation of the Institution's Council, for the best paper published in the Institution's Journal.

2. **The Institution Prizes (Two Numbers)**

These prizes were instituted in 1953. They are awarded by the Institution's Council for the best papers published in the Institution's Journal.

3. **The K F Antia Memorial Prize**

This prize was instituted in 1969 in the memory of Late K F Antia, the then President of the Institution. The prize is given for the best paper published in the Institution's Journal on any subject related to engineering.

4. **The Corps of Engineers Prize**

This prize was instituted in 1961 and is awarded by the Council of the Institution of Military Engineers for the best paper published in the Institution's Journal on a subject of common interest to all branches of engineering.

5. **The Institution Prize (Donated by Col G N Bajpai)**

This prize is awarded for the best paper published in the Civil Engineering, Electrical Engineering and Mechanical Engineering parts of the Institution's Journal in the fields of Marine Structures, Ship-building and such other topics related to Marine Engineering.

6. **The Railway Board's (First and Second) Prize**

These prizes were instituted in 1931. The prizes are awarded by the Railway Board, Ministry of Railways, Government of India, for the best two papers published in the Institution's Journal on Railway Engineering or subjects allied to it.

7. **The E P Nicolaidis Prize**

This prize was instituted in 1963 by Gammon (India) Ltd to commemorate E P Nicolaidis for his pioneering work in the field of Pre-stressed Concrete in India. It is awarded for the best paper on Reinforced and Pre-stressed Concrete published in the Institution's Journal.



8. **The John C Gammon Prize**

This prize was instituted in 1963 by Gammon (India) Ltd to honour the Late John C Gammon for his pioneering work in the field of shell structures in India. It is awarded for the best paper published in the Journal on concrete shell structures.

9. **The Corps of Electrical and Mechanical Engineers' Prize**

This prize was instituted by the Directorate of Electrical and Mechanical Engineering, Army Headquarter, New Delhi. This prize is to be awarded for the best paper contributed to the Institution's Journal and of relevance to the Army in the field of mechanical, automotive, production, electronics or industrial engineering.

10. **The Surendranath Mukherjee Memorial Prize**

This prize was instituted in 1984 by R G Mukherjee to commemorate his father the Late Surendranath Mukherjee, who served the Irrigation Department of Bengal for thirty-two years and retired in 1935. The prize is awarded to the best research paper pertaining to practical execution of work for : (i) improvement of existing water supply and distribution for human consumption, (ii) improving the irrigation work for cultivation in West Bengal or (iii) improvement of food control in West Bengal.

11. **The Union Ministry of Water Resources : Department of Irrigation Prize**

This prize was instituted in 1958 by the Union Ministry of Irrigation and Power and now awarded by the Union Ministry of Water Resources, Department of Irrigation, Government of India. The prize is for the best paper on Civil Engineering on aspects of River Valley Development.

12. **The Union Ministry of Energy : Department of Power Prize**

This prize was instituted in 1958 by the Union Ministry of Irrigation and Power (now Ministry of Energy, Department of Power), Government of India, for the best paper published on Power Development and Utilization in the Institution's Journal.

13. **The Sir Arthur Cotton Memorial Prize**

This prize was instituted in 1965 for the best paper published in the Civil Engineering Division Part of the Institution's Journal.

14. **The George Oomen Memorial Prize**

The prize was instituted in 1970 by the friends and admirers of Late George Oomen who contributed to a memorial fund to establish a prize in his name to be awarded for the best paper published in the Civil Engineering Division Part of the Institution's Journal on topics : Composition, properties and quality plant capacities and layout to suit different site conditions and various types of concrete dams.

15. **The Dr Jai Krishna Prize**

Dr Jai Krishna, a Past President of the Institution (1974-75) and an eminent earthquake engineer donated a sum of Rs 3000 towards instituting a prize to be given by the Institution every year for the best paper on the subject of earthquake engineering (or allied fields in structural dynamics) published in the Journal of the Institution.

16. **The Sir Rajendra Nath Mookerjee Prize**

The prize was instituted in the year 1965 in memory of the inaugural President of the Institution, Sir Rajendra Nath Mookerjee (1920-21) for the best paper published in the Mechanical Engineering Division Part of the Institution's Journal.

17. **The Pandit Madan Mohan Malaviya Memorial Prize**

This prize was instituted in the year 1965 for the best paper published in the Electrical Engineering Division Part of the Institution's Journal.

18. **The Sir Thomas Ward Memorial Prize**

This prize was instituted in the year 1965 in memory of the Founder President Sir Thomas R J Ward (1920) and is awarded for the best paper published in the Electronics and Telecommunication Engineering Division Part of the Institution's Journal.



**19. The Shrimati Saroma Sanyal Memorial Prize**

The donor was H Sanyal, a Corporate Member of the Institution, who in memory of his mother, the Late Saroma Sanyal, donated an endowment fund to be used for an award for the best paper on water supply and sanitary engineering published in the Journal.

20. The Nawab Zain Yar Jung Bahadur Memorial Prize

The prize was instituted in 1965 in memory of Nawab Zain Yar Jung Bahadur, Past President of the Institution (1945-46) for the best paper published in the Environmental Engineering Division. Part of the Institution's Journal.

21. The Dr Rajendra Prasad Memorial Prize

The prize was instituted in 1965, in memory of Dr Rajendra Prasad, First President of Independent India for the best paper published in the Mining Engineering Division Part of the Institution's Journal.

22. The Sir Ganga Ram Memorial Prize

This prize was instituted in 1965 to be awarded for the best paper published in the Chemical Engineering Division Part of the Institution's Journal.

23. The Hem Prabha-S N Gupta Prize

Constituted in 1980 and donated by the Late S N Gupta — a Fellow Member of the Institution, this prize is awarded to encourage studies pertaining to collection and analysis of river data as related to channel geometry, sediment transport and meanders, regime of rivers before and after adoption of river improvement measures, bank erosion control, river bed stabilization and sediment control at estuaries. The prize is awarded for the best paper submitted by a civil engineer on these topics and published in the Civil Engineering Division Part of the Journal.

24. The Hindustan Zinc Limited Prize

This prize was instituted in 1981 to be awarded for the best practice-oriented paper in the area of Underground Metalliferrous Mining or Rock Mechanics published in the institution's Journal.

25. The N K Iyengar Memorial Prize

This prize was instituted in 1982 on an endowment by the Mysore Technical Education Society to be awarded for the best practice-oriented paper on the machine design published in the Mechanical Engineering Division Part of the Institution's Journal.

26. The Dr Triguna Charan Sen Prize

This prize was instituted in 1982 by the Late Dr Triguna Charan Sen, a Past President of the Institution (1962-64) and is awarded for the best paper published in the Textile Engineering Division Part of the Journal.

27. The Brij Mohan Lal Memorial Prize

This prize was instituted in 1981 and is awarded for the best paper published in the Civil Engineering Division Part of the Institution's Journal.

28. The Prof R C Singh Prize

This prize instituted in 1986 by Prof R C Singh (F) is awarded to a paper of the greatest practical importance and published in the Environmental Engineering Division Part of the Institution's Journal.

29. The Tata Rao Prize

This prize was instituted in 1987 by the admirers of Dr Tata Rao (F) and is awarded for the best paper published in the Electrical Engineering Division Part of the Institution's Journal.

30. The Rekha Nandi and Bhupesh Nandi Prize

This prize was instituted in 1991 by Shri Bhupesh Nandi for the Author(s) of the best paper published in the Environmental Engineering Division Part of the Institution's Journal each year.

**31. The Suchit Kumar Ghosh Memorial Prize**

This prize was instituted by the family members of Late Suchit Kumar Ghosh, an eminent Civil Engineer and also Chief Engineer, Public Works Department, Government of West Bengal, and is awarded for the best paper on Bridge Engineering — Design and / Construction published in the Institution's Journal. In absence of any such paper, any practice-oriented paper on Civil Engineering Project Execution could be considered.

32. The Aerospace Engineering Division Prize

This prize was instituted in 1982 by the Institution for the best paper published in the Aerospace Engineering Division Part of the Institution's Journal.

33. The Agricultural Engineering Division Prize

This prize was instituted in 1982 by the Institution for the best paper published in the Agricultural Engineering Division Part of the Institution's Journal.

34. The Architectural Engineering Division Prize

This prize was instituted in 1982 by the Institution for the best paper published in the Architectural Engineering Division Part of the Institution's Journal each year.

35. The Computer Engineering Division Prize

This prize was instituted in 1987 by the Institution for the best paper published in the Computer Engineering Division Part of the Institution's Journal each year.

36. The Marine Engineering Division Prize

This prize was instituted in 1982 by the Institution for the best paper published in the Marine Engineering Division Part of the Institution's Journal.

37. The Metallurgical and Materials Engineering Division Prize

The prize was instituted in 1987 by the Institution for the best paper published in the Metallurgical and Materials Engineering Division Part of the Institution's Journal each year.

38. The Production Engineering Division Prize

This prize was instituted in 1987 by the Institution for the best paper published in the Production Engineering Division Part of the Institution's Journal each year.



**LIST OF PRIZES FOR IEI CONVOCATION****SECTION A (DIPLOMA) AND (NON-DIPLOMA)**

- (i) For passing the Examination in full securing the Highest Marks amongst the successful candidates of Examination (irrespective of number of attempts the candidate made for passing)

Rs 1000/- × 2 × 2 Rs 4000/-

- (ii) For passing the Examination in full securing the Second Highest Marks amongst the successful candidates of Examination (irrespective of number of attempts the candidate made for passing)

Rs 500/- × 2 × 2 Rs 2000/-

SECTION B

For passing the Examination in full securing the Highest Marks amongst the successful candidates of an Examination (branch-wise)

Rs 1500/- × (10 × 2) Rs 30000/-

S N GHOSH MEMORIAL PRIZE

To be awarded additionally to candidate passing under category A(ii) above

Rs 150/- × 2 Rs 300/-

BHUPESH NANDI AND REKHA NANDI AWARD

For passing Section B in Civil Engineering Branch securing the Highest Marks amongst the successful candidates [This will be additional prize to the same candidates who will be selected for prize under category Section B]

Rs 1000/- × 2 Rs 2000/-

SUNMAN SHARMA PRIZE

For women candidates appearing in Section A (Diploma) and Section A (Non-Diploma) Examination qualified with first three best results in each category per Examination

First Prize	Rs 350/-	
Second Prize	Rs 250/-	
Third Prize	Rs 150/-	
	Rs 750/- × 2 × 2	Rs 3000/-

AWARD / PRIZES FOR ALL INDIA TECHNICIANS' / STUDENTS' SEMINAR AND TECHNICAL SESSION**1. Seminar (B P Kapadia Memorial Prizes and Institution Prizes)****Group I (Technician / Senior Technician)**

First	Rs 2000/-
Second	Rs 1500/-
Third	Rs 1000/-

**Group II (Students from Engineering College Students Chapter)**

First	Rs 2000/-
Second	Rs 1500/-
Third	Rs 1000/-

Group III (Students from Polytechnic Students Chapter)

First	Rs 2000/-
Second	Rs 1500/-
Third	Rs 1000/-

2. Technical Session**Group I (Technician / Senior Technician)**

First	Rs 2000/-
Second	Rs 1500/-
Third	Rs 1000/-

Group II (Students from Engineering College Students Chapter)

First	Rs 2000/-
Second	Rs 1500/-
Third	Rs 1000/-

Group III (Students from Polytechnic Students Chapter)

First	Rs 2000/-
Second	Rs 1500/-
Third	Rs 1000/-



Part 2

Financial Norms & Rules for Centres

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NORMS & RULES FOR THE STATE/ LOCAL CENTRES

1.0 GENERAL

- 1.1 These Norms and Rules, as approved by the Council at the various meeting are prescribed pursuant to the provision of the Bye-Laws and Regulations of the Council. Provided that in case of any inconsistency between these norms and rules and the provisions of the Bye-Laws and Regulations of the Council, the latter shall prevail.

2.0 ADMINISTRATION, RESPONSIBILITY AND ACCOUNTABILITY

- 2.1 The Honorary Secretary of the State Centre/ Local Centre shall remain vested with the overall responsibilities in matters pertaining to the accounts and finances of the Institution and for this purpose shall act strictly in terms of the provisions of the Bye- Laws and the Regulations of the IEI and these Norms and Rules, decisions and directions of the State/Local Centre Committee issued from time to time and the laws of the land.
- 2.2 The Honorary Secretary shall be responsible for –
- 2.2.1 Maintenance of proper books of accounts and other records pertaining to the finances of the Institution, preparation of Annual Accounts of the Centre and sending the same to Head Quarters within the stipulated time.
- 2.2.2 Providing information required by the Centre Finance Sub-Committee and the State/Local Centre Committee,
- 2.2.3 Compliance with statutory obligations including those of income tax, sales tax, service tax foreign exchange regulations, other Government and statutory bodies, Bye-Laws and Regulations, Service Rules for Employees of the Institution and comply with the directions of the Centre Finance Sub- Committee and the State / Local Centre Committee.
- 2.2.4 Preparation of draft budget, implementation of budgetary controls, exercise of proper accounting control.
- 2.2.5 Having Internal and statutory audits carried out,

3.0 ACCOUNTING POLICIES AND PRACTICE

- 3.1 **Accounting Convention:** The financial statements shall be drawn on the basis of historical cost convention and on the basis of going concern and to be prepared in accordance with the Generally Accepted Accounting Principles (GAAP) and applicable Accounting Standards issued by the Institute of Chartered Accountants of India and should be on accrual basis unless otherwise stated.
- 3.2 **Fixed Assets** of the Institution shall be shown at cost of acquisition, which shall include all related direct expenditure incurred on acquisition. Value of the asset shall be increased during its existence, if any, addition/alteration involving expenditure is made.
- 3.3 **Depreciation** on Fixed Assets shall be calculated by IEI HQ and adjusted in its final accounts.
- 3.4 Investments shall be stated in the accounts at cost and Short Term Investments shall mean the fixed deposits with banks for a period not exceeding one year. Long term investments are valued at cost, less provision for permanent diminution, if any, in value of such investment.
- 3.5 Inventories shall be valued at lower of cost and net realizable values determined under the First-in-First-out method. Fixed Asset Register is to be maintained as per the format circulated by IEI HQ and annual physical verification should carried out and the discrepancy if any should be resolved and placed before the State/Local Centre Committee.

4.0 INCOME OF A CENTRE

- 4.1 The income of a Centre of the Institution shall comprise the following :
- 4.1.1 Grant from the Head Quarters.
- 4.1.2 Reimbursement of salaries of the employees placed at the Centres.
- 4.1.3 Grant for technical activities viz., Indian Engineering Congress, Convocation, National



Convention, other technical activities, publication of Annual Volume and for hosting a meeting of the Council, surplus generated by these activities.

- 4.1.4 Grant for purchase of land and/or construction/major repairs of buildings.
- 4.1.5 Reimbursement of expenditure in connection with conducting the Institution examinations.
- 4.1.6 Any special grant like a portion of fee of Institutional member etc.
- 4.1.7 Maintenance charges for guest rooms, halls, equipment etc.
- 4.1.8 Any other charges for rendering authorized services to outsiders, like guidance classes, training, etc.
- 4.1.9 Charges for publication of advertisements in any publication of the Centre.
- 4.1.10 Donation from members or non-members.
- 4.1.11 Interest accruing out of investments made by the Centre.
- 4.2 The amount of the grants from the Head Quarters as enumerated is not sufficient to cover the entire expenditure to be incurred and the Centre is required supplement its resources by local income.

5.0 BUDGET

- 5.1 The draft budget for each financial year shall be prepared by the Honorary Secretary under the directions of the Chairman and Finance Sub-Committee sufficiently in advance of the commencement of the financial year for approval of the Finance Sub-Committee and the State / Local Centre Committee.
- 5.2 Annual budget once approved by the State/Local Centre Committee can be varied up to 5% only by the Finance Sub-Committee and the State/Local Centre Committee shall be informed of such variation, if any, soon thereafter. But the overall expenditure in the estimate shall never exceed the overall income of the Centre for the year.
- 5.3 The State/Local Centre Committee shall consider an estimate of income and expenditure under various heads for a year at its meeting held in the month of February or March of the preceding year to indicate the reasonably anticipated income and expenditure for the year. The anticipated expenditure in the estimate shall never exceed the anticipated income of the Centre for the year.
- 5.4 A copy of the estimate mentioned in Rule 5.1 and approved by the State/ Local Centre Committee shall be forwarded to the Secretary & Director General soon thereafter.

6.0 MONITORING AND CONTROL OF EXPENDITURE

- 6.1 The Honorary Secretary of the Centre, under the general guidance of the Chairman, shall monitor and control the expenditure under various heads throughout the year.
For this purpose, the Honorary Secretary shall take any step conforming to the norms laid down hereinafter.
- 6.2 The State/Local Centre Committee shall constitute a Finance Sub-Committee to provide guidance to the Honorary Secretary in all matter of finance and such Finance Sub-Committee shall have the i) Chairman of the Centre as its Chairman, ii) the Honorary Secretary of the Centre as its Convener, iii) two members of the State/Local Centre Committee. Such State/Local Centre Committee, if necessary, may have one Corporate Member attached to the Centre who may not be Member of the State/Local Centre Committee.
- 6.3 Any interchange of provisions in one budget head to meet short provision in another, at the same time ensuring that such a change will not result into a deficit for the year, shall be done only with prior approval of the Finance Sub-Committee and State/Local Centre Committee.
- 6.4 Investments and fixed deposits shall be encashed only with the concurrence of Finance Sub-Committee of the Centre.
- 6.5 Before initiating the process of purchase or sanctioning expenditure, making commitment or making payment, it shall be necessary for the Honorary Secretary to certify adequacy of the unspent balance in the respective budget head to ensure strict compliance with budgetary provisions.
- 6.6 Before any expenditure is made, though provided in the approved budget estimates, prior approval of the authorities as prescribed below shall be obtained subject to norms, guidelines, rules, purchase procedures, internal audit and conditions stipulated elsewhere.

- 6.7 The State/Local Centre Committee shall have powers to frame own Rules for financial management to cover the procedures for deciding about the necessity of an item of expenditure, selection of a contractor/supplier, method of verification of the bills of the contractor/supplier in terms of payment etc. These Rules should preferably be similar to those, which are laid down in the Section-I, as far as practicable, for the sake of uniformity of all Centres.
- 6.8 The Committee of a Centre, on the recommendation of its Finance Sub-Committee, if any, shall fix the expenses under various heads as maximum percentage of the income on account of a technical activity like seminar, symposium, etc. The objective shall be to generate surplus and not to exceed the expenditure over income under any circumstances.

7.0 POWERS TO APPROVE AND SANCTION

(Powers as below may be exercised subject to availability of sufficient provision in the approved budget)

- 7.1 Up to Rs 3000/- Honorary Secretary is empowered to sanction.
- 7.2 Above Rs.3000/- – Approval of the Finance Sub-committee is required. In case it is essential and urgent Honorary Secretary will take the consent of Chairman but shall get sanction from Finance Sub-Committee in its next meeting.
- 7.3 Cash purchase can be made up to Rs.250/- beyond which supporting bill/cash memo is required.
- 7.4 For purchases above Rs.5000/- quotation from 3 parties are required and Finance Sub-Committee to approve the supplier.
- 7.5 Centre shall maintain an approved list of suppliers.
- 7.6 Honorary Secretary is authorized to approve routine items such as salary, day to day expenses up to Rs.3000/- pm, advances to employees for expenditure to be incurred for performing their duties etc.
- 7.7 The annual increment shall be given to the temporary staff working at IEI Centres on the basis of their performance and the rate of annual increment shall not exceed 10% of the existing Basic / consolidated pay in the next annual contract, w.e.f 01.04.2023.
- 7.8 All Centres should engage their temporary staff only through the manpower agencies within their local jurisdictions and ensure that all statutory compliances i.e. PF and ESI are complied with by the manpower agency as per the provision of “Employees Provident Fund & Miscellaneous Provisions Act 1952” and “Employee State Insurance Act, 1948”. The Centre should ensure compliance of the above before making payment to the agency every month. The effective date would be 01 April 2023

8.0 INTERNAL AUDITOR

- 8.1 The Finance Sub-Committee shall appoint two members of the Finance Sub-Committee as Internal Auditors.
- 8.2 The internal auditors shall carry out the finance & system audit quarterly.
- 8.3 The Internal Auditor shall submit a report to the Honorary Secretary under intimation to the Chairman in case of any deviation made or irregularity committed in any financial matter as may be observed by him. The Chairman shall place the report before the State/Local Centre Committee through the Finance sub Committee and take appropriate action.
- 8.4 The same Chartered Accountant Firm shall not be appointed as Statutory Auditor of the Centre for more than 3 years however, the State/Local Centres should decide whether to retain the same chartered accountant firm for more than 3 years or change to a new firm as per their requirement.

9.0 BANK ACCOUNT AND AUTHORITY TO OPERATE BANK ACCOUNTS

- 9.1 The short-term deposit accounts and the fixed deposit accounts or any account with any scheduled bank shall be opened and operated only after authorization by a resolution of the State/Local Centre Committee as the case may be, as contained in Bye-Laws /Regulations.
- 9.2 The Committee of the State Centre or of the Local Centre in adopting the resolution shall authorize the Honorary Secretary to open the accounts jointly with the Chairman and the Immediate Past Chairman of the State/ Local Centre. The bank account will be operated by the Honorary Secretary with either the Chairman or the Immediate Past Chairman, however, the Immediate Past Chairman can operate the bank accounts only if the present chairman is not available due to unavoidable



circumstances.

- 9.3 No payments from the funds of the State /Local Centres shall be made except under the expressed or implied sanction of their respective Committees.
- 9.4 Payments against expenditure including Capital Expenditure shall be made only out of the funds in the accounts opened according to 9.1 and 9.2 above.

10.0 INVESTMENTS

Any money for investment at the Centre shall be invested in Scheduled Banks but excluding Scheduled or Non-scheduled Cooperative Banks or invested in approved Securities as soon as practicable. Securities shall be purchased directly from primary market only. Brokerage/commission, if received, shall be credited to Revenue Account. Investments and dis-investments/encashment shall be effected only pursuant to decisions of the Finance Committee except in case of short term deposits made out of temporary revenue surplus.

Any withdrawal of FD by the centre for more than Rs.10 lakhs should be intimated to HQ highlighting the purpose of withdrawal.

11.0 TA/DA RULES

The centers shall formulate their own TA/DA rules which shall be kept in writing and approved by its Finance Sub-Committee and State/Local Centre Committee. However no TA/DA shall be paid to the Members of the State / Local Centre Committee etc out of the grants of HQ and TA/DA shall be payable to the Members from Centre's own resources. The Centres shall not pay any TA/DA to the Members of the Council, Committee and Invitees for attending the Indian Engineering Congress and /or meetings held concurrently with it.

12.0 NORMS FOR USE OF BUILDINGS

- 12.1 The buildings of the Institution are constructed primarily for use for technical activities, rendering service to members, maintaining offices and libraries of the Institution.
- 12.2 Usage, not being casual in nature, by organization not connected with the Institution shall require prior approval of the Finance Committee on the recommendation of the State/Local Centre Committee. Usage agreement must be co-signed by the Secretary & Director General on behalf of the Institution.
- 12.3 Subject to the conditions of the lease of the land and those of the Local Body sanctioning the building plans etc., likeminded, professional, international service organizations, educational institutions, industries, industry and business associations etc. may be permitted to use the premises of the Institution on casual basis at the discretion of the State/Local Centre Committee on payment of usage charges. The purpose of such usage may be technical activities, meetings and other related functions etc.
- 12.4 The premises shall not be used for political activities, religious or for purposes likely to adversely affect the image and the prestige of the Institution.
- 12.5 In all cases of usage, except for the activities of the Institution, prior approval of the State/Local Centre Committee and Secretary & Director General shall be required if the duration of the agreement is for more than four weeks. In all other cases, approval of the State/Local Centre Committee is necessary.
- 12.6 The Centre must not enter into any hire, sub lease or usage agreement with any outside party which is contrary to the terms of lease/ usage/ hire agreement of the State/ Local Centre.
- 12.7 The responsibility of maintaining the building including payment of property tax, timely action for the renewal of the lease/ usage agreement lies with the State/Local Centre Committee. In this respect they can take the help and guidance of the headquarters wherever applicable.
- 12.8 The Centre must keep the Secretary & Director General informed about any problem relating to the building, lease/ usage agreement, enhancement of taxes, imposition of new taxes or levies, acquisitions etc.
- 12.9 Earnings of the IEI Homes should be utilized for renovation, maintenance of Centre's building and improvement of other facilities of the Guest House, so that better service can be rendered towards Members and Centre becomes revenue generating and self-sufficient.





FINANCIAL NORMS & RULES FOR BUILDING (Clause 28.0 of the Financial Norms & Rules for Headquarters)

28.0	BUILDING GRANT				
28.1	The building grants are made from the Budget provision under the head of Capital Expenditure out of the Capital Receipts as per the provision of the Bye-Laws. Building grant to a Centre shall, therefore, be for purchase of land or lease of land which can be considered as capital asset, new construction, addition to existing building etc.				
28.2	The Committee appointed for the purpose shall satisfy itself about the criteria before making its recommendation to the Finance Committee. Such criteria shall include among others :				
	28.2.1	If the grant is for a purpose as permissible within the guidelines.			
	28.2.2	If the procurement of the land or building construction has been approved by the Council.			
	28.2.3	If the Secretary & Director General has executed the deed of lease or conveyance or agreement for the land and the land is in the possession of the Institution and the lease is alive.			
	28.2.4	If the grant to be sanctioned is towards reimbursement of expenditure already incurred.			
28.3	The amount of grant shall be released only after being satisfied that the amount is being reimbursed against genuine capital expenditure already incurred. The grant for purchase or long lease (30 years or longer) of land shall be released only after execution of agreement with the owner of the land.				
28.4	The grant shall be used for capital expenditure and additions to the assets only.				
28.5	The Centres shall submit the proposal in the prescribed form to the Council for prior approval of proposals for purchase or long term lease of land, construction of new building, addition to existing building by the last date of January of the year preceding the year in which the release of the grant is desired.				
	In approving the proposal Finance Committee and Council shall take into consideration, the membership strength of the Centre, quantum of technical activities, availability of land, the budget for the project and the funds raised by the Centre on its own and also the guidelines prescribed under Rule 28.7.				
	All such proposal of acquisitions / construction/ building grants be approved by FC as and when they are made and on approval, LBC may consider allocation of funds as and if eligible.				
28.6	The Finance Department shall review all cases of grants released in the previous years and take appropriate action for recovery in case of defaults.				
28.7	The Centre, which did not receive any Building grant for a period of last three years, shall be given preference over others while allocation of grants are made, subject to satisfying other conditions.				
28.8	Guidelines for Buildings				
	28.8.1	On the basis of membership strength, Centres are classified into the following categories :			
		Category – A	Centres with strength of Corporate members exceeding 4000.		
		Category – B	Centres with Corporate membership strength between 2501 & 4000.		
		Category – C	Centres with Corporate membership strength between 501 & 2500		
		Category – D	Centres with Corporate membership strength upto 500.		
	28.8.2	Based on the table in Rule 29.8.1, the extent of covered area of the building shall be as follows :			
		A Not Exceeding (sq.m.)	B Not Exceeding (sq.m.)	C Not Exceeding (sq.m.)	D Not Exceeding (sq.m.)
	Office	300	270	200	150
	Lecture Hall	150	100	80	70
	Library	200	130	100	100





	Space for Technicians & Students activities	150	100	70	30
	Auditorium	400	330	250	-
	Retiring Room	300 -----	270 -----	200 -----	100 -----
	Total	1500 -----	1200 -----	900 -----	450 -----
Note : These areas shall include toilets, stairs, corridors, foyers etc. The construction will be planned in such a manner that extension to the building is feasible to cater to the future growth of the Centre.					
28.8.3	The Council may permit larger areas under special circumstances. The reasons for permitting extra construction over and above norms of 28.8.2 must be clearly and compulsorily be recorded by the approving authority. However, the grant shall be limited on the basis of the areas as given in 28.8.2.				
28.8.4	The Centre shall bear in mind that any building constructed with or without any grant from the Headquarters is the property vested in the Institution and as such no action in this regard shall be initiated without prior approval of the Council.				
28.8.5	The Centre undertaking any construction activity shall keep the Headquarters informed about its progress. It shall also furnish information on the financial position (including liabilities if any) irrespective of whether or not the Centre is recipient of any grant from the Headquarters for this purpose.				
	Centres shall ensure that the copies of all documents such as (i) lease agreement/title deed/conveyance for the land and (ii) building plans approved by the Local Municipal Authority are deposited at the Headquarters before taking up the construction activity. The original documents including completion certificate shall be deposited on completion of the project.				
28.8.6	Contract for any construction activity shall be covered by an appropriate agreement in writing.				
28.9	Funds for Construction of Buildings				
28.9.1	The funds for any building activity shall be primarily met from :				
	28.9.1.1	Own resources of the Centre			
	28.9.1.2	Contribution/Donation from members attached to the Centre, industries, government departments, etc.			
	28.9.1.3	In case of a shortfall, the Centre may approach the Headquarters for a grant by furnishing requisite information [Ref clause 28.5].			
28.9.2	Under no circumstances, building activity shall be undertaken by any Centre in anticipation of grants from Headquarters for meeting any shortfall.				
28.9.3	A Centre, seeking grant, should furnish a statement in the specified format to help the Finance Committee to consider allocation of funds.				
28.9.4	The agreement for lease or purchase of land and the conveyance shall always be executed by the Secretary & Director General. The documents not required to be registered shall be signed by him in the headquarters.				
28.9.5	The Centre receiving the grant shall submit along with the Annual Accounts of the Centre for that financial year, an utilisation certificate to the effect that the amount of grant has been utilised for the purpose and capitalised.				
28.10	Guidelines for sanction of financial assistance for major repairs to Centre Buildings				
28.10.1	The Centre should send detailed proposal and estimate of major repairs to be carried out.				
28.10.2	A minimum of 50% of the total expenditure has to be borne by the Centre.				
28.10.3	A maximum of 50% of the total expenditure to be given as grant.				
28.10.4	The release of Grant for Special repair / Major repair should be considered in a block of 5 years.				





	28.10.5	If the fund is available at the Centre, the fund should be utilized before applying for any grant. The submission of proper utilization certificate (work order, invoice, photographs etc) of earlier grants is mandatory by the Centre to ensure the expenditures has been done and has not resulted in any surplus accruing to the centre.
	28.10.6	The Centres should include the authentic estimates with detailed break-up supported by quotations, approval of the Centre committee etc.
	28.10.7	The status of the Membership Growth of the Centre must be mentioned by the HQ in each Proposal.
	28.10.8	The Grant is to be released only after receipt of Utilization Certificate from the centre towards utilization of matching amount (minimum 50%) from their own resources.
28.11	Guidelines for financing Buildings/Plots of Centres from Revenue Budget	
	28.11.1	The support to the Centres for building construction should primarily be funded through Capital Budget and considered by Land and Building Committee.
	28.11.2	In exceptional cases, in order to tide our temporary shortage of funds, such support can be extended from Revenue Budget under the following conditions:
	28.11.2.1	The building proposal should conform to the Building Norms. FC must ascertain if the working of the Centre is normal and there are no outstanding loans/ advances due from the centre.
	28.11.2.2	The amount to be advanced by HQ should be only in the form of interest free refundable advance.
	28.11.2.3	It must be ensured that the Centres has in fixed deposits/bank accounts the amount needed to complete the project over and above the HQ Advance.
	28.11.2.4	HQ Advance should be refundable in not more than five (5) years.
	28.11.2.5	The amount of advance shall not exceed five times of 50% of the annual grant at the time of sanction of the advance. While sanctioning the advanced amount, the amount already sanctioned, if any by the Building Committee against the project should be taken into consideration and deducted from the proposed advance.
	28.11.2.6	FC should make provision in the budget depending on the financial position each year for such advances.
	28.11.3	28.11.3.1 Disbursement of the amount sanctioned as interest free advance to a particular Centre will be monitored by the headquarter in the following manner.
		28.11.3.2 A separate bank account has to be opened by the Centre in a scheduled bank which will be regularly monitored by headquarter.
		28.11.3.3 The amount will be disbursed in suitable installments by headquarter. Each Installment will be deposited in the bank account opened for the purpose. A matching amount will have to be deposited by the state/local centre in the same bank account after which the withdrawal for the expenditure could commence.
		28.11.3.4 All expenditure of construction will be made from the same bank account. Once the installment disbursed and deposited into the bank has been fully utilized, a utilization certificate will be provided and thereafter the next installment will be released and deposited into the bank account opened for this purpose. The progress will be reviewed by FC every quarter before release of the next installment.
		28.11.3.5 If repayment is not made according to the repayment schedule, necessary steps will be taken by HQ and adjustments from yearly recurring and other grants payable to the centre will be made.
		28.11.3.6 The amount specified in the repayment schedule is the minimum amount repayable by the Centre. After repayment starts if the centre has sufficient resources and the financial condition is sound they may pay higher amounts at an early date.



28.12	Norms for sanction of Grant for Projects under the head Non-conventional Energy and Rain Water Harvesting	
	28.12.1	The State/Local Centres requesting for grant for projects under the head Non-conventional Energy and Rain Water Harvesting have to apply to the specified authorities under Central/ State Governments for getting subsidy.
	28.12.2	After sanction of the subsidy the Centres should apply to the HQ for getting financial grant with the copy of the sanction papers.
	28.12.3	A maximum of 50% of the difference between the project cost and the subsidy obtained will be paid as grant.
	28.12.4	Balance of the difference has to be spent by the State/Local Centre.
	28.12.5	The grant is to be kept as separate earmarked fund.
	28.12.6	The grant is to be spent within a year from the receipt of grant from HQ.
	28.12.7	If the amount is not spent within the period, the grant is to be refunded to HQ.
	28.12.8	If the unspent amount is not refunded the amount would be deducted from the Recurring Grant of the Centre.
28.13	Norms for use of Buildings	
	28.13.1	The buildings of the Institution are constructed primarily for use of technical activities, rendering services to members, maintaining offices and libraries of the Institution.
	28.13.2	Usage, not being casual in nature, by organization not connected with the Institution shall require prior approval of the Finance Committee of the Council. The Finance Committee, while considering the proposal shall take into consideration the nature of usage, the quantum of areas allowed to be used and the likely duration of such usage for according sanction. Such usage agreement must be co-signed by the Secretary & Director General on behalf of the Institution.
	28.13.3	Subject to the conditions of the lease of the land and those of the Local Body sanctioning the building plans etc., likeminded, professional, International Service Organizations, educational institutions, industries; industry and business associations etc. may be permitted to use the premises of the Institution on casual basis at the discretion of the Committee of the Centre on payment of usage charges. The purpose of such usage may be technical activities, meetings and other related functions etc.
	28.13.4	The premises shall not be used for political activities, religious or for purposes likely to adversely affect the image and the prestige of the Institution.
	28.13.5	In all cases of usage, except for the activities of the Institution, prior approval of the Committee of the Centre shall be necessary. If the use by outside parties is for more than four (4) weeks prior approval of the Centre Committee and Secretary & Director General will be needed.
	28.13.6	The Centre must not enter into any hire, sub lease or usage agreement with any outside party which is contrary to the terms of lease/ usage/ hire agreement of the State/ Local Centre.
	28.13.7	The responsibility of maintaining the building including payment of property tax and timely action for renewal of the lease /usage agreement lies with the Centre Committee. In this respect they can take the help and guidance of the Head Quarters wherever applicable.
	28.13.8	The centre should keep the Secretary & Director General Informed about any problem relating to the building, lease / usage agreement, enhancement of taxes, imposition of new taxes, levies, acquisition etc.
	28.13.9	Earnings of the IEI Homes should be utilized for renovation, maintenance of Centre's building and improvement of other facilities of the Guest House, so that better service can be rendered towards Members and Centre becomes revenue generating and self-sufficient.

FINANCIAL NORMS & RULES FOR MANPOWER GRANT

20.5		Norms for entitlement of the Centres for the Manpower Grant.							
		20.5.1	The Manpower grant to Centres be paid with effect from 01 April 2024 on the basis of minimum of actual disbursement made by the Centres during the last Financial year towards payment together of All India Cadre Staff as well as contractual / temporary staff etc. engaged by the Centres and employer contribution to PF and ESI, without any restriction of the normative staff structure as laid down in the Financial Norms & Rules of the Institution, or maximum entitlement of 130% as per the Financial Norms & Rules of the Institution. The maximum ceiling is to be calculated by keeping the principle of 100% manpower grant for senior most incumbent and 50% manpower grant for junior most incumbent.						
		20.5.2	i)	The Centres would be reimbursed manpower grant on the basis of above norms and would be sent to the Centres quarterly.					
			ii)	Qualifications of administrative staff (A to E) and lower level unskilled (F) shall be graduate & pass class XII respectively. This requirement shall however not be applicable to those persons who with lower educational qualification are already in employment as on 01.04.2008. New staffs engaged after 01.04.2008 shall be required to possess specified educational qualifications for eligibility of manpower grant.					
			iii)	The Centres shall be entitled to receive manpower grant as per norms given in the following table. (Calculated by considering the basic, DA, HRA & Transport Allowances for permanent employees as on 1st April,2024 as per respective level)					
		Maximum Amount of Entitlement of Manpower Grant per Month							
Sl. No	Percentage of Total Strength of Corporate Members attached to the Centre of Total Strength of all Centres	Level of Man-power Grant	X Category of Centre *		Y Category of Centre *		Z Category of Centre *		
			A1 / A City **	Other City	A1 / A City **	Other City	A1 / A City **	Other City	
1	10% and above	A *** 100% 50%	115649 15008	110969 14715	109556 14198	104876 13905	103463 13388	98783 13095	
2	5% to 9.99%	B *** 100% 50%	92727 15008	88047 14715	87948 14198	83268 13905	83169 13388	78489 13095	
3	2.50% to 4.99%	C *** 100% 50%	60258 15008	57918 14715	57072 14198	54732 13905	53886 13388	51546 13095	
4.	1.25% to 2.49%	D *** 100% 50%	50524 15008	48184 14715	47896 14198	45556 13905	45268 13388	42928 13095	
5.	250 Members to 1.24%	E *** 100% 50%	38749 15008	36409 14715	36796 14198	34456 13905	34843 13388	32503 13095	



6.	Below 250 Members	F *** 100% 50%	13978 7048	13978 7048	13978 7048	13978 7048	13978 7048	13978 7048
*	X Category of Centres	State Centres			Local Centres			
		Telangana, Delhi, Gujarat, Karnataka, Maharashtra, Tamil Nadu, West Bengal			Pune			
		Andhra Pradesh, Assam, Bihar Chhattisgarh, Jammu & Kashmir Jharkhand, Kerala, Madhya Pradesh, Odisha Puducherry, Punjab & Chandigarh, Rajasthan, Uttarakhand, Uttar Pradesh			Agra, Aligarh, Allahabad, Amravati, Asansol, Aurangabad, Bareilly, Belagavi, Bhilai, Bokaro Steel City, Coimbatore Dhanbad, Dharwad, Durgapur, Erode, Faridabad, Ghaziabad, Gorakhpur, Gwalior, Indore, Jabalpur, Jammu, Jamshedpur, Jodhpur, Kalaburagi, Kanpur, Kochi, Kolhapur, Kollam, Kota, Kozhikode, Ludhiana, Madurai, Mangalore, Meerut, Mysore, Nagpur, Nashik, Rourkela, Salem, Saurashtra, Solapur, South Gujarat, Tiruchirapalli, Trichur, Vadodara, Varanasi, Visakhapatnam, Warangal			
*	Z Category of Centres	The remaining State and Local Centres which are not covered by "X" or "Y" are classified as "Z" Category of Centres						
**	A1 / A City	Telangana State Centre, Bihar State Centre, Coimbatore Local Centre, Delhi State Centre, Ghaziabad Local Centre, Gujarat State Centre, Indore Local Centre, Kanpur Local Centre, Karnataka State Centre, Kochi Local Centre, Kozhikode Local Centre, Maharashtra State Centre, Nagpur Local Centre, Pune Local Centre, Rajasthan State Centre, South Gujarat Local Centre, Tamil Nadu State Centre, Uttar Pradesh State Centre, West Bengal State Centre. where A1/A city category of maximum amount of entitlement under the category of Centers as above would be allowed as manpower grant per month.						
	Other City	The remaining State and Local Centres which are not covered by A1/A city are classified as 'Other City'.						
***	A Level	Senior level executive (similar to Assistant Director) responsible as Executive-in-Charge of the Centre.						
	B Level	An Executive level official (similar to Executive) responsible either to hold the charge of the office of the Centre or to perform such duties as would be assigned by the Chairman/Honorary Secretary of the Center.						
	C Level	An Office-in-Charge (similar to Superintendent) responsible either to hold the charge of the office of the Center or to perform such duties as would be assigned by the Chairman/Honorary Secretary of the Center.						
	D Level	An Office-in-Charge (similar to Assistant, Grade-III) responsible either to hold the charge of the office of the Centre or to perform such duties as would be assigned by the Chairman/Honorary Secretary of the Center.						
	E Level	An Office-in-Charge (similar to Assistant, Grade-II/Grade-I) responsible either to hold the charge of the office of the Centre and /or to perform such duties as would be assigned by the Chairman/Honorary Secretary of the Center.						
	F Level	The lowest level unskilled personnel.						



	20.5.4	The staff structure and the entitlement are given under para no.(iii) above is applicable only to the Centres which remains open for 40 hours in a week and have their 'exclusive office premises' which means premises owned by IEI or leased/rented premises or premises allotted by a registered organisation and the Centre concerned has the exclusive right to use such premises as its office premises.		
	20.5.5	a)	Entitlement of the State Center will be calculated on the basis of strength of Corporate Members at State Centres and 50% of the strength of Corporate Members at Local Center(s), if any.	
		b)	Entitlement of the Local Centre will be calculated on the basis of strength of corporate members attached to the Local Centre.	
	20.5.6	The manpower grant of the Centres shall be revised every alternative year as on 1st April based on reckonable emoluments and entitlement of level of manpower corresponding to reckonable membership strength (Calculated by considering the basic, DA, HRA & Transport Allowances for permanent employees as on 1st April as per the respective level). The next revision will be as on 1st April, 2026.		
	20.5.7	The Centres which are in receipt of higher manpower grant than the revised entitlement would continue to get higher manpower grant and the excess amount would be adjusted during next revision or change of incumbent as applicable		
	20.5.8	The optimum expected structure of staff at different Centres, depending upon the reckonable strength of members as on 31 Mar, 2024 is given in the following Normative Staff Structure table :		
	Sl. No.	% of the strength of Corporate Members	Normative Staff Structure**	Total
	1.	10% and above	A-1, B-1, C-1, D-2, E-2, F-1	8
	2.	7.77% to 9.99%	B-1, C-1, D-2, E-2, F-1	7
	3.	5% to 7.76%	B-1, C-1, D-1, E-2, F-1	6
	4.	3.5% to 4.99%	C-1, D-1, E-2, F-1	5
	5.	3.11% to 3.49%	C-1, D-1, E-1, F-1	4
	6.	2.55% to 3.10%	C-1, D-1, F-1	3
	7.	1.27% to 2.54%	D-1, F-1	2
	8.	0.78% to 1.26%	E-1, F-1	2
	9.	250 to 0.77%	E-1	1
	10.	Below 250	-	-
	20.5.9	All engagements made by the Centres should be on lump sum consolidated compensation in line with minimum Wages Act notification issued by Government of India as notified from time to time, preferably through manpower agencies/contractors or by individual contract on part-time basis for a period of 11 months. Security arrangements of the centres are recommended to be made by Security Agencies wherever available and in other cases by deployment of casual hands as may be required may be made under due intimation with photograph to the local Police Station.		
	20.5.10	The Centres are suggested to engage incumbents at appropriate lower levels at the initial stage and thereafter enhance the compensation to be paid to the incumbents after a period of 5 years for their career progression. Accordingly, engagement in vacancies may be resorted to at least one or two level below the Normative Staff Structure wherever possible, so that the existing incumbents have their carrier progression in the ladder of higher level of the Normative Staff Structure, if their contract engagement is renewed.		
	20.5.11	The incumbents engaged by the Centres should be at least Graduates for ministerial and supervisory levels and the incumbents at the lowest levels should have pass Class- XII standard without any upper age bar.		



	20.5.12	The employees in All India Cadres posted at the Centres will have the promotional opportunities in higher levels as per the Normative Staff Structures of the respective Centres for which Headquarters will take needful steps as and when required.	
	20.5.13	The Centres utilizing services of All India Cadre employees will continue to bear expenses of salary and allowances for all such employees. The Headquarters will bear the expenditure of all such All India Cadre employees towards employer's contribution for Provident Fund and other benefits like Medical, LTC, Leave Encashment etc. as per Service Rules.	
	20.5.14	All engagement of manpower need to have approval of the Committee of the concerned Centre as hitherto. All such engagement of manpower are to be informed to Headquarters immediately along with details of qualifications and age (not more than 65 years) of the incumbents for due processing of manpower grant.	
	20.5.15	The All India Cadre employees posted at the Centre shall have the opportunity of promotion to the higher level as per Normative Staff Structure. The Centres, therefore, need to keep adequate scope at the higher entitled level for effecting the promotion while due.	
	20.5.16	The Centres having membership strength of less than 250, and engaging part-time incumbents will be entitled to maximum monthly manpower grant of Rs.7,048/- or Rs.13,978/- monthly for full time incumbents as man-power grant.	
	20.5.17	From April 2013, 30% of entitled grant of a centre is to be paid extra over and above normal Manpower grant entitled and is to be paid along with the Manpower grant. This extra 30% is to be paid even if the centre has All India Cadre Staff working in that Centre. (This clause no: 20.5.17 is to be considered only for the purpose of calculation of maximum entitlement of Manpower Grant i.e. 130% [100%+30%] as mentioned in clause no: 20.5.1)	
	20.5.18	The annual increment shall be given to the temporary staff working at IEI Centres on the basis of their performance and the rate of annual increment shall not exceed 10% of the existing Basic / consolidated pay in the next annual contract, w.e.f 01.04.2023.	
20.6	Basis of Calculation of Centres Manpower Grant:		
	20.6.1	Based on the Norms in rule (20.5) above, the calculation shall be as follows:	
	i	Fixed revised monthly maximum amount of entitlement of Centres from 1st April, 2024 (130%). [Fixed monthly entitlement shall be revised every alternative year i.e. next on 01.04.2026 as per Para no.(20.5.6) above]	XXXX
	ii	Actual disbursement made by the Centre during the last Financial year, towards payment together of All India Cadre Staff as well as contractual / temporary staff etc. engaged by the Centres and employer contribution to PF and ESI, without any restriction of the normative staff structure as laid down in the Financial Norms & Rules of the Institution.	XXXX
		Manpower grant is to be payable to the centre on quarterly basis, (least of the above).	XXXX
20.7	The centers will bear all responsibilities of statutory deductions/ records/compliances thereof, before making any payments to their respective incumbents.		

Part 3

Guidelines For Sections 'A' & 'B' Examinations of IEI

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GUIDELINES FOR SECTIONS 'A' & 'B' EXAMINATIONS OF IEI

INTRODUCTION

The Institution Examinations are conducted for those members who, after passing the same, shall be enrolled as a Corporate Member of the Institution in course of time. Keeping in mind the ethical standard, a Corporate Member is expected to maintain the overall environment at the Examination Centre, which calls for serious concern, and involvement of the Honorary Secretary, who is responsible for successful conduct of the examinations, with the support of the personnel appointed by his/her Examination Centre for the purpose.

These Guidelines, as approved by the Council, subject to amendment from time to time, are prescribed for conduct of IEI examinations at a large number of centres within and outside the country with a view to having uniformity. Accordingly, these guidelines are required to be strictly followed. Deviations from these guidelines, if necessary, shall be made only in exceptional cases in consultation with the Secretary & Director General so as to enable him to report the same to the Council.

In case of urgency, please contact the following persons at Kolkata.

Secretary and Director General Ph: (033) 2223 8230 (Direct)
(033) 2223 3154 (Residence)
Email: sdg@ieindia.org

Dy. Director (EEA) Ph: (033) 4010 6228 (Direct)
Mobile: 9073304903
Fax: (033) 2223 8345
Email: paramita.mukherjee@ieindia.org

SECTION 1

SECRETARY & DIRECTOR GENERAL OR HIS REPRESENTATIVE(S)

1.0 Responsibilities of Secretary & Director General

- 1.1 The Secretary & Director General of the Institution shall discharge his responsibility in respect of conduct of IEI examinations at the various Centres with full support and assistance of the Department of Education, Examinations & Accreditation of the Headquarters and the Honorary Secretaries of the State/Local Centres under whose jurisdiction the examinations are held. However, in case of some Centres where gross irregularities are reported and where it is necessary to ensure quality and sanctity, charges will be made and Headquarters will intervene appropriately. For this purposes, he shall take any administrative step which may deem necessary and fit for smooth conduct of the examination maintaining its sanctity.
- 1.2 Since the examinations at all centres shall be under the supervision and overall control of the Secretary and Director General, he
 - 1.2.1 shall finalise the venues, in consultation with the Honorary Secretaries of State/Local Centres, at which the examinations are to be held.
 - 1.2.2 shall make payments to the State/Local Centres within the geographical boundaries of which examinations are held, on receipt of the statements from the Honorary Secretaries of such centres as per the norms set by the Council for the purpose.
 - 1.2.3 may depute employees of the Institution at the Headquarters and/or at the Centres to be present at the Examination Centres.
- 1.3 The duties and responsibilities of such representatives shall be as follows:
 - 1.3.1 They shall generally assist the examination personnel in conducting the examination and to provide any guidance as may be sought for by any one of them.



- 1.3.2 They shall supplement the efforts of the examination personnel and shall keep regular contact with the Honorary Secretary of the Centre to keep him apprised of the observations made by them.
- 1.3.3 In details, the duties shall be
- to monitor the activities of all concerned in maintaining the sanctity of the examination in every aspect;
 - to assist the examination personnel specially in verification of the answerscripts submitted by the examinees and tallying these with the corresponding attendance-sheets and their proper packing and despatch; and
 - to study the general arrangements and environment during the examination and submit a report to the SDG on the same suggesting remedial measures, if and as may be necessary.
- 1.3.4 In case of detection of a case of malpractice, these representatives of the SDG shall collect detailed information in respect of the case and shall submit an independent report to the SDG.
- 1.3.5 In addition to the above, these representatives may take spot decision on urgent matters in consultation with the Officer-in-Charge of the Examination Centre.
- 1.4 In order to enable the Secretary & Director General to effectively play its role, services of Corporate members of the Institution may be utilized, if deemed necessary.
- 1.5 Access to the examination area must be restricted to persons authorised by the Secretary & Director General and entry to such areas be denied to others even if they are employees or office bearers at the Centre or hold other positions in the Institution.

SECTION 2

HONORARY SECRETARY OF STATE/LOCAL CENTRE

1.0 Responsibility of Honorary Secretary of The State/Local Centre Shall be

- 1.1 to recommend one or more venues for the examinations to the Secretary & Director General after being satisfied with the adequacy of infrastructural facilities available. Under no circumstance, venue (s) for the examination be recommended by erecting Shamiana (pandal). [This shall be done at least three months prior to commencement of the examination and the HQ shall be informed immediately about the venue selected by him. Number of venues may be one for each 1000 registered candidates or part thereof in one session.];
- 1.2 to cause appointment of examination personnel in conformity with item 2
- 1.3 to assist the HQ by prominently displaying the notifications, programmes, index, results, etc. pertaining to the examinations at the Centre;
- 1.4 to remain the custodian of all examination materials such as blank answerbooks, drawing sheets, relevant reference materials, after physical verification, and maintain a stock register for these materials. The stock position is required to be sent to the Dy. Director (EEA) at Headquarters, within a week after the examination, as per format given in Annexure I;
- 1.5 to provide adequate and proper facilities to the Officer-in-Charge to function in the interest of the examination;
- 1.6 to provide necessary guidance to the Officer-in-Charge in all matters pertaining to conduct of examination as may be sought for;
- 1.7 to arrange for adequate security at the venue and, if thought necessary, to keep local police authorities informed about the dates, time and venue of examination or to have even police posted at the venue during the days of examination;
- 1.8 to make payments to examination personnel after proper scrutiny of the statements received from the Officer-in-Charge in accordance with the norms as given in Annexure II;
- 1.9 to keep the expenses as low as practicable and subject to the limits as given in Annexure II;
- 1.10 to extend full co-operation to any employee of the HQ who may be deputed by the SDG to the Examination Centre; and





- 1.11 to take all other steps as may be thought fit and necessary in order to uphold the sanctity of the examination.
- 1.12 to submit examination bill complete in all respect, within 30 days after the conduct of examination.

2.0 Examination Personnel – Qualification and number in each category

2.1 Officer-in-Charge

The Chairman or Honorary Secretary of a State/Local Centre shall not be the Officer-in-Charge of the Institution's examinations. The Officer-in-Charge shall normally be a Corporate Member or a senior teacher of engineering college/polytechnic and be conversant with conduct of State/All-India level examinations and shall preferably be a Corporate Member of the Institution. Generally, the term of the Officer-in-Charge is maximum for four examinations in aggregate. There shall be ONE Officer-in-Charge for each examination Centre.

2.2 Superintendent

A Superintendent shall assist the Officer-in-Charge in every matter pertaining to conduct of the examination and in exercising his duties shall solicit the guidance of the Officer-in-Charge, whenever situation demands.

He shall preferably be a Corporate Member or a teacher of engineering college/polytechnic and be conversant with conduct of State/All-India level examinations.

The number of superintendents has been reduced to only one for examination centres with 300 or more registered candidates and no superintendent for centres with less than 300 registered candidates.

2.3 Invigilator

An invigilator shall assist the Officer-in-Charge/Superintendent in every matter pertaining to conduct of the examination and in exercising his duties shall solicit the guidance of the Officer-in-Charge/Superintendent.

He shall possess the qualities to be incharge of the hall/room and sufficiently educated to perform the various functions as given in Section 7. He shall be sincere, diligent, alert and a person of integrity.

Two Invigilators upto 60 registered candidates during a session and one additional invigilator for every 30 additional registered candidates or part thereof

- Note:
1. No room shall be provided with less than two invigilators.
 2. At least one of the invigilators at a Centre shall be a lady for female examinees.

2.4 Clerk

A Clerk being responsible to assist the Officer-in-Charge in all administrative matters should have adequate educational background for the purpose.

- One for each venue having upto 250 registered candidates and one additional clerk for every 250 additional registered candidates or part thereof.

2.5 Peon, Packer, Waterman, Sweeper

These categories of personnel shall have adequate expertise in the respective jobs.

Peon

One for every 250 registered candidates or part thereof.

Packer

One for every 250 registered candidates in any session or part thereof.

Waterman

One for every 250 registered candidates or part thereof.

Sweeper

One for each venue.



3.0 The Honorary Secretary shall -

- 3.1 ensure that no person included in the Examination personnel shall have any of his pupils/relatives/close friends as a registered candidates at the Examination Centre and shall obtain a Declaration from each of them to this effect as per proforma given in **Annexure III**.
- 3.2 only in exceptional cases, he may appoint an employee of the State/Local Centre of the Institution in an appropriate capacity, but not as an Invigilator.
- 3.3 send the details about the superintendent, invigilators, and others in the proforma given in **Annexure IV**; and
- 3.4 Provide Identification Badge to the examination personnel of all categories.

SECTION 3

GENERAL RULES FOR CONDUCT OF EXAMINATIONS

1.0 General rules for conduct of examinations are:

- 1.1 All examination personnel shall be available for Briefing Session to be conducted by the Officer-in-Charge for half a day as may be fixed by him and get all points in respect of their respective duties and responsibilities and the schedule for attendance prior to the first day of examination.
- 1.2 On the day of examination, the concerned personnel shall be available at the Examination at least half an hour prior to commencement of the examination.
- 1.3 Entry of an examinee shall be allowed to the venue only after verification of his Identity Card and the Admission Card. No unauthorised person shall be permitted to enter the venue unless permitted by the Officer-in-Charge. In case a candidate reports not to have collected the Admission Card, he shall be allowed to appear on production of his identity Card provided his name appears in the list of registered candidates received from the HQ. No request for Change of Examination Centre shall be entertained at the Centre. A candidate shall be allowed to appear at a Centre while his Admission Card indicates his registration at another Centre provided he has been permitted to do so in writing by the Dy. Director (EEA).

In case a candidate desires to appear in a subject in which he is not registered, he may be permitted to do so on a written understanding by him that his appearance shall be valid subject to regularisation by the HQ. The undertaking of the candidate as per the format given in Annexure V should be attached to his answerscript. Attendance of such examinees should be recorded in the blank space of the last page of the attendance sheet of the subject. In case of inadequate space, a separate sheet be enclosed with the attendance sheet duly signed by the invigilator and the Officer-in-Charge.

In accordance with the decision of the Council, in case a candidate claims that inspite of submitting an examination form in conformity with Rule, he has neither been provided with Admission Card nor provided any information about rejection of his application, he can submit a fresh examination form along with a demand draft of Rs.1500/-, with photocopies of his original examination form, details of the demand draft and copy of the postal receipt, to the Officer-in-Charge for Provisional appearance in the examination. In case the candidate's claim is found to be not in order, the fee deposited by him shall be forfeited and his appearance shall be treated as irregular.

- 1.4 No candidate shall be allowed to enter the examination hall after expiry of 30 minutes from the time of commencement of the examination.
- 1.5 No examinee shall be allowed to temporarily leave the hall before 30 minutes has elapsed after commencement of the examination.
- 1.6 No examinee shall be allowed to keep any materials other than the following with him during the examination:
 - Identity Card
 - Admission Card
 - Pens, Pencils and Drawing instruments
 - Non-programmable calculator





Cellular telephone, Pager and equipment of similar nature and Design Data Book are strictly forbidden at any hall/room (Annexure XVII)

- 1.7 No examinee shall be allowed to leave the examination hall finally before expiry of one hour from the time of commencement of examination and he shall be permitted to do so only after submitting his answerscript to an invigilator engaged in the hall. This is also applicable to examination personnel, HQs staff on duty at the Examination Centre and the person inspecting the Centre on the request of SDG (refer item 1.5).
- 1.8 Candidates are expected to abide by the rules for conduct of examinees in the examination hall (Annexure VI).

SECTION 4

OFFICER-IN-CHARGE/SUPERINTENDENT

- 1.0 Successful conduct of IEI examination depends greatly on the integrity, alertness and sincerity of the entire examination personnel functioning under the leadership of the Officer-in-Charge.

The guidelines provided in this booklet are meant for uniform conduct of each person engaged in connection with the examination held at various centres. It is, therefore, necessary that each one of those persons follow these guidelines strictly. Deviation may be made only in an emergency situation, when the decision of the Officer-in-Charge shall prevail.

- 2.0 As the person holding overall charge of the examination, the officer-in-Charge shall be expected to discharge his duties to the best of his abilities in a way to set an example for his colleagues to follow and in the interest of the Institution. All personnel shall be under his control to assist him in discharging his responsibilities as the leader of the team.

His duties and responsibilities shall generally be as follows:

- 2.1 To brief in advance each member of the examination personnel and to make them aware of their respective duties and responsibilities.
- 2.2 To collect the details of candidates registered to appear at the Centre and to ascertain their numbers at various sessions (morning/afternoon) on different dates at the Centre under his charge.
- 2.3 To plan the seating arrangements for each session.
- 2.4 To collect adequate number of blank answerbooks in serial order from the Honorary Secretary and distribute them to the Invigilators.
- 2.5 To be available at the Examination Centre at least one hour before commencement of examination and to leave only after despatch of the packets of answerscripts and connected papers to the HQs.
- 2.6 To keep continuous vigil on the performance of the entire examination personnel in observance of the Guidelines for Conduct of Examination and to be available to any of the examination personnel whenever one needs his guidance.
- 2.7 To take all steps as specified in respect of distribution of question papers and blank answerbooks to the invigilators in different rooms/halls.
- 2.8 To arrange in the examination halls/rooms code stamping on each answer-book in accordance with the confidential instructions of HQs. The work should be done only after issue of answerbooks to the candidates in the examination hall and **not before one hour of the commencement of examination.**
- 2.9 To personally supervise packaging of answerscripts along with various relevant statements for despatch to the HQs (see section 6).
- 2.10 To take all steps as specified in Section 8 in respect of declaration of a case of malpractice adopted by any examinee.
- 2.11 To prepare daily all statements as given in Annexure VII to XI and to submit the same to the Honorary Secretary of the State/Local Centre for forwarding them to the HQs along with materials which remained unused during the examination. Details of accounts should be submitted by the Honorary Secretary as per the format given in Annexure XII to XIV after the examination for balance payment.



- 2.12 To take adequate and appropriate steps under extraordinary circumstances.
- 2.13 To take all other steps as may be necessary to maintain the sanctity of the examination and the environment conducive to conduct the examination.
- 2.14 To submit to the Honorary Secretary a detailed account of the expenditure, with vouchers and receipts.
- 2.15 **Use of Regional Languages by Examinee**

Quite a few candidates appearing from the Centre are likely to answer their papers in Hindi in Section A (Diploma Stream)/Section B examination. Before allowing them to do so please ensure that an examinee has obtained prior written permission from the HQs to write their papers in Hindi. Without written permission, no candidate should be permitted to write answers in Hindi medium.

If any such candidate(s) register to appear from your examination centre required number of blank answerbooks, with cover printed in blue ink and separate attendance-sheets of each subject will be sent to your Centre. These answerbooks should only be issued to such candidates. The answerscripts of the candidates, along with the separate attendance sheet, should be sent to the headquarters in a separate cover on daily basis.

3.0 Duties and Responsibilities of Superintendent

- 3.1 A superintendent shall assist the Officer-in-Charge in exercise of all his duties and responsibilities.

The number of superintendents has been reduced to only one for examination centres with 300 or more registered candidates and no superintendent for centres with less than 300 registered candidates.

- 3.2 His duties and responsibilities shall be similar as those of an Officer-in-Charge. In case of accidental absence of the Officer-in-Charge, he shall take over the charge of the Examination Centre and shall perform all duties and responsibilities of the Officer-in-Charge.

SECTION 5

DISTRIBUTION OF QUESTION PAPERS

- 1.0 The procedure for distribution of question papers shall be as follows:

- 1.1 Sixty minutes prior to commencement of the examination in a subject, the question papers can be downloaded by the Officer-in-charge, from the link of e-delivery question paper software by logging in with their login credentials (login ID and password). The login credentials and the link of the e-delivery software will be shared by the e-delivery team in the registered email addresses of all Officers-in-charge of the examination centres. The question papers can be downloaded only after a three-step verification process, OTP, face recognition through AI and tracking of geo location.

After downloading the QP, the hard copies of the same have to be taken based on the total number of appearing candidates at the respective centre and have the certificate as per the proforma given in Annexure IX duly filled-in and signed by the Officer-in-charge.

Thereafter, the question papers shall be divided into sets in accordance with the number of examinees sitting in different rooms/halls.

- 1.2 Adequate number of question papers shall be handed over to the Invigilators not earlier than 5 minutes before the examination is due to commence.

SECTION 6

PACKING AND DESPATCH OF ANSWERSCRIPTS

- 1.0 The following procedures shall be adopted in respect of packaging and despatch of answerscripts.

- 1.1 The answerscripts shall be filled with the attendance-sheets and arranged serially according to the Roll Nos. of the examinees.
- 1.2 The answerscripts not tallying with the Roll Nos. recorded in the attendance-sheets shall be separated and put in a separate envelope along with a report of the Officer-in-Charge on the same for despatch to the HQs.
- 1.3 The answerscripts shall thereafter be put into packets in reasonable number along with the corresponding attendance-sheets by the Officer-in-Charge (Annexure VII) and sealed properly.





- 1.4 Session-wise and subject-wise sitting plan as per format given in Annexure VIII be forwarded to the Headquarters on daily basis along with the answerscripts packets in a separate envelope.
- 1.5 These smaller packets shall be wrapped in a waterproof paper and cloth and finally stitched and sealed properly.
- 1.6 Under no circumstances, answerscripts for different subjects shall be mixed up in one packet.
- 1.7 The packet with the label (Annexure XVI) duly filled in and pasted on them shall be handed over to the speed post/courier.
- 1.8 The entire work shall be completed immediately after completion of the examination held on each session.

SECTION 7

INVIGILATORS

- 1.1 Much depend on the conduct of an invigilator in maintaining the sanctity of the examination. Any laxity on the part of an invigilator is likely to result in undesirable consequences affecting the reputation of the institution.
- 1.2 An invigilator is expected to be alert at every moment beginning from the entry of the candidates till all answerscripts are collected from them.
- 0.2 The duties and responsibilities of invigilator shall generally be as follows:
 - 2.1 An invigilator is under the control of the Officer-in-Charge during the period they are on duty and he should not leave the Examination Centre without the permission of the Officer-in-Charge.
 - 2.2 He should report at the centre at least half-an-hour before the time fixed for commencement of the examination

3.0 Important duties of the invigilators are :

- 3.1 To distribute amongst the examinees the answer-books/drawing sheets and question papers.
- 3.2 To make announcement asking the examinees -
 - 3.2.1 Leave hall (if coming without Identity Card).
 - 3.2.2 Leave books, notes, copying material, wireless communication set, mobile phone and/or pager at specified place outside the examination hall.
 - 3.2.3 Have defective answerbook replaced.
 - 3.2.4 Sign on the attendance-sheet.
 - 3.2.5 Get signature of invigilator on the answerbook.
 - 3.2.6 Use only non-programmable calculator.
 - 3.2.7 Write name of the subject and date of examination on the answerbook at two places at the appropriate space, and Examination Centre Code in the space provided for.
 - 3.2.8 Write membership number and roll number only at the spaces allotted for the purpose.
 - 3.2.9 Put full signature on the cover of the answerbook in the space provided for.
 - 3.2.10 Refrain from writing name, membership number and roll number on other pages of the answerbook or any note to the examiner and any other extraneous matter inside the answerscript. This shall be considered as adoption of unfairmeans.
- 3.3 **To collect answerscripts/drawing-sheets** from the examinees as soon as the examination is over and to hand over the same to the Officer-in-Charge in sequential order of roll no. duly counted.
- 3.4 **To verify**
 - 3.4.1 that the answerscripts/drawing sheets carry confidential code seal at correct position.
 - 3.4.2 that membership number and roll number (as in the attendance-sheet and Identity Card), subject, date and time of examination are written by the examinee correctly on appropriate space in the answerscript/drawing sheet.





- 3.4.3 that the examinee has put his signature on the attendance-sheet in the correct position (The actual number of signatories in each page of the attendance-sheet should be recorded at the space provided on each page of the attendance-sheet and tallied with the actual number of answerscripts.)
- 3.5 To ensure that the examinees occupy their allotted seats in the room and sit leaving a reasonable gap from the neighbouring examinees.
- 3.6 To make sure in collaboration with his colleagues in the Hall that each answerscript issued in the Examination Hall has been countersigned by one of them.
- 3.7 To check the admission card and compare specimen signatures as given on the Identity Card to verify that the examinee appearing in the examination is genuine.
- 3.8 To prepare the absentee statement in respect of the hall/room under his charge and submit the same soon after expiry of the examination.
- 3.9 To issue additional answerbook to an examinee only after verifying that the first answerscript has been fully utilized.
- In such an event, the additional answer-book should be marked "Supplementary" and countersigned by the invigilator and its Serial Number shall be entered on the first answerbook and in the attendance-sheet and also Invigilator's Diary (Annexure X).
- The "Supplementary" answerbook shall be stitched to the first answerbook carefully leaving no scope for detachment.
- 3.10 To return surplus copies of answerbooks/drawing sheets to the Officer-in-Charge immediately after examination.
- 3.11 Not to allow any examinee who reports after 30 minutes of commencement of the examination to sit for the examination.
- 3.12 to record the name, membership no. and roll no. of the examinees who may enter the hall after expiry of time between 15 minutes and 30 minutes of commencement of the examination and to submit it to the Officer-in-Charge.
- 3.13 All blank pages left out in the answerscript must be crossed by each and every examinee before submitting the answerscript.
- 3.14 Both sides of each sheets of answerbooks and drawing sheets must be used by the examinees.

SECTION 8

ACTION IN RESPECT OF UNFAIRMEANS

- 1.0 The following steps shall be taken in case of detection of a case of adoption of unfairmeans by an examinee.
- 1.1 In the event of an examinee being found to adopt unfairmeans under sl.nos. 1-21 of nature of unfairmeans, the invigilator shall seize the answerbook, unauthorized materials, if any, call for the Officer-in-Charge and have the statement of examinee recorded in his hand-writing and his signature (Annexure XV).
- 1.2 In the event of an examinee being found to adopt unfairmeans under sl.nos.22-32, additionally to the steps (1.1) above, the identity card and admission card of the examinee shall also be seized (A receipt for the Identity and Admission Cards, if seized, may be given to the examinee by the Officer-in-Charge, if asked for).
- If thought necessary, the Officer-in-Charge shall lodge the FIR with the Police Station.
- 1.3 All such cases must be reported to the Dy. Director (EEA) along with the statement as per proforma given in Annexure XV, all materials seized from the examinee and a copy of the FIR lodged with the Police Station under separate cover duly sealed and send by speed post collecting the answerscripts packets from the Centre.



**NATURE OF UNFAIRMEANS**

Serial No.

1. (a) Disclosing own identity such as roll number, membership no or both; name, address, phone number, mobile number, etc in the answerbook.
(b) Writing erratic/irrelevant language or drawing erratic/irrelevant sketch.
2. (a) Writing note to the examiner or requesting for specific marks.
(b) Writing anything in a question paper.
3. (a) Possession of non-permitted items such as programmable calculator, non-specified reference tables/standards, mobile phone, pager, etc.
(b) Use of any item as mentioned in 3(a)
4. Possession of notes or books not connected with the particular subject.
5. (a) Exchange of question paper.
(b) Exchange of answerbook.
6. Helping others inside the Hall in copying or being helped by other inside the hall in copying.
7. Copying mutually or in a group
8. Mutilating the answerbook.
9. (a) Leaving examination hall during examination without permission.
(b) Leaving examination hall during examination with question paper and/or answerbook.
10. Reading out loudly.
11. Changing seat without permission.
12. Refusing to obey instruction of any kind.
13. Leaving examination hall temporarily with permission and not returning.
14. Conversation with other examinees.
15. Possession of notes or books connected with the subject and not copying.
16. Leaving examination hall without submitting the answerbook.
17. Writing membership number and roll number of another examinee.
18. Refusing to sign the format of adoption of unfairmeans statement.
19. Possession of note (a hand-written slip/a chit) and found copying.
20. Possession of materials such as hand-written notes/pages from books and found copying.
21. Trying to destroy the evidence or destroyed the evidence.
22. Misbehaving with /threatening other examinees.
23. Indulging in/inciting rowdism at examination premises.
24. Receiving external help or attempting to receive external help.
25. Tampering with answerbook like removal/replacement of pages.
26. Smuggling in/out question paper, in part or full, or attempting to do so.
27. Use of abusive languages, misbehaviour, threatening the examination officials or institution officials.
28. Organising/participating in a walkout/demonstration/indulging in group/unruly behaviour.
29. Smuggling in/out answerbooks or attempting to do so.
30. Assaulting/manhandling/injuring examination personnel/examiners/institution personnel/ enquiring officials; indulging in violent activity behaviour.
31. Possession of lethal weapons, ifre arms, narcotics, alcohol, etc.
32. Impersonating or helping others to impersonate.

**Notes:**

1. The Officer-in-Charge shall use his discretion in respect of the steps to be taken in case of any other type of malpractice not listed above.
2. An announcement be made in the examination hall that examinees should refrain from adopting unfair means as listed above.

SECTION 9**CHECK LIST FOR CENTRES**

1. Fixing venue(s), without erecting shamiana, and intimating to HQs
– 3 months prior to commencement of examination.
2. Appointing of Officer-in-Charge, Superintendents, Invigilators, Clerk, Peon, Packers, Sweeper and intimating HQ
– 1 month prior to commencement of examination.
3. Receipt of session and day-wise number of registered candidates.
– 1 month prior to commencement of examination.
4. Briefing of all members of examination personnel.
– 1 day prior to commencement of examination.
5. Taking stock of examination stationeries and instructions received from HQs
– 3 days prior to commencement of examination.
6. Taking stock of
 - (a) various furniture, tumblers, mugs, buckets, sealing wax, heater/candle, cards, waterproof paper, packing cloth, needles & thread, white sheet of paper, dot pens (Blue/Black and Red), pencils;
 - (b) mathematical tables, codes, etc;
 - (c) Answer books and drawing sheets;
 - (d) Various report-sheets
– 3 days prior to commencement of examination.

SECTION 10**ANNEXURES**

- I Proforma for statement of examination material
- II Rate
- III Declaration by the Officer-in-Charge and other examination personnel
- IV Details of Superintendent, Invigilator, Clerk, etc.
- V Proforma of undertaking to be taken from the examinees for appearing in a subject not mentioned in his Admit Card
- VI Rules for conduct of examinees in the Examination Hall
- VII Daily attendance of invigilating staff
- VIII Statement of question papers
- IX Sessionwise and subjectwise sitting plan
- X Certificate of opening of question paper envelopes
- XI Diary of Invigilators
- XII Statement of consumption of answerbooks
- XIII Abstract of Receipt of Expenditure
- XIV Daily cash account
- XV Particulars of remuneration to the examination personnel
- XVI Form for reporting of unfair means case
(This includes statement of examinee in his own handwriting)
- XVII Label (Specimen)
- XVIII Various codes, mathematical tables, etc.





ANNEXURE I

PROFORMA FOR STATEMENT OF EXAMINATION *
.....EXAMINATION CENTRE

Summer/Winter 20 Examination

ITEM	OPENING STOCK	QUANTITY SUPPLIED	TOTAL STOCK	QUANTITY USED IN CURRENT EXAMINATION	CLOSING STOCK
Main Answerbooks (English)					
Hindi Answerbooks					
Drawing Sheets					
Other Reference Materials					

Signature of Honorary Secretary*** To be sent (separately) directly to the Dy. Director (EEA) within Seven days after the examination.****GUIDELINES FOR CONSUMPTION AND INVENTORY OF ANSWERBOOKS/DRAWING SHEETS**

1. Inventory of answerbooks, drawing sheets should be maintained after physical verification of quantity in stock, quantity supplied by the headquarters and quantity consumed during the examination after ascertaining from the Officer-in-Charge.
2. Answer-books, drawing sheets and other examination materials should be kept in a secured place duly counted so that unauthorized person cannot have access to the same.
3. Previous stock of main answer-books, drawing sheets, etc. must be used first before utilizing the new stock supplied by the Headquarters.
4. Unnumbered /defective answer-books, if any, should not be distributed to the examinees and returned to the headquarters after the examination.
5. Missing answerbook no./s in a packet, if any, should be reported to the Headquarters.
6. No answerbook should be cancelled without indicating any reason.
7. **This proforma must be returned separately, duly filled-in to the Dy. Director (EEA) within seven days after the conduct of examination.**





ANNEXURE II

PERMISSIBLE EXPENDITURE

- Hire charges of Halls, furniture, electrical installation, cost of erection of temporary sheds, etc. as may be required.
- The Centre shall be required to appoint examination personnel in accordance with the Norms. Rates of honorarium are given hereunder:

<u>OFFICIAL</u>	<u>RATES</u>
Officer-in-Charge	Rs. 1000.00
Superintendent	Rs. 800.00
Invigilator	Rs. 800.00 (for one session Rs. 400.00)
Clerk	Rs. 240.00
Peon	Rs. 180.00
Packer	Rs. 180.00
Sweeper	Rs. 180.00
Waterman	Rs. 180.00

Note: The Officer-in-Charge and one Clerk shall be appointed for the entire period of examination and also for one day prior to commencement of examination and one day after conclusion of the examination and shall be paid accordingly.

- Grant for items of expenditure incurred by a Centre for conduct of examination as given in SCHEDULE given below shall be as follows:

<u>No. of registered candidates</u>	<u>Rate of grant per registered candidate</u>
Upto 1000	@ Rs. 14.50
1001 & above	@ Rs. 12.00

* Miscellaneous expenditure includes stationery items, packing material, consumable items. This, however, does not include erecting shamiana, hiring tables and chairs, etc.

SCHEDULE

- For writing or making statements
 - Papers
 - Duplicating Papers
 - Dot Pen, Refills etc (to be used by examination personnel)
 - carbon papers
 - envelopes,
 - any other allied materials.
- For packing
 - Brown Papers
 - Twine or other threads/ropes
 - Sealing Wax, Candles
 - Cloth-Markine/gunny
 - Needles
 - Gum
 - Any other allied materials.
- Other Materials (Consumable)
 - Register,
 - water jugs,
 - ice,
 - mugs,
 - buckets
 - disinfectants,
 - any other allied materials.
- Various Other Charge
 - Packing, stitching & sealing,
 - Conveyance,
 - postage,
 - electrical works,
 - any other allied items.





ANNEXURE III

DECLARATION OF EXAMINATION PERSONNEL

_____ **CENTRE**

Name in Full (in block letters) : _____

Age : _____

Educational Qualification : _____

Occupation & Designation : _____

Organisation : _____

Mobile Number : _____

E-mail ID : _____

I hereby declared that none of the candidates registered for appear in Summer/Winter 20 Examinations of The Institution of Engineers (India) to be conducted under the overall supervision of the Honorary Secretary of _____ State/Local Centre is my pupil, relative or friend and I do not have any other relationship with any one of them. I have already read the duties/responsibilities provided to me and shall abide by the same.

Signature





ANNEXURE IV

DETAILS OF SUPERINTENDENT, INVIGILATOR, CLERK ETC.

_____ Centre

Summer/Winter 20□□

Superintendent

	Name	Address	Specimen Signature
1.			
2.			

Invigilator

	Name	Address	Specimen Signature
1.			
2.			
3.			
4.			
5.			
6.			

	Name	Address
Clerk		
Peon		
Waterman		
Sweeper		





ANNEXURE V

**PROFORMA OF UNDERTAKING TO BE TAKEN FROM AN EXAMINEE FOR
APPEARING IN A SUBJECT NOT MENTIONED IN HIS ADMIT CARD**

The Officer-in-Charge
_____ Examination Centre

Dear Sir,

You are requested to kind permit me to appear in Summer/Winter examination in the following subject due to the reason mentioned hereunder:

Subject Code No:

Reason: (Please \sqrt mark the relevant clause)

I had not opted mentioned subject in the Examination Form but the same is within the permissible limit.

I had opted mentioned subject in the Examination Form but the same is not mentioned in Admit Card

In lieu of the subject already exempted in the last examination.

Recommendation of the
Officer-in-Charge

Signature of the Examinee

(Seal)

Full Name : _____

Membership No: _____

Roll No: _____

Mobile/Phone No: _____

(THIS UNDERTAKING OF THE EXAMINEE BE ENCLOSED ALONG WITH THE CONCERNED ANSWERSCRIPT)



**RULES FOR THE CONDUCT OF EXAMINEES IN THE EXAMINATION HALL**

- 1.0 An examinee shall strictly follow the following rules in the examination hall.
- 1.1 He shall not carry into his seat any book, notes, or papers except his Admission Card, Identity Card, pen, pencil, drawing instruments and non-programmable calculator.
- Mathematical and other tables, when permitted to be used by an examinee, will be provided by the Institution.
- 1.2 An examinee will be permitted to enter the examination hall ten minutes before commencement of the examination, but shall not be admitted to the examination hall after half an hour from the commencement of examination.
- 1.3 An examinee must check before using the answerbook that the answerbook supplied to him is numbered, bearing 'IEI' perforation mark at the top right-hand corner, contains all the pages in sequential order between the covers, the staples for stitching are intact and there is no defect in the answerbook.
- Answerbook, defective in any way, shall be replaced before use. If, however, replacement is not possible, the invigilator should be requested to record the nature of defect on the cover of the answerbook under his signature and date. Use of defective answerbooks not authenticated by the invigilator shall be considered as a case of malpractice.
- 1.4 An examinee is required to write his membership number, roll number, full signature and subject of the examination in the respective space provided on the cover of the answerbook. If these details are not correctly filled-in the answerbook shall be rejected.
- The name, signature or anything which may disclose the identities of the candidates must not appear anywhere in the answerbooks, except in the space earmarked for the same.
- 1.5 An examinee must use English for all examinations unless prior permission of the Secretary and Director General to use any regional language or Hindi has been obtained.
- 1.6 The answers should be properly numbered corresponding to the serial numbers of the questions. Examinees are required to use the pages of the answer-book serially leaving no page blank.
- 1.7 An examinee must not communicate with any other candidate during the hours of examination. The Institution reserves the right to take any action as may be deemed proper when a candidate is detected during or after the examination in any one or more of the following:
- 1.7.1 Helping another candidate.
- 1.7.2 Attempting to obtain unfair assistance or using unfair means.
- 1.7.3 Writing any objectionable or improper remarks in the answerbooks.
- 1.7.4 Attempting to render identification of the answerbooks impossible either quoting false roll number or membership number or intentionally omitting the same, detaching pages from the answerbook.
- 1.7.5 Replacement of the answerbook, writing on any material other than on the answerbook.
- 1.7.6 Impersonation.
- 1.7.7 Giving threat or using any objectionable or improper remarks to anyone in the examination hall.
- 1.7.8 Damaging the property in examination hall.
- 1.7.9 Any other misconduct.





- 1.8 No part of answerbooks, drawing sheets, etc supplied to an examinee in the examination hall should be taken out by the examinee.
- 1.9 No examinee shall be permitted to leave the examination hall under any circumstance till an hour has elapsed from the commencement of examination. Further, no examinee shall be permitted to leave finally the examination hall without submitting his answerbook until an hour has elapsed from the commencement of the examination. Under unavoidable circumstances, an examinee may, with the permission of the invigilator, be allowed to leave the examination hall temporarily submitting his answerbook and the question paper to the invigilator after expiry of not less than 30 minutes.
- 1.10 Any violation of any of the rules of examinations shall make an examinee liable for penal measures and punishment as may be decided by the Council of the Institution.
- 1.11 Notwithstanding the issue of Admission Card, the Institution shall have the right, for any reason which may appear sufficient, to cancel the admission of any examinee whether before, during or after the examination.
- 1.12 The District Court of Alipore, 24 Parganas (South) shall have the exclusive jurisdiction in matters arising out of the conduct of Institution Examinations and/or penal measures or any decision of the Council of the Institution giving or conferring punishment to any examinee.





ANNEXURE VII

DAILY ATTENDANCE OF INVIGILATING STAFF

_____Centre

Summer/Winter 20 Examinations

NO.	NAME	OFFICIAL DESIGNATION (if in service)	DATE AND SESSION	SIGNATURE

HONORARY SECRETARY

OFFICER-IN-CHARGE

(This sheet must be sent to Headquarters daily along with attendance-sheet of examinees)





ANNEXURE VIII

SESSIONWISE AND SUBJECTWISE SITTING PLAN

CENTRE _____ DATE _____ SESSION _____

SUBJECT _____ HALL/ROOM NO. _____

Row1	Row2	Row3	Row4	Row5	Row6	Row7	Row8

Signature of the Invigilator

Signature of Officer-in-Charge with Seal





ANNEXURE IX

CERTIFICATE
SUMMER/WINTER 20 EXAMINATIONS

Certified that we have downloaded and taken hard copies of the question papers of the following subjects in the presence of the Officer-in-charge, prior to commencement of forenoon/afternoon session on _____ at _____ hours and the volume of the papers is stated as under:

Sl.No.	Stream	Subjects	Volume of QPs + No. of Pages

Signature of witness (1)

Signature of witness (2)

Signature of Officer-in-Charge





ANNEXURE X

DIARY OF INVIGILATORS

SUMMER/WINTER 20 EXAMINATIONS

CENTRE _____

CODE NO _____

SUBJECT _____

CODE NO _____

DATE _____

ROOM/HALL NO _____

SESSION _____

CANDIDATES WHO LEFT THE HALL TEMPORARILY				
SL.NO.	ROLL NO.	MEMBERSHIP NO	LEFT HALL AT	RETURNED AT

FOR ISSUE OF SUPPLEMENTARY ANSWERBOOKS				
SL.NO.	Membership with T/ST/A/AM	Serial No. of Answerbooks	Candidate's Signature	Invigilator's Signature

Signature of the Superintendent

Signature of Officer-in-Charge



ANNEXURE XI

STATEMENT OF CONSUMPTION OF ANSWERBOOKS

SUMMER/WINTER 20 EXAMINATIONS

CENTRE _____

CODE NO _____

DAY	SESSION	MAIN/SUPPLEMENTARY ANSWERBOOKS		
		FROM	TO	TOTAL
1 ST DAY	FORENOON			
	AFTERNOON			
2 ND DAY	FORENOON			
	AFTERNOON			
3 RD DAY	FORENOON			
	AFTERNOON			
4 TH DAY	FORENOON			
	AFTERNOON			
5 TH DAY	FORENOON			
	AFTERNOON			
6 TH DAY	FORENOON			
	AFTERNOON			
7 TH DAY	FORENOON			
	AFTERNOON			

Signature of Honorary Secretary_____
Signature of Officer-in-Charge



ANNEXURE XII

ABSTRACT OF RECEIPT AND EXPENDITURE

CENTRE:-----

SUMMER/WINTER 20 EXAMINATIONS

Sl.No.		Amount received
1.	Receipt	
	Cheque No. & Date	\ _____
	Total Receipt	\ _____

2. Expenditure

PARTICULARS	AMOUNT (₹)	REMARKS
Payment to Officer-in-Charge		
Payment to Superintendent		
Payment to Invigilator		
Payment to Clerk		
Payment to Packer		
Payment to Peon		
Payment to Sweeper		
Payment to Waterman		
Total Expenditure:		Rs. _____
Balance/Deficit:		Rs. _____

Balance refunded vide Institution office Receipt No _____ dated _____

I hereby certify that

1. The expenditure as stated above and detailed in the several statements appended have actually been incurred and paid for the examination for which it was granted.
2. The stationery, cloth and other materials purchased out of the Institution Advances for this Examination has been properly utilised in the said examination and the unused articles as listed overleaf have been retained/returned for the use at the ensuing examinations.

Signature of Honorary Secretary_____
Signature of Officer-in-Charge



ANNEXURE XIII

DAILY CASH ACCOUNT

SUMMER/WINTER 20 EXAMINATIONS HELD AT _____ CENTRE

DATE	VOUCHER NUMBER	AMOUNT		PURPOSE OF PAYMENT	PAID TO	REMARKS
		`	p.			
Total Carried Over						

Date:

Signature of Officer-in-Charge

ANNEXURE XIV

PARTICULARS OF REMUNERATION TO THE STAFF FOR SUMMER/WINTER 20 EXAMINATIONS

HELD AT CENTRE _____ CODE NO. _____

DATE	SHIFT		NUMBER OF EXAMINEES	NAME OF THE STAFF	DESIGNATION	AMOUNT PAYABLE	
	FORENOON	AFTERNOON				`	p.

Date:

Signature of Officer-in-Charge



ANNEXURE XV

**FORM FOR REPORTING CASE OF ADOPTION OF OR ATTEMPTING TO
ADOPT UNFAIRMEANS**

_____ **EXAMINATION CENTRE**
(Separate sheet should be used for each examinee)
(* Strike out clearly whichever is not applicable)
Summer/Winter 20 Examination

1. Scheme of the Examination *Section A (Non-Diploma)/Section A (Diploma)/Section B
2. Full Name of the Examinee
(in Block Letters) _____
3. Roll Number of the Examinee _____
4. Membership Number T/ST/AM/M/F* _____
5. Subject in which the examinee is reported to indulge in/ attempted to indulge in unfairmeans _____

Important

Copy of attendance-sheet with the examinee's signature and answer-book no. issued to him and copy of the seating plan must essentially be enclosed with the Form.

I.	1. Particulars of the non-permitted items/incriminatory documents found in possession of the examinee (all these materials must be signed by the invigilator, superintendent and the examinee and sent to Headquarters of IEI)	i) Name of item/document, if any (Please specify clearly) ii) Others (Please specify clearly) iii) What was he doing with above item/document, etc. ?
	2. Any other type of unfairmeans such as exchange/tampering of question paper, answerbooks, smuggling in/out, etc. (Please specify clearly)
	3. Misbehaviour, threatening, inciting rowdism, trying to or destroying of evidence, assaulting, impersonation, etc. (Please specify clearly)
	4. Anything else (Please specify clearly)

(If required, FIR with Police be lodged and original FIR be enclosed. Please mention and state clearly below the action taken) (Ref: Section 8 of Guidelines)





**STATEMENT OF THE EXAMINEE IN HIS OWN HANDWRITING
(MUST BE OBTAINED IMMEDIATELY AND POSITIVELY)**

- | | |
|---|--|
| 1. Write your Roll No. and Membership No. | Roll No. _____
Membership No. _____ |
| 2. Do you agree with the charge(s)? | Write clearly below (yes or no)
_____ |
| 3. Have you anything else to state? | State clearly below:

_____ |
| Date : | _____ |
| Time: | _____ |

Full signature of the Examinee

* Certified that the above statement was made by the examinee in our presence/certified that the examinee declined to make any statement.

_____ Signature of Superintendent with date	_____ Signature of Invigilator with date
---	---

II. Report of the Invigilator and Superintendent (It should be definite and unambiguous. If required, additional sheet(s) may be added).

_____ Signature of Superintendent with date	_____ Signature of Invigilator with date
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III. Report of the Officer-in-Charge (It should be definite and unambiguous. If required, additional sheet(s) may be added).

Signature of Officer-in-Charge

Place :

Date :

Time :





ANNEXURE XVI

THE INSTITUTION OF ENGINEERS (INDIA)	
CENTRE _____	CODE _____
SUMMER/WINTER 20 EXAMINATION SECTION A(ND)/(D)/SECTION B	
Subject: _____	
Date : _____	Time: _____
NUMBER OF ANSWERSSCRIPTS IN THIS PACKET : _____	
NUMBER OF SUPPLIMENTARY ANSWERSSCRIPTS IN THIS PACKET: _____	
PACKET CONTAINS ANSWRSCRIPTS	
FROM ROLL NO: _____	TO: _____
_____	_____
_____ SIGNATURE OF THE OFFICER-IN-CHARGE	

THE INSTITUTION OF ENGINEERS (INDIA)	
CENTRE _____	CODE _____
SUMMER/WINTER 20 EXAMINATION SECTION A(ND)/(D)/SECTION B	
Subject: _____	
Date : _____	Time: _____
NUMBER OF ANSWERSSCRIPTS IN THIS PACKET : _____	
NUMBER OF SUPPLIMENTARY ANSWERSSCRIPTS IN THIS PACKET: _____	
PACKET CONTAINS ANSWRSCRIPTS	
FROM ROLL NO: _____	TO: _____
_____	_____
_____ SIGNATURE OF THE OFFICER-IN-CHARGE	





ANNEXURE XVII

CODES AND MATHEMATICAL TABLES

Candidates may be supplied any of the following, if so requested:

SECTION A	Statistical Tables
SECTION B	
CHEMICAL	Psychometric Charts and Steam Tables, Triangular Graph Paper, Humidity Chart Log-Log Graph Paper
CIVIL	BIS 456 (1978), BIS 800 (1962)/(1984), SP 6(I) and SP (16) IRC-6-1966 Section III, Loads and Stresses Steel Tables, IS:456 (2000) IS:800 (2012)
ELECTRICAL/ELECTRONICS & COMMUNICATION	IS 1343 (1980) Semi-log Graph Paper Log Tables, Graph Paper, Smith Chart
MECHANICAL	Thermodynamic Tables Refrigerant Tables Steam Tables Quality Control Tables Normal Distribution Tables Mollier Chart Design Data Book, PSG College of Engineering and Technology, Coimbatore, Revised Edition, 1978, Reprint in 2010 Design Data Handbook for Mechanical Engineers, Mahadevan, K. and Reddy Balveera, K., CBS Publishers and Distributors Pvt. Ltd., 4 th Edition, 2013. Design Data Book, Jadon, V.K., I.K. International Publishers, 2 nd Edition, 2010. Refrigeration and Air Conditioning Tables and Charts, Mathur and Mehra, Jain Brothers, New Delhi
MINING	Graph Paper Psychometric Charts Psychometric Tables Steam Tables
PRODUCTION	Normal Distribution Tables Poisson Distribution Tables
TEXTILE	Graph Paper of 8 x 8 marking



Part 4

Technicians'/Students' Chapter

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Norms for Students' Chapters 165



NORMS FOR TECHNICIANS' CHAPTERS

1.0 EXTRACT OF THE BYE-LAWS

Bye-laws 79 and 80: TECHNICIANS' CHAPTERS

79. (a) (i) The Council may establish on the recommendation of a State Centre one or more Technicians' Chapters within the geographical boundaries of a State Centre with geographical boundaries of such Chapters defined and notified.
- (ii) All Senior Technician Members and Technician Members of the Institution having their recorded addresses within the geographical boundaries of a Technicians' Chapter shall be attached to the Technicians' Chapter.
- (b) The Council may also establish Technicians' Chapters at engineering and technical establishments recognised by the Council provided the total number of Senior Technician Members and Technician Members engaged or employed in the said establishment is not less than twenty.
- (c) The affairs of the Technicians' Chapters shall be managed in accordance with the rules framed and approved by the Council from time to time.
- (d) The activities of the Technicians' Chapters established within the geographical boundaries of State/Local Centre shall be guided, coordinated and overseen by a "State/Local Centre Technicians' Committee", which shall be constituted as here below :
- (i) One Corporate Member nominated by the Committee of the State/Local Centre from amongst themselves as the Chairman;
- (ii) One Corporate Member nominated by the Committee of the State/Local Centre from amongst themselves as the Convener;
- (iii) Four Corporate Members nominated by the Committee of the State/Local Centre as members;
- (iv) The Chairman and the Honorary Secretary of the State/Local Centres and the Chairmen of the Technicians' Chapters established within the geographical boundaries of the State/ Local Centre shall be ex-officio members of the State/Local Centre Technicians' Committee.
80. The Council shall cause formation of an All India Technicians' Committee, with a Chairman who shall be a member of the Council nominated by the Council from amongst themselves and members not exceeding ten in number nominated or elected in accordance with the rules framed and approved by the Council from time to time.

Bye-laws 54: Senior Technician Members

54. Every candidate for election as a Senior Technician Member or for transfer from Technician Member to Senior Technician Member shall satisfy the Council that he possesses the following qualifications:
- (i) Age: He shall have attained the age of eighteen years on the date of his application for election or transfer.
- (ii) Examination: He shall have passed (a) either accredited diploma examination in engineering or technology or its equivalent as recognised by the Council, or (b) such other examination recognised by the Council as exempting from passing Section A of the Institution Examination in non-diploma stream.

Bye-laws 55: Technician Members

55. Every candidate for election as a Technician Member shall satisfy the Council that he possesses the following qualifications:
- (i) Age: He shall have attained the age of seventeen years on the date of his application for election.
- (ii) Examination: He shall possess an educational qualification recognised by the Council.



2.0 OBJECT

The Technicians' chapters shall be established primarily to conduct technical activities for Senior Technician and Technician members of the Institution of Engineers (India). The Technicians' Chapter so established is intended to provide learned forum for mutual personal contacts amongst the members and for exchange of technical information and thus promote their professional and intellectual acumen and inculcate the feeling of belongingness to the fraternity.

3.0 TECHNICIANS' CHAPTER

3.1 Formation

3.1.1 A Technicians' Chapter may be established at the Headquarters of a State/Local Centre provided the total strength of Senior Technician and Technician members, located within the geographical boundary of the State/Local Centre and not attached to any Technicians Chapter established in a city/town or engineering/industrial unit located within the geographical boundaries of the State/Local Centre, is minimum 50 (fifty).

3.1.2 A Technicians' Chapter may be established at an engineering/industrial unit provided the total number of Senior Technician and Technician members engaged in the engineering/industrial unit is minimum 20 (twenty).

(Note: For this purpose, an engineering department of Central/State Government, a factory or a workshop shall be considered as an engineering/industrial unit.)

3.1.3 A Technicians' Chapter may be established under 103 State/Local Centres of the Institution of Engineers(India) provided the total number of Senior Technician and Technician members located in the city/town is minimum 50 (fifty) and will be named as, for example, Dharwad Technicians' Chapter or West Bengal Technicians' Chapter.

3.1.4 Senior Technician and Technician members, located within the geographical boundary of State/Local Centre, where a Technicians' Chapter has been established, shall be attached to that Technicians' Chapter.

3.1.5 Senior Technician and Technician members engaged in an engineering/industrial unit, where a Technicians chapter has been established, shall be attached to that Technicians' chapter and will be named as, for example, West Bengal PWD Technicians' Chapter.

3.2 Activities

3.2.1 The Technicians' Chapter shall function under the guidance and control of the respective State/Local Centre through the State/Local Centre Technicians' Committee and shall at all times be subject to the control, supervision and direction of the Council through All India Technicians' Committee.

3.2.2 All activities of the Technicians' 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 Technicians' Chapter shall extend its activities beyond its geographical jurisdiction without previous sanction of the Council, which may be accorded by the Council on the recommendation of the All India Technicians' Committee.

3.2.4 The activities of the Technicians' Chapter shall be primarily technical and shall include lecture/technical demonstration, seminar/paper presentation, short-term course, model/poster competition, group discussion, quiz competition, industrial visit, film show, get-together, display of technical information and campus interview, etc.

3.2.5 Corporate members of the Institution and other engineering personalities from educational institutions, corporate sectors and industry houses, etc. may be invited to augment technical activities of the Technicians' Chapter.





4.0 ADMINISTRATION

- 4.1 Affairs of the Technicians' Chapter shall be managed by a Committee of the Chapter comprising one Chairman, one Honorary Secretary and one member for each 50 (fifty) Senior Technician and Technician members taken together attached to the Chapter or part thereof subject to the minimum of three and maximum of ten, out of which at least one of the representatives shall be from amongst the Senior Technician members and one from the Technician members.
- 4.2 The term of office for the Committee of a Technicians' Chapter shall be for one session. The Annual General Meeting of the Technicians' Chapter shall be held by 30 September each year.
- 4.3 The Committee of a Technicians' Chapter shall elect, from amongst themselves, one member as the Chairman and one member as the Honorary Secretary not later than 31 August of each year to take over office at the ensuing Annual General Meeting of the Chapter, failing which the Committee of the State/Local Centre shall be entitled to nominate the Chairman and the Honorary Secretary or both, as the case may be, from amongst the Senior Technician and Technician members attached to the defaulting Chapter.
- 4.4 The Honorary Secretary of the State/Local Centres shall inform the names and addresses of the Chairmen and Honorary Secretaries of all Technicians' Chapters, located within the geographical boundaries of the State/Local Centres, to the Secretary & Director General of the Institution of Engineers (India).
- 4.5 Members of the Committee of a Technicians' Chapter shall be elected by the Senior Technician and Technician members attached to the Chapter from amongst themselves and the procedure to be adopted for the election shall be as under:
 - 4.5.1 A Board of Scrutinisers (BOS), consisting of Chairman of State/Local Centre, Honorary Secretary of State/Local Centre, Chairman of State/Local Centre Technicians' Committee, retiring Chairman and Honorary Secretary of the Technicians' Chapter, shall conduct the election. Any three present shall form the quorum for any meeting to take the decision.
 - 4.5.2 Immediately after 31 August of each year, the Board shall determine the number of members to be elected for the Committee of the Technicians' Chapter as per Rule 4.1 and shall notify the same through the Notice Board of the State/Local Centre and invite nomination from the eligible Senior Technician and Technician members who were on roll of the Institution as on 31 March of that year and have not passed the Section B of the Institution Examination at the time of filing the nomination. Seven days time from the date of notice shall be given for filing the nomination. Senior Technician and Technician members, who are on roll as on 31 March, shall only be eligible to contest for election or propose the name.
 - 4.5.3 After the closing date, the BOS shall notify, through the same Notice Board, the list of valid nomination giving three days time from the date of notice, if any of the member would like to withdraw.
 - 4.5.4 After the expiry of three days, the BOS shall publish, through the Notice Board, the list of members who will finally stand for election. The BOS shall then prepare a ballot paper containing the names of valid nominees and conduct the voting at the Annual General Meeting of the Technicians' Chapter to be held not later than 30 September of that year.
 - 4.5.5 Prior to three hours of the time and date fixed for the Annual General Meeting, which shall preferably be on Sunday or holiday, the Senior Technician and Technician members willing to participate in the voting process shall enter the hall after signing their attendance register. No member shall be allowed after the specified time fixed for holding the election.
 - 4.5.6 After the voting process is over, the BOS shall count the vote and declare the result preferably on the spot. The members thus elected shall take office at the Annual General Meeting along with the incoming Chairman and Honorary Secretary of the Chapter.
- 4.6 The term of office of the Chairman and Honorary Secretary of Technicians' Chapter shall be for one session and they shall not be eligible for re-election as Chairman or as Honorary Secretary, as the case may be, of any Technicians' Chapter on expiry of their respective term of office either in full or in part.



- 4.7 The Committee of the Technicians' Chapter may, at its first meeting, appoint one or more Joint Honorary Secretary, if necessary, from amongst the members of the Committee.
- 4.8 If no Annual General Meeting of a Technicians' Chapter is held within the stipulated date, and consequently no election of the members of the Committee as per Rule 4.5 takes place, the Chairman of the State/Local Centre, under whose jurisdiction and control the Technicians' Chapter remains, shall appoint members from that Technicians' Chapter to constitute a committee and such appointed committee shall constitute the committee of that Technicians' Chapter for the ensuing session, with the same powers and responsibilities as if it had been duly elected as per Rule 4.5.
- 4.9 The Committee of Technicians' Chapter shall manage the affairs of the Technicians' Chapter in accordance with the Rules and any resolution that may be passed by the General Body of the Technicians' Chapter. The Committee shall work under the control and guidance of the State/Local Centre Technicians' Committee and the Chairman and Honorary Secretary of the State/Local Centre to which the Chapter is attached.
- 4.10 The quorum for a meeting of the Committee shall be 3 (three).
- 4.11 All funds of the Chapter shall be in the custody of the State/Local Centre 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 the succeeding year. This estimate, subject to the approval of the Committee of the State/Local Centre to which the Chapter is attached, will provide the guidelines to the Technicians' Chapter for making expenditure on account of the activities of the Chapter.
- 4.12 Vacancies occurring in the Committee during any session may be filled by the Committee by co-option.
- 4.13 If any member of the Committee of the Technicians' Chapter absents herself/himself from three consecutive meetings of the Committee without leave of absence, s/he shall automatically cease to be a member of the Committee and the vacancy so caused may be filled in by the Committee as per Rule 4.12.
- 4.14 The State/Local Centre Technicians' 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.
- 4.15 The State/Local Centre Technicians' Committee shall be responsible to the State/Local Centre Committee.
- 4.16 The term of office of the State/Local Centre Technicians' Committee shall be for one session of the State/Local Centre, i.e., from one Annual General Meeting to the succeeding Annual General Meeting of the State/Local Centre.
- 4.17 Vacancies occurring in the State/Local Centre Technicians' Committee during any session may be filled-in by the Chairman of the State/Local Centre by nomination.

5. ALL INDIA TECHNICIANS' COMMITTEE (AITC)

- 5.1 The All India Technicians' Committee shall be constituted by the Council of the Institution as here below:
- 5.1.1 One Chairman to be nominated by the Council from amongst its members;
- 5.1.2 Five members to be nominated by the Council from amongst its members;
- 5.1.3 Three persons to be elected by the Chairmen of Technicians' Chapters from amongst themselves;
- 5.1.4 Two persons to be elected by the Honorary Secretaries of Technicians' Chapters from amongst themselves.
- 5.2 The All India Technicians' Committee shall be constituted by the Council to coordinate the programme of activities of the Technicians' Chapter of the Institution spread over throughout the country. This



- All India Technicians' Committee shall operate as an Advisory Body to the Council for managing, controlling, monitoring and directing the activities of the Technicians' Chapters.
- 5.3 The Council of the Institution shall, in its first meeting immediately after the Indian Engineering Congress each year, nominate a Chairman and five members of the Council as members of the All India Technicians' Committee.
- 5.4 For electing three persons from amongst the Chairmen of the Technicians' chapters and two persons from amongst the Honorary Secretaries of the Technicians chapters, as per Rules 5.1.3 and 5.1.4, the following procedure shall be adopted:
- 5.4.1 The Secretary and Director General shall prepare the eligible list of the electorates for election of above categories of members by last day of September and call for self-nominations. The self-nominations shall be received within 21 (twenty-one) days from the date of notice calling for the nomination. The self-nominations from any particular candidate can be received for two consecutive years and then a cooling period of one year is to be maintained.
- 5.4.2 The Secretary and Director General shall then post voting papers to the electorates. Voting papers shall be returnable only by post to the Secretary and Director General within 21 (twenty-one) days from the date of issue of voting papers.
- 5.4.3 After 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
- 5.5 Any casual vacancy in the All India Technicians' Committee shall be filled up by co-option by the Council.
- 5.6 All India Technicians' 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.
- 5.7 In any meeting of the All India Technicians' Committee, 4 (four) members shall form the quorum of which at least one shall be a member of the Council and another from Technicians' representatives.
- 5.8 All India Technicians' Committee will advise the Council in respect of general welfare of the Senior Technician and Technician members and recommend guidelines for the advancement of their knowledge through technical activities of the members of the Technicians' Chapters and generally to develop social contacts among them and promote their professional, cultural and intellectual developments.
- 5.9 The All India Technicians' Committee, on behalf of the Council, will overview the functioning of the State/Local Centre Technicians' Committees and the Technicians' chapters and report to the Council from time to time.
- 5.10 The activities of the All India Technicians' Committee will include:
- 5.10.1 To recommend guidelines for organisation of technical activities as per Rule 3.2.4;
- 5.10.2 To interact with the chapter members 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;
- 5.10.3 To promote professional, cultural and intellectual development of the Senior Technician and Technician members by suggesting suitable activity programmes;
- 5.10.4 To monitor the activities of Technicians' chapters within the framework of the laid down rules;
- 5.10.5 To frame the editorial policy for the publications of the Institution intended for the Senior Technician and Technician members and to oversee such publications.



- 5.11 In order to fulfil the obligations of the activity pattern enumerated in item 5.10, the Chairman of the All India Technicians' Committee shall:
- 5.11.1 preside over all meetings of All India Technicians' Committee and Seminar/Technical Session and General Session for Technician/Senior Technician members during the IEI Convocation and Technicians'/Students' Convention;
 - 5.11.2 guide and promote technical activities of the Technicians' chapters all over India;
 - 5.11.3 look into the genuine difficulties of the Senior Technician and Technician members and seek solutions through the Council of the Institution and various bodies formed by it;
 - 5.11.4 take appropriate steps to activate the chapters and also to promote sense of belonging amongst its members;
 - 5.11.5 perform duties as the Chairman till the new Chairman is nominated by the Council.

OPERATIONAL GUIDELINES FOR THE TECHNICIANS' CHAPTER

1. The State/Local Centre Technicians' Committees are to be formed as per Bye-law 82 (d).
2. Election of the Chairman and Honorary Secretaries of the Technicians' chapters for ensuing year are to be conducted by the Committee of the respective Technicians' Chapter latest by 31 August (Refer Rule 4.3) but preferably by 31 July and the names, addresses and membership numbers of the Chairmen and Honorary Secretaries so elected are to be communicated to the office of the Secretary and Director General, The Institution of Engineers (India), 8 Gokhale Road, Kolkata 700020 immediately thereafter.
3. The Annual General Meeting of the Technicians' chapters are to be held latest by 30 September (Refer Rule 4.2) but preferably by 31 August each year and the entire Committee, including the Chairman and Honorary Secretary elected earlier, is to be installed at this meeting.
4. The names, addresses and membership numbers of all members of the Committee of the Technicians' Chapters are to be communicated to the office of the Secretary and Director General, The Institution of Engineers (India), 8 Gokhale Road, Kolkata 700020.





NORMS FOR STUDENTS' CHAPTERS

1.0 EXTRACT OF THE BYE-LAWS

1.1 Bye Law 81 - STUDENTS' CHAPTERS

81. (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) The Student Members (SMIE) and the Students undergoing regular courses at 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.
82. The Council shall cause the 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 are 50 for Computer Engineering and Electronics & Telecommunication Engineering branches and 30 for other branches of Engineering. 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 AR: Architectural Engineering CV: Civil Engineering EL: Electrical Engineering EN: Environmental Engineering MC: Mechanical Engineering MN: Mining Engineering TX: Textile Engineering	AG: Agricultural Engineering CH: Chemical Engineering CP: Computer Science and Engineering EC: Electronics & Communication Engineering MR: Marine Engineering MM: Metallurgy and Material Science Engineering PR: Production Engineering Others (please obtain the code from the Secretariat before using the same)
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- 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 Enrollment/ 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 30. 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 Enrollment/ Renewal	Branch	HQ Share
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- 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.



Part 5

Service Rules for Employees

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The Institution of Engineers (India)

SERVICE RULES FOR EMPLOYEES

(As amended)*

Revised Service Rules – 2021

(Including all Council Approvals from 2012 and
7th PRC Report Implementation)

CHAPTER I

1.0 Short Title and Commencement

- 1.1 These Rules may be called 'The Institution of Engineers (India) Employees' Service Rules, 2021 as amended'.
- 1.2 These Rules are as applicable on 01.07.2021 with amendments in relevant Rules from time to time.*

CHAPTER II

2.0 Application

- 2.1 These Rules shall apply to the permanent employees of the Institution at the Headquarters and Centers of the Institution only unless specified otherwise in the terms of appointment, but shall not apply to any employee who may be appointed by the State/ Local Centres, the peripheral bodies promoted/associated or otherwise established by the Council of the Institution from time to time.
- 2.2 Notwithstanding anything contained in Rule 2.1, the Appointing Authority may, in case of an employee on contract or on deputation, make by an agreement/special provisions of service as may be necessary, subject to approval by the Council.

CHAPTER III

3.0 Definitions and Interpretation

- 3.1 In these Rules, unless the context otherwise requires -
 - (a) 'Institution' and 'IEI' means The Institution of Engineers (India) incorporated by Royal Charter dated September 09, 1935.
 - (b) 'Charter' means the Royal Charter of the Institution dated September 09, 1935.
 - (c) 'Headquarters' means the Headquarters of the Institution situated at Kolkata.
 - (d) 'Centres' means Centres of the Institution and shall mean State / Local Centres.
 - (e) 'Council' means the Council of the Institution constituted under its Bye-Laws.
 - (f) 'President' means the President (in office) of the Institution.
 - (g) 'Secretary & Director General' means the Secretary & Director General of the Institution as may be appointed by the Council from time to time.
 - (h) 'All India Cadre' means the cadre of posts created by the Council for permanent appointment under the Institution and included in **Schedule I**.
 - (i) 'Selection Committee' means the Committee, as given in **Appendix I**, appointed by the Council from time to time for selecting personnel for various posts in All India Cadre of the Institution.
 - (j) 'Appointing Authority' means the Authority competent to make appointments to the Groups of posts, as given in **Appendix I**, in which the employee for the time being is included or the post of the time scale which the employee for the time being holds.





- (k) 'Confirming Authority' means the authority competent to make appointments to the Group of posts, as given in **Appendix I**, in which the employee for the time being is included or the post of the time scale which the employee for the time being holds.
- (l) 'Disciplinary Authority' means the authority competent to take disciplinary action against any employee of the Institution and be the 'Appointing Authority' with respect to the employee concerned.
- (m) 'Appellate Authority' means the authority competent to receive, deal with and dispose of appeals made by an employee of the Institution.
- (n) 'Employee' means any person appointed by the Appointing Authority in All India Cadre posted at the Headquarters and the Centres of IEI in the scale as given in **Schedule I** and also include a person appointed by him on contract basis with separate terms and conditions of contract service, including pay and other benefits in any post specified thereat.
- (o) 'Year' means Financial Year commencing on 1st day of April of a year and ending on 31st day of March of the succeeding year, except in matters of leave, 'Year' means Calendar Year.
- (p) 'Month' means a calendar month.
- (q) 'Day' means a calendar day, beginning and ending at midnight, but an absence from Headquarters which does not exceed 24 hours shall be reckoned for all purposes as one day, at whatever hours the absence begins or ends.
- (r) 'Family' includes the spouse of the employee (if the spouse is also not an employee of the Institution and not entitled to various benefits like HTC, LTC, Medical Insurance as an employee of another organisation), financially dependent parents living permanently with employee and two dependent children of the employee up to the age of 21 years. However, there will be no age bar for physically handicapped dependent children; Maximum two children with disability of permanent nature, duly certified by a Competent Government Medical Specialist, incapacitating him / them from any gainful employment / earning. **Dependent(s) as defined hereinafter Clause 15.19.**
- If any employee intends to include the name of his/her spouse who is in employment for Medical Insurance and Home Town Concession / Leave Travel Concession, he is advised to submit a declaration along with a certificate from the employer of the spouse that he is not entitled to such benefits from his employer.
- (s) 'Home Town' means the native place of the employee or such other place as is declared by him at the time of his appointment duly supported by reasons as the place where he would normally reside but for his absence from such a place for service with the Institution and accepted by the Appointing Authority.
- (t) 'Public Conveyance' means a train, steamer, bus or any other conveyance which plies regularly for carrying of passengers.

- 3.2 Wherever the context of a rule so admits, the masculine gender shall include the feminine and the singular number shall include the plural number and vice versa.
- 3.3 Where any dispute arises regarding the interpretation of these Rules, it shall be placed before the Council by the Secretary & Director General for the former's decision which shall be final and binding on every employee.

CHAPTER IV

4.0 Grouping and Classification

- 4.1 Grouping : The All India Cadre posts under the Institution and their pay scale shall be as specified in **Schedule I** (as may be amended from time to time) and these shall be further grouped as indicated in the same.
- 4.2 Classification of Appointments / Engagements
- (i) 'Permanent Appointments' shall be those which are made against All India Cadre posts and the incumbents to such post have been confirmed in writing after satisfactory completion of specified probation period(s).





- (ii) 'Temporary Appointments' shall mean those which are made purely on temporary basis for a limited not exceeding 89 (eighty-nine) days on consolidated compensation and include any ad hoc engagements.
- (iii) 'Contract Appointments' shall be those which are made by the Appointing Authority for a specified period and not on a permanent basis with such terms and conditions of service, as mutually agreed upon against All India Cadre post.
- (iv) 'Casual' engagement shall mean those which are made for casual nature of job for a continuous period not exceeding 45 (forty-five) days on payment of daily wages.

4.3 Duties of Posts

The Appointing Authority may from time to time specify the duties attached to the various posts.

CHAPTER V

5.0 Manpower, Recruitment, Seniority and Promotion

5.1 Manpower

The Council may on recommendation of SHMC shall fix, from time to time, the total rationalization of manpower for the Institution, on regular basis, under each Group of posts. The allocation of posts to various Departments / Sections / Cells shall also be indicated in the same. The Secretary & Director General may shift a post allocated in one Department / Section / Cell to another in the interest of work at the Headquarters within the manpower fixed by the Council.

5.1.1 In order to meet unforeseen requirements, temporary appointments may be made and the matter is to be reported to the Council or the Committee of the Centre, as the case may be, at its immediate next meeting by —

- (i) Secretary & Director General : In case of IEI Headquarter
- (ii) Honorary Secretary : In case of a Centre

5.1.2 A post may be transferred from one department to another department within the Headquarters by the Secretary & Director General, if required, in the interest of maintaining overall efficiency.

5.1.3 Deputy Director drawing pay-scale of the Director and having independent charges may be designated as Additional Director against the existing vacancy of Deputy Director. However, this designation will automatically cease to exist on their regular promotion or their superannuation and this post will be reverted back to the level of Deputy Director.

5.2 Recruitment

Depending upon the needs of the Institution, the recruitment to a post borne in All India Cadre shall be made in accordance with the job specifications as prescribed by the Secretary & Director General and approved by the Council from time to time, the paramount consideration in recruitment being the necessity to secure the highest standard of efficiency, competence and integrity.

The recruitment shall be made by any of the following methods :

- (i) Promotion of a person already employed in the Institution ;
- (ii) Direct Recruitment.

Secretary & Director General and other Directors should be Graduate in Engineering and Director (Administration) should be Graduate with MBA in HR. All Officers should be Graduate, Officers of Technical cadre should be Graduate in Engineering, Officers in Finance Department should be CA and Officers in IT Section should be Engineering Graduate in Computer Engineering/Computer Science/ Information Technology or MCA. Employees of Group 'C' should be Graduate with Computer knowledge of CCC level and Employees of Group 'D' should have passed Higher Secondary.

- (iii) Short Term Contract- SDG appointment as per eligibility criteria as finalized from time to time by Search Committee constituted by the Council.



- 5.2.1 The recruitment from outside shall be confined to the lowest of the pay scale in each of the Groups. Deviation may be made under exceptional circumstance with the approval of the Council.
- 5.2.2 Internal candidates possessing the requisite qualification and experience shall also be eligible to apply when any post is notified to be filled by open competition and shall be considered along with others.

5.3 Selection

All appointments at the Headquarters or at the Centres whether by direct recruitment or by promotion shall be made by the Appointing Authority, on the recommendations of the Selection Committee which shall be composed as given in Appendix I.

5.4 Age

No person below the age of 18 (eighteen) years shall be eligible for employment in the Institution. Every employee, on his first appointment shall declare his date of birth according to the Christian Era and provide documentary evidence like Matriculation Certificate / School Leaving Certificate and the date once recorded shall not be changed and shall be the evidence of age for purposes of determining the retiring age of the employee. Provided however, that for direct recruitment, the upper limit of ages of various Groups of posts shall be as follows :

Group A - 55 years

Group B - 45 years

Group C - 35 years

Group D - 30 years

In case of exceptionally meritorious candidate, the Appointing Authority may relax the upper limit of age by not more than three years.

Incumbents working on contractual / adhoc / outsourced manpower basis in the State and Local Centres may be considered for appointment on regular basis through open selection process along with other outside candidates against any existing vacancy at IEI Headquarters meeting the qualification and experience requirement. However, relaxation of age, if needed, may be given to them to the extent required subject to the condition that they are not more than 55 years as stipulated in the advertisement and they should have completed at least 15 years of working under any of the above categories.

5.5 Nature of Appointment

The appointment shall be made either on permanent or temporary basis under such terms and conditions as may be decided by the Appointing Authority without distinction of race, sex or religion out of candidates who are Indian citizens. The panel of names recommended by the Selection Committees (Appendix I) for direct recruitment will normally be valid for one year.

5.5.1. Deleted

5.6 Appointing Authority

The power of appointment to the various posts shall lie with the Appointing Authority as given in Appendix I.

5.7 Medical Fitness

Every new entrant on his appointment shall produce medical certificate of fitness issued by Chief Medical Officer, M R Bangur Hospital or an expert nominated by the Appointing Authority prior to his joining duty. The standard of fitness shall be such as may be laid down by the Council.

5.8 Deleted

5.9 Date of Appointment

The appointment of an employee shall take effect from the date of assumption of charge of the post by him and he shall begin to draw the pay and allowances of the post with effect from that date and shall cease to draw them as soon as he ceases to discharge those duties.





5.10 Record of Service

A statement of service shall be maintained for each employee in which all the events effecting appointment letter, pay, promotion, reversion, leave etc shall be promptly recorded. In addition a regular record of work performance in prescribed forms of Performance Evaluation Reports shall be prepared every year in respect of each employee and substance of adverse remarks, if any, shall be communicated to the employee concerned in writing within 90 days from the date of receipt by the Secretary & Director General.

Every employee shall promptly notify to the Institution any change in his personal name, present/permanent address, qualification, marital status, additions to family or any change in the nominee of his Provident Fund, Pension Fund, Gratuity and for other purposes.

5.11 Seniority

Seniority of an employee in a scale shall be reckoned with reference to the date of his appointment in that scale. If there are two or more employee appointed on the same date (from the same panel), then seniority will be as per the merit list (Panel Seniority). In other cases seniority shall be considered from the date of reporting of the candidate for joining.

- (i) The inter-se seniority of employees directly recruited in a batch to any scale shall be reckoned with reference to date of joining the Institution.
- (ii) In case of an employee whose period of probation has been extended in writing, his seniority shall be reckoned from the date of his confirmation in the post.
- (iii) Where an employee recruited / promoted initially on temporary basis is confirmed subsequently, his seniority shall be reckoned from the date of appointment in the permanent post.
- (iv) Permanent employees shall rank senior to those who are officiating.
- (v) Where two or more employees join in same post on the same day, their seniority shall be fixed according to their respective age, the oldest one being the senior most.
- (vi) The seniority of employees will continue to be maintained on promotion and those assuming the duties at a later date than their juniors after issuance of promotion order of a particular selection to a post, will be notionally promoted to the post from the date of order of promotion so that the junior employees do not become senior to them due to assuming charges of the promotional post earlier in the same selection process.
- (vii) The employees will be entitled to higher pay in the promotional post from the date of actual assumption of duties in the promotional post.

5.12 Promotion / Upgradation

5.12.1 Promotion from one post to a higher post in Groups C & D

Subject to availability of vacancy for promotion from one post to the next higher post, employees who have fulfilled the conditions given in **Appendix II** shall be eligible for being assessed for promotion and the promotion shall be based on merit-cum-seniority as assessed by Selection Committee, including appraisal of performance and test/interview designed to determine the employees' skill, aptitude and liabilities for effective functioning in the higher group. In case no internal candidate is found suitable to fill the post, it shall be filled by direct recruitment.

5.12.2 Time-bound Upgradation

Irrespective of the vacancy, all employees of all groups shall be entitled to time-bound upgradation to the next higher Pay Scale/ Pay Level, as the case may be, after they have completed 10, 20 and 30 years of service in the existing Pay Scale/ Pay Level as on 1st July 2021 and they have rendered 'Satisfactory Service' as mentioned in clause 6.0 in **Appendix-II**. Superintendent (Selection Grade) in the Pay Scale/ Pay Level 7 (Rs.44,900 - Rs.1,42,400) as mentioned in **Schedule-I** shall be considered as regular next available Pay Scale/ Pay Level for the purpose of time-bound upgradation only. This scheme will also be applicable to all the posts of the Institution.



In case the employees borne in Group 'B' posts, the time-bound upgradation shall be admissible up to the Pay Scale / Pay Level 13 (Rs.1,23,100 - Rs.2,15,900).

In time-bound upgradations, any change or otherwise in Pay Scale/Pay Level, as the case may be, shall not result in change in the designation, classification or higher status and these posts shall be personal to the employees concerned and will not create any resultant vacancy subject to exception for the following posts for which time-bound upgradation shall be with designation :

Artist, House Supervisor, Communication Assistant, Liftman, Electrician, Retiring Room Attendant(renamed Multi Tasking Staff), Record Sorter(renamed Multi Tasking Staff), Office Attendant(renamed Multi Tasking Staff), Office Attendant (Security) (renamed Multi Tasking Staff).

- 5.12.3 The Secretary & Director General may, with the approval of the President, on behalf of the Council, promote an employee to the next higher post through the normal selection procedure, in case the employee is already in that Pay Scale/ Pay Level of the post under the Rule 5.12.2. In such case the post will be personal to the employee so promoted without creating any vacancy on his retirement or for any other reasons.

Note: The upgradation allowed prior to implementation of these revised Rules shall be taken into account for the purpose of these rules.

- 5.12.4 Employees undergoing punishment, those under suspension and employee having ACR weightage less than 70 shall not be considered for promotion during the period of punishment/ suspension / till improvement in ACR weightage.

CHAPTER VI

6.0 Salary Structure

- 6.1 The salary of a person appointed in the Institution shall be fixed by the Appointing Authority in one of the IEI Pay Scales/Pay Levels as given in Schedule I to these Rules, with applicable allowances. In addition, the employees shall be paid Dearness Allowance, Transport and House Rent Allowances at such rates and conditions as may be decided by the Council.

(Ref: 713th Council Meeting at Hyderabad dated 26-27 March 2022)

6.2 Pay on Initial Appointment

Ordinarily the initial basic pay of a person appointed to a post will be fixed at the minimum of the time scale of the post to which he is appointed. However, higher basic pay not exceeding three increments in the scale of the post may be granted on the recommendation of the concerned Selection Committee in deserving cases under the following circumstances inter-alia :

- (i) Where the candidate is highly qualified and possesses long experience of the type required for the post.
- (ii) Where the candidate is already drawing an equal or higher salary (Basic Pay + DA) than the minimum in the Institution.
- (iii) Where a candidate has to forego certain benefits from his present job to accept the job offered by the Institution.

Pay of a departmental candidate, selected for higher post against open advertisement, shall be fixed in accordance with the rules for fixation of pay on promotion (see Rule 6.3).

6.3 Pay on Promotion and Time-bound Upgradation

- 6.3.1 One increment equal to 3% of the sum of the pay in the Pay Scale/ Pay Level will be computed and rounded off to the next multiple of 10. This will be added to the existing pay in the Pay Scale/ Pay Level. In cases where promotion / time-bound upgradation involves change in the Pay Scale/ Pay Level also, the same methodology will be followed. However, if the pay in the Pay Scale/ Pay Level after adding the increment is less than the minimum of the higher Pay Scale/ Pay Level to which promotion / time-bound upgradation is to take place, pay in the Pay Scale/ Pay Level will be stepped up to such minimum pay.





6.3.2 (a) In case the Employee opts to get his pay fixed from his date of next increment, then, on the date of promotion, pay in the Pay Scale/ Pay Level shall continue unchanged, but the next higher Pay Level of the higher post will be granted. Further re-fixation will be done on the date of his next increment, i.e., 1st July. On that day, he will be granted two increments – one annual increment and the second on account of promotion. While computing these two increments, basic pay prior to the date of promotion shall be taken into account.

(b) In case the Employee opts to get his pay fixed in the higher grade from the date of his promotion, he shall get his first increment in the higher grade on the next 1st July if he was promoted between 2nd January and 30th June of a particular year; he shall get his increment on 1st July of next year.

6.4 Pay on Reversion

In case of reversion of an employee from higher grade/post to a lower grade/post, his pay will be fixed in the lower grade in such a manner that he does not draw lower than what he would have drawn had he continued in the lower scale, but for promotion to the higher grade/scale.

6.5 Pay on Alternative Appointment

In case an employee is given alternative appointment due to medical disqualification, the pay last drawn by him will be protected subject to the condition that it will not exceed the maximum of the Pay Scale/ Pay Level in which he is appointed on medical grounds.

6.6 Pay on Officiating Appointment

An employee required to officiate in a higher post shall be entitled to an officiating or acting allowance at the rates given below if appointments are made for a period of not less than 30 (thirty) days.

- (a) When officiating in a higher post, the officiating allowance shall be either the difference of the existing pay and the minimum of the next higher post or 20% of the minimum of the next higher post, whichever is less.
- (b) When required to do work in the higher post in addition to own work, the officiating/acting allowance shall be 20% of the minimum of the next higher grade, provided it does not exceed 50% of the existing pay of the employee.

Note: (i) In case the employee officiating in the higher grade already draws the salary which is higher than the minimum of the next higher grade and if he is required to do the work of the higher post in addition to his own work, the officiating or acting allowance shall be 20% of the minimum of the next higher grade provided it does not exceed 50% of the existing salary of the employee.

(ii) Where officiating period is more than six months and there is no immediate plan for posting an employee in the appropriate scale on a permanent basis, the selection of the employee to be posted on an officiating basis shall be made taking into consideration seniority, suitability or availability and the normal rule in such cases will be that the official selected for officiating the position shall be the one who is eligible for promotion to the next higher scale at least in the next promotion process.

6.7 Increments

Annual increments @3% in the total of the Pay Scale/Pay Level shall accrue as a matter of course on 1st July every year. The date of annual increment in all cases shall be on 1st July. Employees who have rendered not less than 6 months of service as on 1st July of a year will be eligible for annual increment. From Assessment Year 2019-2020 onwards Annual Increment shall be purely based on performance in line with the Performance Linked Increment (PLI).

6.8 First Increment

In the revised IEI Pay Scale/Pay Level, employees who have rendered less than 6 months of service as on 1st July of a year will not be eligible to draw increment on that day and their date of increment will fall 12 months later on the next 1st of July. Accordingly, all employees who join posts in a particular grade on account of promotion/appointment, etc. on 1st January of a year will be eligible



to draw their annual increment on 1st July of that year. However, those who join the posts between 2nd January and 30th June will not be eligible for the same.

If an employee is eligible to join a post in a Pay Scale/ Pay Level on appointment/promotion on 1st January of a year but could not do so only because 1st January of the year happen to be a Saturday/ Sunday or holiday, the incumbent joining the post on the first working day in a year will be treated to have completed six months of service on 1st July of that year for the purpose of granting annual increment.

6.9 Subsequent Increments

Subsequent increments (with effect from 01.07.2021) shall be granted to the employee on every subsequent year on 1st July provided the service rendered prior to 1st July is not less than 6 months.

6.10 Pay Scale/Pay Level Upgradation

In case where an employee reaches the maximum of his Pay Scale/ Pay Level, shall be placed in the next higher Pay Scale/ Pay Level after one year of reaching such a maximum. At the time of placement in the higher Pay Scale/ Pay Level, benefit of one increment will be provided. Thereafter, he will continue to move in the higher Pay Scale/ Pay Level till his pay scale reaches the maximum of Rs.1,23,100-Rs.2,15,900 (Pay Level 13) for posts up to Group B, after which no further increments will be granted.

6.11 Bonus, Ex-gratia Payments, Honorarium and Fee

An employee shall be entitled to Bonus as admissible and as per rules specified by the Central Government. Those employees who are not covered by these rules shall be entitled to ex-gratia payment, the quantum of which shall be decided by the Council from time to time based on the financial health of the Institution.

6.12 Disbursement of Salary

The pay and allowances in respect of a month shall become payable on the last working day of the month. Where the last working day of a month happens to be Holiday, disbursement shall be made on the previous working day. An employee resigning from the service of the Institution without the notice shall not, unless the Appointing Authority directs otherwise, be allowed to draw pay due but drawn provided that the pay not allowed to be so drawn shall not exceed the pay of the period of notice.

CHAPTER VII

7.0 Tenure of Appointment

7.1 Probation

An employee appointed in the Institution by direct recruitment shall be on probation for a period of one year, extendable up to one more year, provided that Appointing Authority may, in exceptional circumstances of any case curtail or dispense with the period of probation for reasons to be recorded in writing. If during the period of probation (including the period of extension), an employee remains on deputation for training, his probation may be extended with the approval of the Appointing Authority to the extent of his training period. During this period, no kind of leave will be granted except one day casual leave for each completed month of service he has rendered.

In case of promotion of an employee, the probation period shall be of six months, extendable up to six months more, provided his services are not found satisfactory.

Where during the period of probation (including the period of extension), the performance, progress and general conduct of the employee are not found satisfactory or up to the standard required for the post, the Appointing Authority may —

- (i) In the case of direct appointee, terminate his services without notice and without assigning any reason and such discharge of a probationer shall not amount to penalty of removal or dismissal from service;
- (ii) In the case of a promotee, revert him to the post from which he was promoted and such reversion shall not amount to a penalty of reversion.





For contract services, the terms and conditions may be decided by the Appointing Authority at the time of appointment.

7.2 Confirmation

An employee, on his completing the period of his probation to the satisfaction of the Appointing Authority, will be confirmed with the approval of that authority provided no disciplinary proceeding or enquiry is pending against him. An employee will be regarded as having been confirmed unless any order is issued to him in writing to the contrary ahead of the date of completion of the period of probation.

7.3 Termination of Services

The services of a temporary employee may be terminated by the Appointing Authority without assigning reasons by a notice of one month in writing given by the Appointing Authority to the employee or at any time without notice on payment of one month's basic pay and dearness allowances. Without prejudice to the foregoing, the services of a temporary employee shall stand automatically terminated —

- (i) if his appointment is made for a specific period or specific job, on the expiry of such period or on completion of such work; or
- (ii) if his appointment is made against a temporary post, on its abolition or on the expiry of the period, for which the post is created.

Except as a measure of punishment the services of a permanent employee may be terminated by the Appointing Authority / if he is declared medically unfit on account of any ailment disabling him from discharging his normal duties by a Medical Board appointed by Competent Authority, by giving him one month notice or in lieu thereof on payment of basic pay and dearness allowance for one month or for such period as the notice fall short of one month.

7.4 Resignation

A permanent employee shall not leave or discontinue service with the Institution, without giving notice in writing of 1 (one) month of his intention to do so, or in lieu thereof to pay to the Institution an amount equivalent to basic pay and dearness allowance for the notice period. The Appointing Authority may, if it deems proper in any special circumstances permit an employee to resign from the service of the Institution by notice of less than required period or to allow to set-off the privilege leave due as admissible to him on the date of leaving service towards the notice period. The resignation shall become effective only after the same has been accepted and the employee shall be eligible to be relieved of his duties only after he has formally handed over charge and produced 'No Dues Certificate'. The Institution will, however, have the discretion to insist on full notice instead of accepting salary in lieu thereof. If the circumstances so warrant, the Institution may not accept the resignation of an employee and/or relieve him from service, even on the expiry of the notice period, if disciplinary proceedings are pending (whether he is placed under suspension or not), or when he is under suspension.

7.5 Retirement

7.5.1 Superannuation

An employee shall normally retire from service of the Institution on completion of the age of 60 years. The retirement shall take effect from the afternoon of the last date of the month in which the employee attains the age of superannuation.

7.5.2 Medical Grounds

An employee may be retired earlier than the date of his superannuation on his being declared by the Medical Officer or Board recognized by the Institution as completely and permanently incapacitated for service.

7.5.3 Voluntary Retirement

An employee who has put in continuous uninterrupted service for at least 20 years in the Institution and has attained the age of 55 years may request for voluntary retirement by giving three months notice in writing, in which case his date of retirement shall be the date of his release. If his request is accepted by the Appointing Authority, he shall be entitled to



encashment or availing of the privilege leave that may be to his credit; in case he opts for availing the leave, he shall continue to avail of all other benefits as he would have got had he retired on superannuation.

7.5.4 Compulsory Retirement of Employees

All employees getting weighted average less than 50% in the overall Annual Confidential Report for performance appraisal by the accepting authority, be referred to SDG and based on directions of SDG these employees will be given written warning to improve their performance. In addition, appropriate counseling should be provided to the employee in order to help the employee to enable him/her to perform better after each such ACR for performance appraisal where he/she has scored less than 50%. In case an employee scores less than 50% for two consecutive assessment years despite of appropriate counseling, such employee may be issued show cause notice for compulsory retirement by the appointing authority. This shall be effective from Performance Appraisal Assessment Year 2022-23 onwards.

(Ref: 713th Council Meeting at Hyderabad dated 26-27 March 2022)

7.6 Release from Service

Every employee leaving the services of the Institution, for whatever reason it may be, shall before his leaving, return all properties belonging to the Institution issued or lent to him in connection with his employment. The cost of such property if not returned shall be deducted from his pay or the amount due to him or recovered otherwise.

7.7 Certificate of Service

Employees are entitled to service certificate on their superannuation. Every employee shall on request be entitled to a Service Certificate at the time of leaving services for any cause whatsoever, giving duration of his employment in the Institution, post held by him, pay scale of the last post held and the pay drawn at the time of his leaving the Institution.

CHAPTER VIII

8.0 Working Hours, Attendance, Holidays

8.1 Working Hours

Subject to any statutory restrictions, the employees shall perform and observe working hours of not less than 40 hours per week with a spread over (i.e. the interval between the commencement time and the closing time) not exceeding 12 hours on any working day. The periods and hours of office work for the employees shall be fixed and notified to them by the Secretary & Director General in case of employees at the Headquarters and Honorary Secretary for the respective State and Local Centres.

8.2 Attendance

Punctuality in attendance should be observed by every member of the staff. A period of ten minutes grace for attendance may be allowed at the discretion of the Secretary & Director General. In case of Centre, the Honorary Secretary may authorise the Senior most staff to maintain the punctuality in attendance, if required, from the time of normal commencement of duty. Any employee reporting for duty after 15 (fifteen) minutes and up to 30 (thirty) minutes from the normal commencement of duty as notified, will be marked late that day and every 3 (three) late-coming in a month will entail loss of one day's casual leave, if casual leave is due to his credit. If no casual leave is due to his credit, such period shall be treated as leave without pay and allowance. Nothing in this rule shall prejudice the right of the Institution from taking disciplinary action against the delinquent employee. Any employee reporting for duty after 30 (thirty) minutes from the time of normal commencement of work without reasonable cause but before conclusion of the specified lunch break will entail loss of half-a-day's casual leave. If an employee does not report for duty immediately after lunch break as may be fixed from time to time, without sufficient reason he shall loss one day's casual leave.

Head of the Department for Headquarters and Honorary Secretary for Centre must be informed before any staff leaves Department / Section / Cell or place of work.





An employee found absent during working hours from his proper place, without permission from his Head of the Department / Section / Cell or without sufficient reason will be treated as absent from duty for that day.

The Institution at its discretion, may deduct proportionate wages for such late attendance or unauthorised absence, apart from taking disciplinary action provided for under these rules.

Salary for the month of March 2015 and onwards for the employees at the IEI HQ shall be prepared on the basis of Biometric Finger Printing Attendance System.

8.3 Holidays

Every employee shall in each year be entitled to following closed holidays for not more than 14 (fourteen) days and restricted/optional holidays for not more than 5 (five) days to be decided out of following 11 (eleven) restricted/optional holidays totalling to not more than 19 (nineteen) days in a calendar year :

Closed Holidays		No. of days
1.	Netaji's Birthday	1
2.	Republic Day	1
3.	Dol Jatra / Holi	1
4.	Good Friday	1
5.	Bengali New Year's Day (1st Baisakh)	1
6.	May Day	1
7.	Independence Day	1
8.	Mahatma Gandhi Birthday	1
9.	Durga Puja - 4 days (Saptami to Dasami)	4
10.	Kali Puja	1
11.	Christmas Day	1
	Total:	14
Restricted/Optional Holiday		No. of days
1.	Sree Panchami (Saraswati Puja)	1
2.	Mahavir Jayanti	1
3.	Ambedkar's Birth Day	1
4.	Id-Uz-Zoha	1
5.	Muharram	1
6.	Id-UI-Fitter	1
7.	Janmastami	1
8.	Mahalaya	1
9.	Laxmi Puja	1
10.	Buddha Purnima	1
11.	Guru Nanak's Birth Day	1
	Total:	11

No additional Casual Leave would be credited to leave account of eligible employees on account of holidays which fall on Saturdays or on Sundays while declaring holidays.



The State Centres would finalise their respective holidays list for State Centres and all Local Centres in the respective State taking the regional conditions into account for not more than 19 (nineteen) days in a calendar year.

8.4 Deleted

CHAPTER IX

9.0 Transferability

9.1 An employee in the service of the Institution shall be liable to transfer from one Department or Unit or place or another Department or Unit or place under the Institution as may be determined by the Secretary & Director General from time to time.

Provided, however, that an employee transferred from one place to another place shall be transferred back to the place of his initial posting if the employee so desire, in writing, two years prior to his retirement on superannuation.

9.2 An employee who is transferred from one unit or place to another unit or place shall be entitled to Travelling Allowance, Packing Allowance, Transfer Grant, Daily Allowance, etc. as prescribed in **Schedule II** and joining time at the following rates :

- (i) When no change of residence is involved : 1 day
- (ii) When change of residence is involved, depending upon the distance between the old and new stations by direct route calculated at the following rates :

Distance	Joining Time
1000 km or less	10 days
1001-2000 km	12 days
More than 2000 km	15 days

- (iii) If an employee receives the transfer order while availing of leave at a place other than the Headquarters, he shall be entitled to joining time as admissible for transfer from the station where he is spending his leave or his Headquarters, whichever is less.
- (iv) In case of emergency, an employee may be required to report at the new station earlier than the permissible joining time and in such cases the difference between the entitled joining time and the joining time actually availed of shall be credited to a leave account of the choice of the employee concerned which may be availed of by the employee within one year of his arrival at the new station.

CHAPTER X

10.0 Allowances

10.1 Children Education Allowance

Every employee will be reimbursed actual tuition fee at rate as indicated in Schedule III per child per month limited to two dependent children studying in classes Nursery to Twelfth, including classes eleventh and twelfth held by junior colleges and schools affiliated to Universities or Boards of Education.

The allowance includes Tuition fees, Admission Fee, Laboratory Fee, Reimbursement of 50% of the entitled amount for the academic year can be allowed in the first and/or second quarter and the remaining amount can be reimbursed in the third and/or fourth quarter. The entire amount can also be reimbursed in the last quarter. However, front loading of the entire admissible amount is not permissible.

If both husband and wife are employed, reimbursement can be claimed subject to the condition that the employee shall furnish a declaration that the employee's spouse is not in receipt of such allowance from his / her employer.

10.2 Deleted

10.3 Deleted

10.4 Deleted





CHAPTER XI

Deleted

CHAPTER XII

12.0 Loans

12.1 Deleted

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12.9 **House Building Loan**

House Building Loan will be in line with 7th CPC Notification No. I.17011/11(4)/2016-H-III dated 09.11.2017 and cost effective offer from Banks / NBFCs.

CHAPTER XIII

13.0 **Travel on Official Duty**

13.1 **General**

An employee who travels on official duties shall be eligible to reimbursement of reasonable expenses as detailed in the following rules. Such reimbursement being compensatory in nature, it is expected of every employee that he shall use the same discretion and judgement in affecting economy as he would have done had he undertaken the travel at his own cost and not treat such reimbursement as a source of profit.

13.2 **Travel at the Station of Posting**

13.2.1 The employees shall be reimbursed conveyance charges by the approved mode of public conveyance for their travel in the performance of official duties from place of duty (office) to the other point as indicated in **Schedule IV**.

13.2.2 Where packets weighing 10 kg or more have to be carried or several places have to be visited on urgent errand or the prescribed mode of transport is not available for a place to be visited, an employee may be permitted with the prior sanction of Secretary & Director General or his representative for employees at the Headquarters and/or Honorary Secretary for employees at the Centre to travel by a mode different from and higher than the prescribed mode as indicated in **Schedule IV**.

13.2.3 When an employee is required to proceed from his residence to a point of duty other than his normal place of duty (office) and vice versa, he shall be entitled to conveyance charges for the journey(s) between the residence and such point.

13.3 **Travel Outside the Place of Posting**

13.3.1 An employee as and when detailed on temporary duty to another station for a total duration (including to and from travel) for 6 (six) hours or more he will be treated as on tour. Before proceeding on tour he shall obtain prior permission of the Secretary & Director General or the Honorary Secretary of the Centre, as the case may be on the prescribed form preferably a week ahead of the date of departure.

13.3.2 The employees on tour shall be eligible to actual travel fare for journey by rail/road/sea/air by the shortest/cheapest route and daily allowance at the scale and grades as prescribed in **Schedule V** and also reimbursement of actual expenses as per Rule 13.3.9. Employees entitled or allowed, as an exception, to travel by air shall be entitled to be insured at the cost of the Institution against accident.



- 13.3.3 While on tour, an employee of the Institution shall avail of the retiring rooms at the Centre as far as practicable. In case such facilities are not available, he may stay at a hotel and the additional reimbursement of actual cost of lodging may be permitted by the Secretary & Director General subject to the ceiling prescribed in **Schedule V**.
- 13.3.4 An employee, who is provided by the Institution or any other person on behalf of the Institution any transport for his journey shall not be entitled to travel fare.
- 13.3.5 Mileage allowance by a route other than the shortest or cheapest or higher mode of conveyance may be permitted by the President in case of the Secretary & Director General, by the Secretary & Director General in case of other employees at the Headquarters or the Honorary Secretary in case of employees at the Centres, for reasons to be recorded.
- 13.3.6 An employee's claim to TA and DA shall be regulated by the rules in force on the date of his journey and any reclassification promotion/ reversion/grant of increase in pay to an employee taking effect from retrospective date shall not affect his entitlement to quantum of travelling allowance for the journey performed before issue of such orders.
- 13.3.7 Regulation of Mileage Allowance
- (a) The charges for the travel by the mode of conveyance shall be calculated by the shortest and the cheapest route either of the class of accommodation entitled to or that by which the employee actually travel whichever is lower.
 - (b) The employee shall purchase a single ticket of the class of accommodation not higher than the entitled class from the starting point to his destination even if a change of train is required enroute in which case he shall travel by the next available train.
 - (c) Where available, the employee shall purchase return tickets at reduced rates when he expects to perform the return journey within the period for which return ticket is available.
 - (d) The amount shall be paid to him on submission of air ticket jacket for journey by air or photocopy of railway ticket for journey by train undertaken.
- 13.3.8 Regulation of Daily Allowance
- (1) No daily allowance shall be admissible for -
 - (a) the period of leave of any kind (including restricted holidays) whether availed at the tour station or elsewhere and for holiday/weekly off days spent away from the tour station, or for the period of absence from duty during tour, except for illness or other causes beyond his control;
 - (b) the time spent in journey in excess of the time required for performing the journey by the 'shortest / quickest' route without breaking journey or journey en route for personal reason; and
 - (c) when an employee who has been allowed to receive House Rent Allowance for keeping his family at a station other than his Headquarters station, while on tour to that station.
 - (2) Daily allowance for the entire absence from station of posting starting with departure from the station of posting and ending with arrival at the station of posting will be calculated as follows :

Period of Absence	Rate of DA
(i) For each completed day	100%
(ii) Up to 4 hr	Nil
(iii) Above 4 hr and less than 8 hr	50%
(iv) Exceeding 8 hr	100%
 - (3) The day starts from 0000 hour and ends at 2400 hours.
 - (4) The entire absence from station of posting will be calculated as under —





(i) In case of tour, from the time of departure from station of posting to the time of arrival back at the station of posting.

(ii) In case of transfer, from the time of departure from old station of posting up to the time of arrival at new station of posting.

The time of departure shall be deemed to be three hours before the scheduled time of departure of plane/train/bus/steamer.

- (5) In case an official on tour is forced to stay at a non-duty place in transit station during his journey to/or from the station of posting due to breakdown of communication on account of blockage of road, flood, rain, heavy snow fall, landslide etc. delayed sailing of ship and/or to catch the connecting flight, the period of enforced halt shall be treated as on duty and the employee shall be paid daily allowance for the transit station.
- (6) In unavoidable circumstances, daily allowance may be paid with the sanction of the Appointing Authority to an employee to cover actual expenses subject to production of receipt.
- (7) The daily allowance for halt at the same place of tour at a stretch shall be limited to maximum of 90 days beyond which no daily allowance will be admissible.

13.3.9 Other Expenses

The expenses on the following will also be reimbursed on production of requisite details / vouchers / certificates that these were done for official duties assigned :

- (a) Deleted
- (b) Local conveyance expenses incurred at the station of posting and at the place of tour by the authorised mode of conveyance.
- (c) Sleeper charges (for night journey).
- (d) Inland air travel tax.
- (e) Passenger service fee; passenger tax; special supplementary charges; reservation charges, if any, levied by airlines, railways or local authorities.
- (f) Cancellation charges of tickets if these are cancelled in the interest of the Institution.
- (g) Terminal tax, toll tax, etc.

13.4 Tour Abroad

- 13.4.1 In case of tour outside India by an employee, prior approval of the Finance Committee would be required as also for the quantum of DA / actual reimbursement and route and mode of travel. The employee shall be entitled to air fare by economy class in Indian currency and all inclusive amount of Daily Allowance at rates approved by the Finance Committee as above for meeting, living expenses, conveyance and other expenses. Employee is required to submit bill enclosing air ticket jacket, documents for purchase of foreign exchange, etc.

In case of tour to a country outside India for attending meeting etc., where there is a reciprocal arrangement for hospitality, transport expenses, DA will be reduced @25% of normal DA as approved by the Finance Committee.

- 13.4.2 For travel to Nepal on tour, Daily Allowance will be admissible in Indian Rupees at the all inclusive rates as given in **Schedule V**.

13.5 Transfer from one Station to Another Station

13.5.1 Temporary Transfer

In all cases of transfers for short periods not exceeding 90 days, the journey from HQ to the station of deputation and back will be treated as on tour and a joining time shall be allowed.

13.5.2 Permanent Transfer

In case of permanent transfer the employee shall be entitled to conveyance for self and family who accompanies him or follows him within six months for journey by rail/steamer/air etc.,



by the class not higher than the one to which the employee is normally entitled in case he proceeds on tour. In addition he will be paid a lumpsum transfer grant; packing allowance; cost of transporting his personal effects/conveyance at the rate prescribed in **Schedule II** to this Chapter; the actual expenses on local conveyance limited to entitlement as per **Schedule V** under Rule 13.2.1 for journey between residence and railway station/bus stop/airport at the old station of posting/new station of posting, and daily allowance for self and members of family for the duration of time taken in travel subject to the following exceptions:

(a) Same Station

No TA will be admissible if no change of residence is involved.

(b) Between Two Stations

No TA will be admissible if no change of residence is involved. If there is change of residence, the employee will be entitled to full transfer TA except that no lumpsum transfer grant/packing allowance will be admissible if the distance between the old and new stations does not exceed 20 km.

13.5.3 An employee may be allowed an additional fare by the entitled class for both onward and return journey, if he has to leave his family behind because of non-availability of immediate residential accommodation at the new place of posting.

13.6 Any claim / request for travelling allowance not covered by the above rules shall be decided with the prior sanction of the Appointing Authority.

13.7 An employee may draw an advance for the aforesaid purpose which he shall account for soon after his completion of journey but not later than one month thereafter and the balance if any shall be refundable forthwith.

CHAPTER XIV

14.0 Leave

14.1 Claim for Leave

Leave cannot be claimed as a matter of right, while as a policy, leave will normally not be refused but when the exigencies of the service so require, the competent authority may refuse, postpone, revoke or reduce leave of any kind.

14.2 Type and Period of Leave

Subject to the provision of Rule 14.1, every employee shall be eligible to the following types of leave, for the duration, leave salary and subject to conditions indicated below :

Nature of Leave	Quantum of Leave	Rate of Leave Salary
*Casual Leave	8 days in a year	As on duty
*Privilege (Earned) Leave	30 days in a year in two half yearly installments of 15 days. Only maximum of 20 days Privilege Leave can be accumulated for encashment in a year.	As on duty
*Medical Leave	10 days in a year or 20 days as Half Pay Medical Leave in a year	As on duty
Extraordinary Leave	Up to 90 days on any one occasion and 360 days during the entire period of service. In exceptional cases it may be exceeded if on medical grounds up to such further period as the Appointing Authority, taking into account the circumstances, may decide.	No pay and allowances
Maternity Leave to Female Employees on-Production of Medical Certificate	(i) Up to 180 days from the date of commencement for confinement; (ii) shall not be admissible beyond the two living child; and (iii) up to 45 days in case of miscarriage including abortion for not more than three times in entire period of service.	As on duty





Paternity Leave	Up to 15 days but shall be admissible for first two children	As on duty
Quarantine Leave	Up to 21 days and in exceptional circumstances up to 30 days.	As on duty

(*Ref: 718th Council Meeting at Chennai dated 18 December 2022)

14.3 Reckoning of Leave

An employee, who joins or is relieved from service in the middle of a calendar year, will be entitled to leave on prorata basis @2½ days for privilege (earned) leave, 1¼ days for medical leave and 1 day for casual leave for each completed month of service he has rendered, any broken month's service being ignored and fraction of a day being rounded off to the nearest day (i.e., 1/2 or above will be taken as 1 day and fraction below 1/2 will be ignored). Credit of privilege (earned) leave and medical leave will not be admissible for the period of leave without pay or for any period treated as dies non to the extent stated in Rule 14.6. In case of termination of employment, if sufficient credit of privilege (earned) leave is not available for carrying out adjustment on account of deduction of credit, the cash payment of leave salary will be recovered.

14.4 Accumulation of Leave

Privilege (earned) leave may be accumulated up to a maximum of 300 days. If an employee applies for leave when he has accumulated up to the maximum of privilege (earned) leave and his request is not accepted on account of unavoidable circumstances or exigencies of work, he may accumulate by future earnings of the leave beyond 300 days, equivalent to the period of leave so refused and such leave will be uncashable suomota by the Institution to the extent it exceeds the normal maximum accumulation limit of 300 days. Maximum privilege (earned) leave that may be granted at a time shall not exceed 150 days in normal circumstances, medical leave may be accumulated with an upper limit of 225 days.

14.5 Casual Leave

Casual leave can be availed for a maximum of 5 (five) days at a time, except in case of an employee who does not have any other leave with pay to his credit, the limit be exceeded up to 6 days at the discretion of the competent authority. Casual leave being noncumulative will lapse at the end of the year to the extent not availed. If a substantial number of employees apply for casual leave in a concerted manner and/or for identical period and the Institution has reasons to believe that the leave has been applied for with an intention to affect the working of the Institution, the employee shall not be entitled to grant of such leave and despite refusal of such leave, if he does not attend his duties, he will render himself liable to disciplinary action including loss of pay.

14.6 Extraordinary Leave

Extraordinary leave may be granted -

- (a) when no other leave is admissible;
- (b) when other leave is admissible, but the employee concerned applies in writing for grant of 'Extraordinary Leave'.

All absences of the employees treated on 'No-Pay' are to be regularised as 'Extraordinary Leave' or regarded as 'dies non', to be decided by the Secretary & Director General.

If an employee avails extraordinary leave and/or some period of his absence has been treated as dies non, it will have the effect of reducing the credit of his Privilege Leave @ one-tenth and Medical Leave @ one-twentieth of the period of Extraordinary Leave.

14.7 Quarantine Leave

Quarantine leave may be granted to an employee in whose family or household, at his place of duty, residence or sojourn, any member is affected with the infectious disease and his attendance in the office is considered hazardous to the health of other employees and is certified and recommended by the Public Health Officer. If the employee himself is affected with any such disease he shall not be entitled to Quarantine Leave but may be granted any other leave of the kind due and admissible.

14.8 Annexation/Combination of Leave

Any kind of leave, except casual leave, may be granted in combination with or in combination of any other kind of leave. Casual leave can be combined only with medical leave when no other leave with



pay is due to the employee. Weekly off and/or holidays preceding and succeeding the period of leave may be annexed with the period of leave without being counted as part of leave but if these fall in between the period of leave, these shall count as part of the leave except in case of casual leave.

14.9 Unit of Leave

Except for casual leave which may be taken in terms of half day, all other leave shall be in units of one day.

14.10 Leave on Medical Grounds

- (i) Leave on medical ground shall be permissible only if the absence is for not less than three consecutive days. However, less than three days leave on medical ground shall be permissible only after an employee has exhausted the entitled casual leave.

An application for leave on grounds of illness, including extension, for more than 5 days shall normally be supported by a medical certificate given by the medical officer clearly indicating the nature and probable duration of the illness and the period for which leave is required and on return from leave the employee shall submit fitness certificate, the cost of which shall be borne by the employee.

- (ii) The competent authority may, in its discretion, waive the production of a medical certificate in case of an application for leave for a period not exceeding five days at a time.
- (iii) A medical certificate shall not by itself confer upon the employee any right to leave; the leave shall be admissible only at the discretion of the competent authority which may secure a second medical opinion where it is not satisfied about the genuineness of a case or duration of leave recommended, or as regards fitness for resuming duty and the cost of such second medical opinion will be borne by the Institution. An employee not submitting himself for medical examination will be liable for appropriate disciplinary action including loss of pay for these days.
- (iv) The Institution may at any time require an employee to undergo medical examination from the medical practitioner chosen by the Institution to ascertain his fitness for work.

14.11 Availing of Leave

An employee who desires to avail privilege (earned) leave shall apply in the prescribed proforma in writing to the competent authority not less than 15 days before the date from which leave is to commence, except in urgent cases or unforeseen circumstances including illness, when it is not possible to do so. Application which does not satisfy this requirement may be refused without assigning any reason. The competent authority shall communicate its decision as soon as practicable. When the leave is sanctioned the date of commencement of leave and the date on which the employee will have to resume duty shall be intimated to the employee. Leave shall not be availed of by the employee unless it has been sanctioned by the competent authority, but two days' casual leave may be availed of without prior sanction in case of unforeseen circumstances, provided the competent authority to sanction leave is properly informed by phone or otherwise of the circumstances under which prior sanction could not be obtained.

14.12 Extension of Leave

If an employee, after proceeding on leave desires an extension thereof, he shall make an application in writing stating his full communication address and it shall be made in sufficient time to enable the competent authority to consider the application and send a reply to him before the expiry of the leave desired to be extended.

14.13 Absence without Leave or Overstayal

An employee shall be liable to disciplinary action if he remains absent without leave sanctioned pre or post facto, or in excess of the period of leave originally sanctioned or subsequently extended, where such period of absence exceeds seven consecutive days, he shall not be entitled to any pay and allowance for the period of such absence, unless the competent authority decides otherwise on the



basis of explanation of the employee. Willful absence from duty not covered by grant of leave will be treated as dies non and break in service for all purposes viz. increment, leave, LTC unless condoned by the competent authority.

14.14 Absence Resulting in Abandonment

If an employee remains absent without permission and/or overstays the sanctioned leave without authorisation for a period exceeding 15 (fifteen) days, he shall be liable to appropriate disciplinary action.

14.15 Return from Leave

An employee on leave shall not return to duty before the expiry of the period of leave granted to him unless he is ordered otherwise or permitted to do so by the competent authority; if such a leave was on medical grounds, the employee shall be allowed to rejoin only if he produces a certificate of medical fitness. The competent authority may require an employee who has availed leave for reasons of health to produce a medical certificate of fitness, even though such leave was not granted on medical certificate.

14.16 Recall from Leave

An employee may, in the exigencies of work, be recalled to duty from leave in which case he shall be entitled to be treated as on duty from the date on which he starts for the station to which he has been ordered to proceed and shall be paid actual travel expenses of the class not higher than the entitled class of travel admissible, as if he had been on tour and leave salary at the same rate which he would have drawn it but for recall to duty till he joins his post. In case such an employee is recalled when availing LTC, the concession for return journey shall remain intact and he can avail of it on any other occasion either for onward or return journey not exceeding the mileage originally allowed.

14.17 Leave during Suspension/Disciplinary Proceedings

An employee shall not be granted leave during the period of suspension. However, during the pendency of disciplinary proceedings the competent authority may grant leave.

14.18 Service during Leave

No employee shall take up or accept any employment or work while on leave, provided that the competent authority may relax this condition in any specific case if it is in the larger interest of the Institution in which case the employee shall not be entitled to any salary from the Institution.

14.19 Number of Times Leave can be availed

When an employee has exhausted all casual leave to his credit, further casual absence from office shall be adjusted against the privilege (earned) leave due to him. The number of times the privilege (earned) leave can be availed during a year shall not exceed six and should there be still further absence, it will be treated leave without pay, unless it is on account of illness in which case it shall be debited against the medical leave.

14.20 Leaving Station of Posting

No employee shall leave the station of his posting without prior and specific sanction, in writing, of the competent authority.

14.21 (a) Address during Leave

An employee proceeding on leave shall give his address to the competent authority for communication during the leave period. Any change in address during the period shall be immediately advised to the sanctioning authority. An employee failing to observe this rule will himself be responsible for the consequences that may arise.

If an employee fails to comply with these rules he shall be liable to disciplinary action.

(b) Employee Visiting Abroad

In case of any employee applies for leave for going abroad on a private visit, the concerned employee requires to apply for prior permission of the Competent Authority in the prescribe proforma as approved by the Competent Authority from time to time.



14.22 Lapse of Leave

Any claim to leave to the credit of an employee, shall lapse on the date he ceases to be in service. The competent authority may, in case of resignation prior to completion of 5 years of service, grant terminal leave to the extent of 50% of the privilege leave due to him on the date he ceases to be in the service of the Institution or adjust leave against the notice period or encash it as per Rule 14.24. Employees on resignation after 5 years of service shall be allowed to encash accumulated leave. In case of dismissal or removal, if an employee is reinstated on appeal or revision, he shall be entitled to count for leave for his service prior to dismissal or removal as the case may be. **1**

4.23 Encashment of Leave

14.23.1 Privilege (Earned) Leave

Deleted

(Ref: 713th Council Meeting at Hyderabad dated 26-27 March 2022)

Salary for the purpose means basic pay, officiating pay and dearness allowance.

14.23.2 An employee or his nominee shall also be entitled to encashment of the whole of the privilege (earned) leave to his credit (accumulated up to a maximum of 300 days) under the following circumstances:

- (a) Death while in service;
- (b) Retirement either on attaining the age of superannuation or otherwise.
- (c) Resignation on account of prolonged ill-health duly certified by a Medical Officer appointed by the Institution;
- (d) Expiry of the tenure of appointment in case of tenure appointment;
- (e) On termination of service of an employee by the Institution (other than on disciplinary grounds).

14.23.3 Medical Leave

An employee may accrue Medical Leave up to maximum 225 days, under the circumstances as enumerated in Rule 14.23.2, without encashment at the time of retirement, resignation and Voluntary retirement, with effect from date of approval by Council. An employee shall not be entitled to encash of accumulated medical leave balance at the time of retirement, resignation and voluntary retirement with effect from date of approval by the Council.

(Ref: 713th Council Meeting at Hyderabad dated 26-27 March 2022)

14.23.4 The amount payable towards encashment of leave will not be reckoned as salary for purpose of provident fund, bonus, etc.

14.24 Leave Record

Leave Record of all employees shall be kept at the Headquarters and for that all Honorary Secretaries of Centres shall send a full statement of the leave records (except for Casual Leave) of employees posted at the offices of the respective Centres for each leave accounting year to the Secretary & Director General. The leave record for casual leave shall be maintained at the respective Centres.

14.25 Competent Authority

The Competent Authority for the purpose of these rules shall be as follows for Headquarters employees :

Category of Employee	Competent Authority
(1) Secretary & Director General	President
(2) Directors	Secretary & Director General
(3) Deputy Directors	Secretary & Director General
(4) Assistant Directors and Executives	Concerned Directors / Section Head



(5) Group C & D Employees

Director (Administration) on recommendation of Head of Department/Section.

The Honorary Secretaries of the State/Local Centres will be the Competent Authorities for the purpose of these rules in respect of employees at respective Centres.

Any authority, senior to the concerned Competent Authority, as specified above, may, however, exercise his authority in the matter of leave in a particular case, if deemed necessary.

Notwithstanding what has been stated above, the Council may if necessity arises, take independent decision in individual cases on the merit of the case.

CHAPTER XV

15.0 Home / Leave Travel Concession

15.1 Eligibility

A regular employee desiring to go to his home town or anywhere in India shall be eligible for self, spouse (if not receiving similar benefit from his employer), two children up to the age of 21 years and dependent parents living with the employee, full reimbursement of the travel fare by the shortest route (i.e. route shortest in point of time) calculated on 'through ticket' basis and within the cost of the entitled class of travel as indicated in **Schedule V**.

The concession will be admissible only to those who have completed one year continuous service in the Institution on the date of commencement of journey.

15.2 Number of Concession and Conditions (HTC / LTC)

Home Travel Concession (HTC) for travel to home town along with family shall be allowed in 2 (two) occasions or 1 (one) HTC & 1 (one) LTC in a block of 4 (four) years (in case of employees entitled to Home Travel Concession) from residence or station of posting to home town irrespective of distance involved.

An employee for travel along with family shall be allowed to any place in India as Leave Travel Concession (LTC) once in a block of 4 (four) years. Employees having permanent place at the place of posting are not eligible to avail HTC.

HTC and LTC should be availed by the shortest route and restricted to journey within India. In case an employee's home town is outside India or he visits a place outside India the concession shall be limited to the fare up to and from the railway station / airport / seaport in India nearest to his home town or place of visit. HTC / LTC shall be admissible to the employee if he takes a minimum of 5 (five) days of leave, which condition will not apply to the travel of family irrespective of the fact whether any member of the family is also an employee of the Institution.

15.3 Blocks

The Block of four calendar year shall continue to be the same as under the existing rules, the current block being 2018-2021. The first block shall be the block in which the employees complete one year of continuous service with the Institution.

15.4 Travel Plan

The employee and / or members of his family shall have the freedom to travel to declared place of visit by any class, route and/or mode of conveyance convenient to him subject to the condition that the amount reimbursable shall be limited to what would have been admissible had the journey been performed by rail in the authorised class of travel or actual expenses, whichever is less. For places not connected by train, the employee and/or members of family may travel by road or steamer in which case they will be required to submit (i) a certificate from the local transport authorities indicating the distance from the nearest railway station to their home town/any place in India; and (ii) tickets for road or steamer journeys performed. If the journey has to be performed by means of animal transport like pony, camel, elephant, etc., the charges shall be the tariff fixed for such transport by the State Government or equivalent to road fare whichever is less.



15.5 Authorised Class of Travel

The class and mode of travel for calculation of travel fare shall be the same as admissible on official tour as provided in **Schedule V**, but no daily allowance will be payable. The reimbursement will be made on submission of travel documents in original.

The employees shall be allowed to travel on Official Tour, LTC, HTC in entitled class including in Rajdhani, Duranto and Shatabdi Express.

15.6 Mode of Travel

(i) Travel by Own Car

In case where journey is performed by the employee and / or members of his family in a private car owned by the employee, the reimbursement shall be made @ Rs 10/- per km. for the distance travelled by the car restricted to rail fare for self and members of the family and subject to their furnishing satisfactory evidence of having travelled by their own car in the form of receipt for petrol filling, toll tax etc. Travel by employees and/or the members of their family in a taxi or private car not owned by the employee or by scooter/motor cycle/moped, etc. owned by the employees shall not be permissible under these rules.

(ii) Travel by Ship

Employees entitled to travel by 2 AC or restricted to travel within the cost of 2 AC Train Fare, shall be entitled to travel by First Class Cabin (AC) in Ship.

Employees entitled to travel by Sleeper Class by Train, shall be entitled to travel by Second Class Cabin (AC) / Dormitory (AC).

(iii) Travel by Air

Employees entitled to travel by air shall avail air travel by shortest distance.

15.7 Carry Forward

HTC / LTC, if not availed during the block of 4 (four) years, may be allowed by the competent authority to be carried forward to the first year of next block.

15.8 Deleted

15.9 Nearing Superannuation

An employee due for superannuation may avail the concession, if he is otherwise eligible, provided the return journey is completed before the date of superannuation.

15.10 Circumstances in which Concession is not Admissible

The concession shall not be admissible to –

- (i) an employee who proceeds on leave and then resigns his post without returning to duty;
- (ii) an employee who has submitted notice of resignation or where the Institution has served him with a notice of termination before commencement of onward journeys;
- (iii) an employee who is under suspension, the members of his family shall however continue to be entitled and the employee will be entitled for the same block only if the suspension is revoked, he joins duty; and
- (iv) an employee who avails the concession before resignation and is relieved before rendering at least one year's service in the relevant block he shall be liable to refund the amount drawn by him before his release on resignation.

15.11 Sources of Availment

The concession can be claimed by the employee either from IEI or from spouse's organisation, if the spouse is employed and if both are, employed in the Institution, only one shall be entitled treating the other as family member.

15.12 Re-employment

In case of re-employment of an employee immediately after retirement or release from service for whatever reasons, the period of re-employed service may be treated as continuous with the previous





service for the purpose of availing of the concession and the concession may be allowed during the re-employed period, provided the concession would have been admissible to the employee but for his retirement or release from the Institution.

15.13 Place / Period of Visit

An employee and / or members of his family may visit the same place of their choice. All members of the family need not travel together while availing LTC to visit home town or any place in India in the same calendar year in which the employee travels for a block of 4 years with a grace period of one year only.

15.14 Deleted

15.15 Declared Place of Visit

When the concession to visit home town or any place in India is proposed to be availed by the employee/members of the family, the intended place of visit shall be declared in advance and shall be visited either during outward and inward journey otherwise the concession may be forfeited. The place of visit to declared destination can, however, be changed with the approval of the competent authority before the commencement of outward journey or in very exceptional circumstances after commencement of the journey when owing to circumstances beyond the control of the employee, he could not reach that place and had to stop at a particular station which falls en route the declared destination and for other reasons whatsoever. Employees can also change their home town once during their entire service period while in service, with the prior approval of the Appointing Authority by producing satisfactory documentary evidence of their having changed the native place and such requests if approved will take effect after 2 (two) years from the date of their application. Where both husband and wife are employed in the Institution, they will declare only one place as their Home Town.

15.16 Advance against LTC / HTC

An advance up to 90% of the estimated cost of tickets (both ways) may be drawn by the employee up to 120 days in advance of the date of commencement of outward journey and tickets may be booked within 10 days of drawing the advance, otherwise penalty @ Rs.5/- per day of default shall be leviable in addition to rendering the employee liable to disciplinary action. In case the return journey is contemplated beyond 2 (two) months of the date of onward journey the advance shall be admissible only for the outward journey.

15.17 Forfeiture of Claim

HTC /LTC claim duly supported by original rail tickets/e-ticket/air ticket jacket, as applicable, and cash receipt shall be submitted within 10 days after completion of return journey along with a certificate that any member of the family for whom claim is performed, is not employed and if employed he is not entitled or neither availed nor will avail such concession from any other source, failing which it will stand forfeited and where advance has been granted, it shall be recovered in lumpsum. If employee fails to submit its final TA bill along with required documents within 30 days from the date of assuming office, he will be charged 18% per annum interest on the entire advance taken for the HTC/ LTC.

15.18 Miscellaneous

Reservation charges and additional charges, levied by the Railway for travel in superfast trains or ordinary trains, will be reimbursable. Also, ticket cancellation charges, if cancellation of journey is solely due to official reasons and is in the interest of the Institution's work, may be reimbursed. In case an employee is recalled on duty while availing the concession, while the outward journey will be covered by these rules for self, he will be entitled to travelling expenses in respect of the inward journey to Headquarters.

15.19 Dependant(s)

Member of a family having an income of Rs.9000/- per month from whatever source (including pensions, scholarships, stipend, etc.) will not be treated as dependant.

In case both husband and wife are employees of the Institution, the facility will be admissible to the dependant parents of either the husband or the wife (but not of both).



15.20 Employees found Guilty of Misuse

In case a fraudulent claim of LTC comes to notice and the Competent Authority arrives at a conclusion that there is a prima facie case for initiating disciplinary proceeding against the employee for this misconduct, such claim shall be withheld and employee shall not be allowed this facility till finalisation of proceedings. If the employee is fully cleared of the charges of misuse, he will be allowed to avail the facility withheld and in case he is found guilty of misuse, he shall not be allowed the facility for the next two or more sets of LTC depending upon the gravity of offence and such disallowance shall be without prejudice to the punishment for misconduct in the disciplinary proceedings.

15.21 Competent Authorities

The authorities competent to grant the concession shall be the same as for Grant of Leave.

CHAPTER XVI

16.0 Social Security

16.1 Contributory Provident Fund

Every employee shall be required to subscribe to the provident fund from the date of his joining and shall be governed by Employees Provident Funds and Miscellaneous Provisions Act, 1952.

It shall be paid to only one member of the family in the following order :

- (i) Widow or widower, as the case may be till his/her death or re-marriage whichever is earlier;
- (ii) Son(s) one by one in the order of seniority who have not attained the age of 21 years;
- (iii) Unmarried daughter one by one in the order of seniority who have not attained the age of 30 years;
- (iv) Son/daughter suffering from disorder or disability of mind or physically gripped or disabled, for their life time or till he/she starts earning livelihood.

16.2 Gratuity

Gratuity shall be payable to the Employees as per Gratuity Act for qualifying period of service with enhanced ceiling limit of Rs.20.00 lakh. The existing rules are given in Appendix III.

16.3 Group Personal Accident Insurance

Every employee shall be insured under the Group Insurance Scheme taken by the Institution from General Insurance Corporation for such amount as may be decided by the Council from time to time.

16.4 Medical Benefits

Group Medical Insurance Scheme

In case of Group Medical Insurance Scheme for hospitalization, it shall be the scheme as entered into by the Institution with an Insurance Company and the eligibility, medical benefits, premium payable and the procedure for reimbursement, etc. shall be as mutually agreed to between IEI and the Insurance Company. The existing limits of this scheme shall be as per Schedule III.

Sharing of premium of Group Medical Insurance Policy Employer : Employee shall be 50 : 50 or as decided by Council time to time.

- 16.5 National Pension System (NPS) is applicable w.e.f. Dec 2019, in line with (GoI Notification no. F.No.1/3/2016-PR dated 31 January 2019 and No.25014/14/2001-AIS (II) dated 8 September 2009) for IEI permanent employees in lieu of Staff Welfare Fund (SWF).

CHAPTER XVII

17.0 Employees Obligations

17.1 Devotion to Duties

Every employee shall –

- (i) at all times maintain absolute integrity and devotion to duty and shall conduct himself at all times in a manner which will enhance the reputation of the Institution;





- (ii) abide by and comply with all the Rules, Bye-Laws and Regulations of the Institution and all orders and directions of his superior authorities;
 - (iii) extend utmost courtesy and attention to all persons with whom he has to deal in the course of his duties;
 - (iv) endeavour to promote the interests of the Institution and shall not act in any manner prejudicial thereto.
- 17.2 Leaving Place of Work
- No employee shall at any time(s) absent himself from work nor shall leave his Headquarters, without the permission of the competent authority.
- 17.3 Making Public or Publishing Documents
- No employee, while in service or after his release for whatever reasons it may be, shall make public or publish any documents or papers or information which might have come in his possession in his official capacity, without the prior permission of the Institution in writing.
- 17.4 Removal of Office Properties
- No employee shall carry with him outside the office/place of his duty any papers, books, drawings, photographs, instruments, apparatus, documents or any other property of the Institution, without the prior permission in writing of the competent authority. Any document or information received or obtained by an employee, during the course of his official duties, from outside source shall be the property of the Institution and he shall hold in trust, on behalf of the Institution till such time it is handed over to the Institution.
- 17.5 Safety
- Every employee shall be bound to observe safety instruction as may from time to time be issued/ notified by the competent authorities and take other precautions to guard the properties of the Institution, any breach shall be deemed to be misconduct rendering him liable to disciplinary action.
- 17.6 Conduct, Discipline and Appeal Rules
- Every employee shall be governed by the Conduct, Discipline and Appeal Rules of the Institution as per **Appendix IV**.

CHAPTER XVIII

18.0 Redressal of Grievances/Appellate Authority

- 18.1 An employee, who has an individual grievances, may present his grievances verbally in person to his immediate supervisor. If the employee is not satisfied with the reply of his immediate supervisor, he may within 60 days from the date on which the cause of grievance has arisen submit his grievance in writing to the Appointing Authority specified for the purpose.
- 18.2 When any grievances has been received by the Appointing Authority, it shall give a specific number to the application and shall communicate its receipt to the employee concerned.
- 18.3 The Appointing Authority shall make necessary enquiries and collect data if any within 7 days from the receipt of the application and thereafter shall provide opportunity to the aggrieved employee for personal hearing.
- 18.4 At the personal hearing, the aggrieved employee may be allowed to produce witnesses or documentary evidence, if any, for the proper disposal of the matter.
- 18.5 The Appointing Authority shall, after giving such employee a reasonable opportunity of being heard and after making such enquiry as it deems fit, pass an order in respect of such grievance as it deems to be just and appropriate within a period of 60 days from the date on which grievance is received and such order shall be final.
- 18.6 An employee aggrieved by the final order of the Appointing Authority may within a period of 45 days of the date of receipt of such final order prefer an appeal to the Appellate Authority, specified for the purpose.



18.7 The Appellate Authority shall, after giving the appellant a reasonable opportunity or being heard and after making such enquiry as it deems fit, pass an order as it deems to be just and appropriate within a period of 90 days from the date on which such appeal is made and such order shall be final.

18.8 Appellate Authority

The Appellate Authority in case of the Secretary & Director General shall be the Council, and in case of other employee, the President or his nominee.

18.9 Constitution of Internal Complaint Committee (ICC)

As per the Government Notification dated 22 April 2013 on The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 and as per guidelines for Protection of Women's Rights at Workplace for IEI, an Internal Complaint Committee (ICC) shall be constituted by the Competent Authority for redressal of grievances. At least one female member must be included in the Committee.

(Ref: 724th Council Meeting at Jabalpur dated 29 December 2023)

CHAPTER XIX

19.0 Amendments, Modifications, Additions and Exceptions

- 19.1 Notwithstanding what has been stated above the Council may, if necessity arises, take independent decision in individual cases on the merit of the case.
- 19.2 The Council may amend, modify, revoke, cancel or add to these Rules from time to time. All such cases, when promulgated, shall take effect from the date of decision of the Council unless specified otherwise by the Council and these changes and any notices, orders or instructions issued thereunder shall be notified from time to time and affixed on the notice boards of the Institution at the Headquarters and the various Centres.
- 19.3 If any doubt arises relating to the correct interpretation of these Rules, the decision of the Council shall be final and binding.
- 19.4 In respect of any matter covered by these Rules which needs elaboration or supplementation or clarification or there is gap, on matters which might arise in implementing these Rules, the President shall take decisions and report to the Council at the next meeting for ratification or otherwise.





SCHEDULE I SALARY STRUCTURE

[See Rule 6.1]

Designation of Posts	IEI Pay Scale / Pay Level(Rs.)
Group 'A'	
Secretary & Director General	16 (Rs.2,05,400 - Rs.2,24,400)
(For Time-Scale Purpose only)	15 (Rs.1,82,200- Rs.2,24,100)
(For Time-Scale Purpose only)	14 (Rs.1,44,200- Rs.2,18,200)
Director	13 (Rs.1,23,100-Rs.2,15,900)
Group 'B'	
Deputy Director	12 (Rs.78,800-Rs.2,09,200)
Assistant Director	11 (Rs.67,700-Rs.2,08,700)
Executive, Librarian	10 (Rs.56,100-Rs.1,77,500)
	9 (Rs.53,100-Rs.1,67,800)
Group 'C'	
Superintendent (Selection Grade)	7 (Rs.44,900-Rs.1,42,400)
Superintendent, PS to SDG, Sr. System	6 (Rs.35,400-Rs.1,12,400)
Assistant, Computer Programmer, Assistant Librarian	
Assistant-Grade-III, Jr. System Assistant	5 (Rs.29,200-Rs.92,300)
Artist (Diploma Holder from Government Art College), Publication Assistant, Stenographer, House Supervisor	
Grade-I	4 (Rs.25,500-Rs.81,100)
Grade-II	5 (Rs.29,200-Rs.92,300)
Grade-III	6 (Rs.35,400-Rs.1,12,400)
Assistant, Grade-II	4 (Rs.25,500-Rs.81,100)
Assistant, Grade-I	3 (Rs.21,700-Rs.69,100)
Communication Assistant, Assistant Cashier, Library Assistant	
Grade-I	3 (Rs.21,700-Rs.69,100)
Grade-II	4 (Rs.25,500-Rs.81,100)
Grade-III	5 (Rs.29,200-Rs.92,300)
Records Sorter (renamed Multi Tasking Staff), Electrician, Liftman, Retiring Room Attendant (renamed Multi Tasking Staff)	
Grade-III	3 (Rs.21,700-Rs.69,100)
Group 'D'	
Records Sorter (renamed Multi Tasking Staff), Electrician, Liftman, Retiring Room Attendant (renamed Multi Tasking Staff)	
Grade-I	1 (Rs.18,000-Rs.56,900)
Grade-II	2 (Rs.19,900-Rs.63,200)
Office Attendant (renamed Multi Tasking Staff), Office Attendant (Security) (renamed Multi Tasking Staff)	
Grade-I/II	1 (Rs.18,000-Rs.56,900)
Grade-III	2 (Rs.19,900-Rs.63,200)



SCHEDULE II

ALLOWANCES ON TRANSFER

[See Rule 9.2]

Lumpsum Transfer Grant (Rs.)	Packing Allowance (flat rate) (Rs.)	By Goods Train (maximum) to Places Connected by Rail	Personal Effects by Road per km (Rs.)
Pay Level 13 (Rs.1,23,100-Rs.2,15,900) up to Pay Level 16 (Rs.2,05,400-Rs.2,24,400)			
4,000/-	1,500/-	Full four wheeler wagon/ 6000 kg / one double container	15.00
Pay Level 7 (Rs.44,900-Rs.1,42,400) up to Pay Level 12 (Rs.78,800-Rs.2,09,200)			
3,000/-	1,200/-	Full four wheeler wagon /6000 kg / one single container	15.00
Pay Level 2 (Rs.19,900-Rs.63,200) up to Pay Level 6 (Rs.35,400-Rs.1,12,400)			
1,500/-	900/-	3000 kg	7.50
Pay Level 1 (Rs.18,000-Rs.56,900)			
1,000/-	600/-	1500 kg	3.80

SCHEDULE III

ALLOWANCES

[See Rules 8.4 (deleted), 10.1, 10.2 (deleted), 10.3 (deleted), 10.4 (deleted), 16.4]

Children Education Allowance (Rule 10.1)

Children Education Allowance (All Groups) : Rs.2,250/- per month
(per Child)

Group Medical Insurance (Rule 16.4)

Pay Level 1 (Rs.18,000 - Rs.56,900) up to : Rs.5,00,000/- on
Pay Level 16 (Rs.2,05,400 - Rs.2,24,400) floater basis (per family per Annum)





**SCHEDULE IV
CONVEYANCE CHARGES ON OFFICIAL DUTY**

[See Rules 13.2.1 & 13.2.2]

Employees in the	Public Convey- ance (Actual fare paid)	Own Conveyance (km) (Propulsion Charges)		
		Car (Rs.)	Scooter/ Motor Cycle/ Moped (Rs.)	Cycle (Rs.)
Pay Level 7 (Rs.44,900 - Rs.1,42,400) up to Pay Level 16 (Rs.2,05,400 - Rs.2,24,400)	Taxi / Hire Car	10.00	1.50	0.50
Pay Level 2 (Rs.19,900 - Rs.63,200) up to Pay Level 6 (Rs.35,400 - Rs.1,12,400)	Scooter Rick- shaw/ single seat in motor- cycle rickshaw/ train(AC 2-Tier) / bus / cycle rickshaw	-	1.50	0.50
Pay Level 1 (Rs.18,000- Rs.56,900)	Bus/single seat in motorcycle rickshaw / train (2nd Class) / bus / cycle rickshaw	-	1.50	0.50

**SCHEDULE V
TA & DA ON OFFICIAL TOUR**

[See Rules 13.3.2 & 13.3.3]

Employees in the	Mode of Travel				DA on the occasion of all Council Meetings and Engineering Congress for the days of the Meeting	DA on the occasion other than Council Meeting and Engineering Congress
	Air	Rail	Steamer	Road		
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Pay Level 13 (Rs.1,23,100 - Rs.2,15,900) up to Pay Level 16 (Rs.2,05,400 - Rs.2,24,400)	Economy/ Standard	AC 1st Class	Highest Class	Taxi/any other class in public bus	Rs.210.00	Rs.1370.00
Pay Level 9 (Rs. 53,100 - Rs.1,67,800) up to Pay Level 12 (Rs.78,800 - Rs.2,09,200)	Economy/ Standard	AC 2 Tier	Highest Class	Taxi/any other class in public bus	Rs.140.00	Rs.990.00





Pay Level 7 (Rs.44,900 - Rs.1,42,400)	-	AC 2 Tier	Highest Class	Taxi/other than ACC class in public bus	Rs.140.00	Rs.990.00
Pay Level 2 (Rs.19,900 - Rs.63,200) up to Pay Level 6 (Rs.35,400 - Rs.1,12,400)	-	AC 2 Tier	Lower Class if there are two classes otherwise middle/2nd Class	Taxi/other than ACC class in public bus	Rs.110.00	Rs.640.00
Pay Level 1 (Rs.18,000 - Rs.56,900)	-	Sleeper Class	Lower Class if there are two classes otherwise middle / 2nd Class	Public Bus (Ordinary)	Rs.70.00	Rs.540.00

Note : (1) The daily allowance specified in column (6) will be applicable for staying only of the employee at Host Centre during the Council Meeting and Engineering Congress on the condition that Host Centre will provide accommodation, food and transport at its expense.

- (2) None of the above mentioned persons will request for or accept hospitality from a Centre exceeding the ceiling limit specified above. In case of Secretary & Director General for attending the Council Meeting, he may accept hospitality which the Host Centre provides to ordinary Council Members. In case of Fora Meetings or meetings other than Council Meetings or other visits, he will be governed by the provisions of column (6) or (7).
- (3) On any other occasion also other than Council Meetings and Engineering Congress, daily allowance will be paid as per column (7) subject to the following conditions :
- (a) If free boarding and lodging is provided, daily allowance will be paid as per column (6).
- (b) When Host Centre provides only lodging, the daily allowance will be paid @ 50% of the rate given in column (7).
- (4) The DA to employees includes all items of expenditure (except local transport) and even if miscellaneous expenditure is actually incurred they will not be entitled for reimbursement. In case any employee is required to carry bulk luggage or papers, actual portorage paid at railway stations/ airport/hotels will be reimbursed.
- (5) The journey by road will be reimbursed at the rate of Rs.10.00 per km for the distance travelled.
- (6) An employee shall submit along with TA bill the air ticket jacket in case of journey by air and original railway ticket in case of journey by train. E-tickets, in respect of journey by rail, in form of printouts of tickets taken from IRCTC website, shall be treated as original.
- (7) Deputy Directors, whos Pay Scale / Pay Level is equal or more than Rs.1,23,100/-, will be entitled to air travel by economy class.



APPENDIX I

[See Rule 5.3]

The composition of the Selection Committee, Appointing Authority/Confirming Authority for All India category of employees of the Institution shall be as follows :

Sl. No.	Type of Post	Selection Committee Composition	Appointing / Confirming Authority
1.	All posts which are below Officer Level		
	(a) at the HQ	The Secretary & Director General, Head of the Department Concerned, Director (Administration) and one external expert(when necessary).	The Secretary & Director General
	(b) at the Centres	The Chairman, a Member of the Council nominated by the President, the Honorary Secretary of the Centre and the Secretary & Director General or an Officer nominated by him.	The Secretary & Director General
2.	Officer up to and including the Level of Deputy Director		
	(a) at the HQ	The President, the Secretary & Director General, Head of the Department Concerned, Director (Administration) and one external expert (when necessary).	The Secretary & Director General
	(b) at the Centres	The President or a Member of the Council nominated by him in his place, a Member of the Council nominated by the President, the Secretary & Director General and one expert.	The Secretary & Director General
3.	Officer in the Grade of Director	The President, the Immediate Past President, the Senior most Council Member, the Secretary & Director General and one external expert (when necessary).	The Secretary & Director General
4.	Secretary & Director General	A Search Committee as deemed fit by the Council.	The Council through President

APPENDIX II

ELIGIBILITY FOR PROMOTION TO ASSISTANT GRADE I UPTO AND SUPERINTENDENT AND OFFICERS

[See Rule 5.12]

1.0 Educational Eligibility for promotion to Assistant Grade I upto and Superintendent

The employee shall be Graduate from a recognised university for internal promotion to Assistant, Grade-I upto and including the Superintendent and shall have rendered a total period of not less than 6 years of satisfactory service with the Institution against the existing vacancy on the basis of selection process of test and interview. Those employees who have already been promoted to Assistant Grade-I/Grade-II/Grade-III, the minimum qualification for internal promotion would be Graduate from a recognized university.

All the number of eligible candidates as on 01 June be called for promotion test/interview. All others procedures will remain unchanged as per Promotional Rules.



2.0 Eligibility for Promotion

Fast track promotion will be given to the IEI permanent employees based on the laid down eligibility criteria for a minimum period of service as under :

- a) 5 years for Group A & B employees
- b) 6 years for Group C & D employees

3.0 Delete

4.0 Filling of Posts requiring Skills

- 4.1 In case of filling of posts requiring special skill by promotion from amongst employee (not ordinarily requiring such skill), selection shall be done by the Selection Committee taking into consideration the skill and aptitude of an employee.
- 4.2 The post requiring special skills are, for example, Publication Assistant, Stenographer, Assistant, Library Assistant, Liftman, Electrician, etc.
- 4.3 In case of filing the posts enumerated in para 4.2 if no internal candidate with a record of not less than five years of satisfactory service with the Institution in the next lower grade, qualifies himself in the test and is not found suitable by the Selection Committee, the vacancy shall be filled by direct recruitment by inviting candidates from the Employment Exchange.

5.0 Direct Recruitment

- 5.1 In case of direct recruitment in any post in Group 'C' up to and including the rank of Superintendent the minimum educational qualification shall be Graduate from a recognised university.
- 5.2 In case of direct recruitment in Group 'D' minimum qualification shall be Higher Secondary
- 5.3 Deleted
- 5.4 In all such cases the candidate shall have to pass suitable tests, as laid down by the Secretary & Director General and shall have to appear before the Selection Committee approved for the purpose.
- 5.5 If an internal candidate desires to apply for direct recruitment for a post, he shall do so with prior intimation to the Head of the Department to which he is attached.
- 5.6 In case an internal candidate scoring equal marks with an external candidate, the internal candidate shall get preference for selection over the external candidate.
- 5.7 Full reimbursement of actual medical expenses incurred for assessing the medical fitness as per the advice of CMO, M R Bangur Hospital or an expert nominated by the Appointing Authority at the time of joining by way of direct recruitment claim is allowed to the employee joining IEI, after confirmation.

6.0 Satisfactory Service

An employee shall be considered to have rendered 'Satisfactory Service' which will also mean satisfactory efficiency, conduct and punctuality in attendance. Provided further, there should not be any record of his having been awarded any punishment in the last three years and in currency of any punishment awarded earlier.

APPENDIX III

GRATUITY RULES

[See Rule 16.2]

(1) Payment to Permanent Employees

Gratuity shall be allowed in accordance with the scale and the manner and the time described hereafter to employees and all the benefits granted by the Fund shall be payable only in India. Payment of Gratuity to be admissible to an employee rendering continuous service for a minimum period of 60 months.

- (a) On termination of service or on retirement on attaining the age of 60 years;
- (b) On death while in service;
- (c) On resignation.





- (2) Gratuity shall be payable to the IEI employees as per Gratuity Act for qualifying period of service with enhanced ceiling limit of Rs.20.00 lakh. Payment of Gratuity (Amendment) Act, 2018
'Salary' shall mean the total in the pay of the pay level and dearness allowance.
- (3) No gratuity shall be paid to an employee who is dismissed for gross misconduct such as willful insubordination or disobedience, causing damage to the property or premises of the Institution, theft or fraud or dishonesty, taking party or inciting strikes and habitual breach of office orders and neglect of work.
- (4) The Council shall have the power, in its discretion, to pay the gratuity in one sum or separate sums on dates prescribed by the Council.
- (5) All gratuity payments shall be subject to deductions on account of income-tax, super-tax, or any other tax of the Government of India, if any, on the date of its accrual.
- (6) In the event of death while in service of a member, who is eligible to receive a gratuity, the sum may be paid to his widow or surviving sons or daughters or other dependents in such proportions as the Trustees may, in its discretion, think fit.
- (7) Application for gratuity shall be duly recommended by the Secretary & Director General of the Institution.
- (8) Application for gratuity under these rules shall be made within one year from the date of retirement, resignation or death of the member.

APPENDIX IV

CONDUCT, DISCIPLINE & APPEAL RULES FOR THE EMPLOYEES

1. Title

These Rules will be known as the 'Conduct, Discipline & Appeal Rules' of The Institution of Engineers (India).

2. Application

These Rules shall apply to all employees, whether employed in the Headquarters of the Institution or in office of any of its State or Local Centres throughout India.

3. Definitions

- (a) 'Institution' means The Institution of Engineers (India) incorporated by Royal Charter dated 9th September, 1935.
- (b) 'Charter' means the Royal Charter of the Institution dated 9th September, 1935.
- (c) 'Headquarters' means the Headquarters of the Institution situated in Kolkata.
- (d) 'Centre' means Centre of the Institution and shall mean State/ Local Centre.
- (e) 'Council' means the Council of the Institution constituted under its Bye-Laws.
- (f) 'President' means the President (in office) of the Institution.
- (g) 'Secretary & Director General' means the Secretary & Director General of the Institution as may be appointed by the Council from time to time.
- (h) 'Head of the Department' means the in-charge or head of a department of the Headquarters of the Institution.
- (i) 'Appointing Authority' means the authority competent to make appointments to the Group of posts in which the employee for the time being is included or the post of the time scale which the employee for the time being holds.
- (j) 'Appellate Authority' means the authority competent to receive, deal with and dispose of appeals made by an employee of the Institution.
- (k) 'Employee' means a person in the whole-time or part-time employment of the Institution, excluding a casual employee.
- (l) 'Year' means (unless otherwise specified) financial year of the Institution commencing on 1st day of April of a year and ending on 31st day of March of the succeeding year.
- (m) 'Month' means a calendar month.



- (n) 'Day' means a calendar day beginning and ending at midnight, but an absence from Headquarters which does not exceed 24 hours shall be reckoned for all purposes as one day, at whatever hours the absence begins or ends.
- (o) 'Family' means the family of an employee as specified in the Service Rules for the employees of the Institution.

4. Minor Misdemeanours

The following acts or omissions shall be treated as minor misdemeanours for which an employee may be liable to (i) warning, (ii) censure, or (iii) fine :

- a) Bad time-keeping;
- b) Not commencing work at the official time or stopping work before official time unless permission or instructions to cease work earlier have been given;
- c) Leaving place of work without sufficient cause during working hours;
- d) Careless or negligent work;
- e) Laziness and inefficiency;
- f) Committing a nuisance in the office premises;
- g) Sleeping on duty;
- h) Quarrelling which may have subversive effect in office discipline;
- i) Absent without prior or post-facto permission;
- j) Obtaining or attempting to obtain leave on false pretence;
- k) Unnecessary interference in the work of other employees;
- l) Failure to carry out work in accordance with general or specific instructions given by officers directly or through delegated authority;
- m) Failure to notify any change of address and/or change in structure of family;
- n) Any other act subversive of office discipline.

5. Major Misdemeanours

The following acts or commission and / or commission whether alone or in combination with others shall be treated as major misdemeanours:

- i) Wilful insubordination or instigation thereof or insult to superiors or disobedience or the instigation thereof whether alone or in combination with others or any lawful and reasonable order of a superior;
- ii) Participation in an illegal strike and abetting, inciting, instigating or acting in furtherance thereof, whether alone or in combination with others;
- iii) Willful slowing down in performance of work or abatement or instigation thereof;
- iv) Theft, fraud, breach of trust, or dishonesty in connection with the employee's business or property or a theft of another employee's property, or sabotage within the Institution premises;
- v) Demanding, offering or accepting bribes or any illegal gratification;
- vi) Habitual absence from duty or absence without prior sanction exceeding seven consecutive days of overstaying the sanctioned leave without previous written permission for a period exceeding seven consecutive days;
- vii) Soliciting or collecting contributions for any purpose at any time in the Institution premises without prior written permission of the Secretary & Director General;
- viii) Engaging in private work or trade or business or other employment without written permission of the Secretary & Director General while in service;
- ix) Drunkenness, addiction to drugs or riotous or disorderly or indecent behaviour or threatening, intimidating, coercing, abusing or insulting any employees of the Institution or interfering with the work and free movement of Officers and/or other employees against their will;
- x) Assault or threat of assault either provoked or otherwise within or outside the Institution premises;





- xi) Commission of any act not in conformity with the usual standards of good behaviour or the discipline of the Institution;
- xii) Gross neglect of work or gross or habitual negligence;
- xiii) Breach of any rules or instructions for the maintenance and operation of any machinery;
- xiv) Loss or damage, whether wilful or due to irresponsible action or negligence or carelessness in working to any goods or property of the Institution or any instigation or abatement thereof or failure to return within time Institution property issued to the employee;
- xv) Gambling within the Institution premises;
- xvi) Abuse of any leave privileges or concession or any other benefits for the time being in force;
- xvii) Not taking reasonable precautions to safeguard the Institution property and prevent accident or damage to it;
- xviii) Loitering, idling or wasting time during working hours or malingering or being within the Institution premises after authorised hours of work without permission;
- xix) Refusal to accept or to take notice of any order or charge sheet or any other communication served in accordance with these Rules either in person or in due course by post;
- xx) Knowingly interfering with the record of attendance or means of recording attendance of himself or any other employee;
- xxi) Conviction in any Court of Law for any criminal offence;
- xxii) Conduct which endangers the life and safety of any person;
- xxiii) Conduct in private life prejudicial to the interests or reputation of the Institution;
- xxiv) Refusal on the part of the employee to work;
- xxv) Giving false information regarding his name, age, qualifications, etc at the time of employment and thereafter;
- xxvi) Indulging in political activities within the office premises;
- xxvii) Distributing or exhibiting within the Institution premises handbills, pamphlets, posters or causing to be displayed by means of signs or writing or other visible representation of any matter without the previous sanction of the Secretary & Director General;
- xxviii) Making false, vicious or malicious statements public or otherwise, against the Institution or any member or employee of the Institution or committing any act prejudicial to the Institution or any other employee unless the employee concerned can prove to the satisfaction of the Secretary & Director General that the statements are made in good faith;
- xxix) Willful falsification, defacement or destruction of personal records or any records of the Institution;
- xxx) Unauthorised possession of any lethal weapon within the Institution premises;
- xxxi) The commission of a minor misdemeanour after two previous warnings or fine or censure;
- xxxii) Trespassing or forcible occupation of the Institution quarters;
- xxxiii) Any other offence sufficiently serious to be classed as major misdemeanour, full particulars of which shall be entered on the charge sheet / show-cause letter.

6. Procedure for Imposing Penalties

Only the Appointing Authority is empowered to impose a major penalty. The Appointing Authority shall frame definite charges on the basis of the report from the relevant authority (Honorary Secretary of the Centres / concerned Officer) / investigation report which together with a statement of allegations on which they are based, shall be communicated in writing to the employee, who shall be required to submit a written explanation within 15 days.

On receipt of the written explanation or if no such explanation is received from the employee within a period of 15 days, an enquiry may be held by the Appointing Authority himself, or by a person as Enquiry Officer, or a group of persons as Enquiry Committee appointed for the purpose by the Appointing Authority.

Provided, however, that the person or persons so appointed by the Secretary & Director General shall be either Members of the Council of the Institution or employees of the IEI.

At the enquiry, a reasonable opportunity shall be afforded to the employee for explaining and defending his



case, but he will not be allowed to engage a legal practitioner or any outsider for this purpose. In case of failure to submit written explanation or appear before the Enquiry Officer or the Enquiry Committee, as the case may be, the Enquiry Officer or the Enquiry Committee shall be free to record an ex-parte finding after issuing suitable warning to the employee / employees.

At the conclusion of the enquiry, the Enquiry Officer or the Enquiry Committee shall prepare a report of enquiry, recording its findings on each of the charges together with the reasons thereof.

In case of enquiry by a duly appointed Enquiry Officer or Enquiry Committee, the Appointing Authority shall consider the enquiry report, recording his conclusions on each charge and pass appropriate orders.

No warning or censure or order of fine or order of any other penalty shall be made unless the employee concerned is given a charge sheet in writing and is afforded an opportunity of explaining the circumstances alleged against him.

The Honorary Secretary (in case of employees at the Centres) or the Head of the Department / Section / Cell (in case of employees at the Headquarters), as the case may be, will be competent to issue only warning or order of censure to an employee for charges proved against him under intimation to the Secretary & Director General.

7. Suspension

An employee against whom any action is proposed to be taken for a major misdemeanour may be suspended by the Honorary Secretary under intimation to Secretary & Director General or the Secretary & Director General, the Appointing Authority, on subsistence allowance equal to half of the total basic pay and dearness allowance pending decision of the enquiry. The order of suspension shall take effect immediately on its communication to the employee. If, however, on being honourably acquitted the order of suspension is rescinded, the employee shall be deemed to have been on duty during the period of suspension and shall be entitled to the same pay / wages as he would have received if he had not been suspended.

8. Penalties

The penalties which may be imposed for any act or acts of major misdemeanour are:

- (i) Reduction to a lower class, grade or post or a stage in a time scale;
- (ii) Break in service;
- (iii) Removal, discharge or dismissal from service.

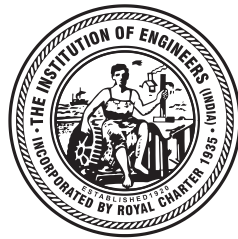
9. Appeals against Orders Imposing Penalties

- 9.1 An employee may appeal against an order of censure or warning or an order imposing penalty upon him to the appropriate Appellate Authority within one month of the date of order.
- 9.2 The Appellate Authority shall, after giving the Appellant a reasonable opportunity of being heard and after making such enquiry as it deems fit, pass such an order as it deems to be just and appropriate within a period of 90 days from the date on which such appeal is made and such order shall be final.
- 9.3 The Appellate Authority in case of the Secretary & Director General shall be the Council, and in case of other employees, the President or his nominee.

10. Amendments, Modifications, Additions and Exceptions

- 10.1 Notwithstanding what has been stated above, the Council may, if necessity arises, take independent decision in individual cases on the merit of the case.
- 10.2 The Council may amend, modify, revoke, cancel or add to these Rules from time to time. All such cases, when promulgated, shall take effect from the date of decision of the Council unless specified otherwise by the Council and these changes and any notices, orders or instructions issued thereunder shall be notified from time to time and affixed on the notice boards of the Institution at the Headquarters and the various Centres.
- 10.3 If any doubt arises relating to the correct interpretation of these Rules, the decision of the Council shall be final and binding.
- 10.4 In respect of any matter covered by these Rules which needs elaboration or supplementation or clarification or there is gap on matters which might arise in implementing these Rules, the President shall take decisions and report to the Council at the next meeting for ratification or otherwise.





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