

Extract

- i) Modalities.
- ii) Rules and regulations.
- iii) Office bearers.
- iv) Maintenance of bank account income expenditure records.
- v) Activities.
- vi) Role of the parent body.
- vii) Financial assistance from the parent body.
- viii) Permission of the competent authority of the concerned institution and Head of the Department and their patronage.
- ix) A small room with Almirah for keeping documents.
- x) Facilities for conducting educational programme at 2 in a year.

Indian Ceramic Society (InCerS) Student Chapters

1. General Information/guidelines:

1. Any Institute/University offering Diploma/Degree Programme in Ceramic Engineering/Technology having at least **30 student members** of InCerS is eligible to form an InCerS student chapter.
2. A formal request (i.e. letter of intent/willingness) for establishing an InCerS Student Chapter must be submitted in the prescribed format by a group of at least 25 student members of InCerS belonging to that Institute/University duly supported by the Head of the Department and Dean/Head of the Institute (please refer Appendix I and Appendix II).
3. On receipt of the above formal request, the President of InCerS will form a Committee to scrutinize and recommend the feasibility of starting a new InCerS Student Chapter in that Institute/University. The Council of InCerS shall decide to grant permission to form a student chapter and issue a formal consent letter.
4. When the Council of the Indian Ceramic Society approves the proposal for starting a new Student Chapter, the office bearers and class representatives may be elected and the list of office bearers and class representatives may be intimated to the Head Quarters duly signed by the Head of the Department and the Student Chapter will start functioning in that Institute/University.
5. Indian Ceramic Society will release the first grant of **Rs 5,000/= (rupees five thousand only)** as financial support (mentioned under section 4.b) so as the Student Chapter start functioning.
6. Every student member of that Institute/University shall forthwith, on his/her election to the student membership of InCerS, become a member of the Student Chapter of that Institute/University.
7. The Council of InCerS, at all times, shall have full power in its discretion, to suspend, supercede and dissolve any chapter, if the student chapter violates the purpose for which the chapter is established.
8. Decisions of the Council regarding formation of any Student Chapter may be taken by **simple majority** of the members of the Council of InCerS. However, decision regarding dissolution of any Student Chapter or suspensions or supercession of Student Chapter shall be taken by **2/3rd majority** of the members of the strength of the Council of InCerS. The President of InCerS in which such decisions are to be made, shall have the power of casting his/her vote in case of ties in vote for and against any proposal relating to the Student Chapter formation etc.
9. When the Council of any Student Chapter is not found to be working properly e.g. AGM not held regularly, proper budgets/accounts are not submitted to the Head Quarters of InCerS, the Council of InCerS will be competent to supercede the Student Chapter Council and appoint an Adhoc Committee of Management for the Student Chapter. In case the chapter activity report and/or annual statement of accounts are not received for two consecutive years by the Head Quarters of InCerS, the Council of InCerS may take a decision to close down such chapters.

2. Eligibility of Student Membership:

The diploma, undergraduate and graduate students of Ceramic Engineering/Technology and Materials Science/Engineering are eligible to become student members of the Indian Ceramic Society. Such student members of that Institute/University will automatically become members of that Student Chapter.

3. Objectives of Student Chapters:

- To provide a way for students and young professionals to become and remain actively engaged as leaders in the ceramic materials community in coordination with the Indian Ceramic Society.
- To promote a self-sought increasing knowledge of ceramics, materials science and engineering and all its allied branches of ceramics among student members and to instill a professional pride in their chosen career.
- To give awareness to the students of Ceramic Engineering/ Technology, a much-needed cutting edge knowledge, experience and networking that the students are expected to begin their career successfully in the (global) job market.
- To enhance interaction among the student community of Ceramic Engineering/Technology of the Institutes/Universities in India.
- To develop student-focused programmes in the Annual Session that will complement the InCerS programme.
- To facilitate industry-student relations.

4. Student Chapter Benefits:

a. Networking

Get involved in Student Chapter of the Indian Ceramic Society to meet Ceramic Engineering students and professionals of other Institutes. It's a great way to make new friends and start forming a network of contacts that can help them throughout the career of the student members.

b. Financial Support

Every newly created Student Chapter of the Indian Ceramic Society will receive a one-time start-up assistance of **Rs 5,000/- (rupees five thousand only)**. Then every year, active Student Chapters of InCerS will receive a grant of a sum equal to **25% of the subscription of the annual subscription** received from that Student Chapter. This financial assistance from the parent body along with the self generated fund raised by the Student Chapters will enable to get involved in more activities and develop stronger technical programmes. The chapter funds will be maintained within the Society's central account under the names of the respective Student Chapter. Each student chapter can access its funds upon submission of valid bills for approved activities. No administrative charges will be deducted from these funds.

c. Leadership Development

As the student members work through the various levels of Chapter management, they gain valuable leadership skills that will help them throughout their career, as a team member, as a professional manager and as a leader of our society.

d. InCerS Updates

Being involved in a Student Chapter of InCerS means staying up to date on InCerS activities, including conferences, workshops, publications, contests, etc.

e. Awards and Recognition

The student chapters may organize workshops, conferences, seminars, quiz programmes and other student related activities. Chapters can achieve special recognition through "Student Chapter of Excellence" Award.

5. To Start a New Chapter

To form a new Student Chapter, the following steps may be followed:

1. The student members may seek the support of the Head of the Department of Ceramic Engineering/Technology and a faculty member who is a member of InCerS from that Department who will agree to act as the chapter's faculty advisor.
2. The student members may meet to discuss the reasons to form a student chapter.
3. The following documents may be completed and submitted to the Honorary Secretary, Indian Ceramic Society, Care: CSIR-Central Glass and Ceramic Research Institute, Kolkata – 700 032.
 - Name of the New Chapter is “..... (Name of the Institute/University) Student Chapter of the Indian Ceramic Society” signed by the Head of the Department.
 - Requisition to start a new Student Chapter (as given in the format) - requires the signature of a minimum of 25 student members.
 - Letter of recommendation from the Head of the Department to establish a new student chapter (in the given format).
 - Approval from the Faculty Advisor, Head of the Department and Head of Institute/Dean (as given in the format).
4. The proposal to start a new Student Chapter will be scrutinized by a committee appointed by the President of the Indian Ceramic Society and its recommendation will be placed before the Council for its approval. Once the approval is obtained, the Honorary Secretary will inform the Faculty Advisor and the Head of the Department of that Institute/University to elect office bearers and class representatives of that chapter. The list of elected office bearers and representatives may be submitted to the Head Quarters in the format given.
5. The student members may elect an **Executive Committee consisting of a Chairperson, Vice Chairperson, Secretary, Treasurer and one representative from each class (three from diploma classes, four from undergraduate classes and two from post-graduate classes).**
6. When the list of office bearers is submitted to the Honorary Secretary, InCerS, Indian Ceramic Society will release the one-time start-up assistance of **Rs 5,000/- (rupees five thousand only)** and the student chapter will start functioning.
7. The Local Chapter of the Indian Ceramic Society will advise and guide the Student Chapter for its effective functioning of the student chapter.
8. The minutes of the Executive Committee of the Student Chapter shall be communicated to the local chapter/caretaking chapter of InCerS through the Head of the Department for getting necessary advise and guidance.

6. Leadership Roles:

The major benefit of serving as a student chapter office bearer is having the opportunity to learn and sharpen the skills to become a better team member, a better manager, a better leader.

Faculty Advisor

The advisor establishes and maintains the continuity of the student chapter and he/she bridges the Student Chapter and the Headquarters of InCerS. The advisor's actions are guided by a clear understanding of the materials field in a societal context as well as familiarity with the benefits of participation in an established professional community. The advisor should be an enthusiastic supporter of students' efforts and will make many

important contributions at planned events and activities throughout the academic year. More than one faculty member may help the Student Chapter. However, one staff member will coordinate with the chapter.

Main Responsibilities of Faculty Advisor

- Primary contact person with the headquarters of InCerS.
- Receives chapter materials for distribution to office bearers.
- Takes action to receive the financial grants from the HQ to the chapter treasurer.
- Advises chapter office bearers and committee members on the formation and implementation of goals, objectives and programmes.
- Ensures that the chapter understands the role of InCerS as a professional organization.
- Keeping custody of Chapter documents, financial reports and funds during vacation period when the college or university is not in session.

Office bearers (refer bylaws)

The quality of leadership provided by a chapter's office bearers significantly influences the level of involvement and participation of other members and students and the success of the chapter as a whole. The office bearers of a student chapter are usually comprised of a Chairperson, Vice Chairperson, Secretary and Treasurer. Student office bearers and class representatives should be elected at or prior to the annual general meeting of the chapter, usually at the academic year end (March/April) so that the new office bearers will officiate in the succeeding academic year, usually starts from July 1.

Office bearers' Responsibilities

- The office bearers shall understand the rules and regulations of InCerS and the chapter bylaws.
- The office bearers shall act as the primary interface between the student chapter, the faculty advisor, the department, the university and InCerS.
- The office bearers shall establish a clear set of objectives and an operating plan for the chapter for the academic year.
- The office bearers shall take responsibility for fulfillment of the chapter's established objectives.
- The Chairperson of the Chapter shall preside at all meetings.
- The Vice Chairperson shall preside at chapter meetings or events in the absence of the Chairperson.
- The Secretary shall be responsible to keep all records of the chapter.
- The Treasurer shall be responsible for all financial matters.

APPENDIX - I

Requisition form to start new Student Chapter

To
The Honorary Secretary
Indian Ceramic Society
Care: CSIR-Central Glass & Ceramic Research Institute
Kolkata – 700 032

Dear Sir,

We the undersigned students of _____ (Institute/University), submit to the Indian Ceramic Society that we are willing to form a student chapter of InCerS in our College/University. We request that our proposal may kindly be approved at the earliest.

Chapter is to be known as the InCerS Student Chapter of ----- (name of the Institute/ University).

No.	InCers Member ID	Name	Signature
1			
2			
3			
.			
.			
.			
25			

Signature of the Faculty Adviser:

Name:

Designation:

APPENDIX - II

Recommendation from the Head of the Department
(in the Department letter head)

To
The Honorary Secretary
Indian Ceramic Society
Care: CSIR-Central Glass & Ceramic Research Institute
Kolkata – 700 032

Sub: Formation of new InCerS Student Chapter in our department - reg.

Dear Sir,

The students of this Department are interested to start a new Student Chapter of the Indian Ceramic Society in our Institute/University. This Student Chapter will function under the Faculty Advisor and the Head of the Department. The basic infrastructure will be provided to the chapter to organize Technical Activities like seminars, conferences and related activities to promote ceramic science and engineering at the Institute/University and local levels. This Student Chapter will coordinate with the local chapter of The Indian Ceramic Society. I recommend the formation of InCerS Student Chapter in our Department. Hence The Indian Ceramic Society may kindly approve the formation of InCerS Student Chapter in this Institute/University.

Yours sincerely,

Signature of Head of the Department
Name with seal

Recommended by the Head of Institution/Dean
Name & seal

APPENDIX - III

List of office bearers of the InCerS Student Chapter of -----
(name of the Institute/University)

Academic year _____

Chapter Officers:

Chairperson: _____ Member ID _____

E-mail: _____ Contact no. _____

Vice chairperson: _____ Member ID _____

E-mail: _____ Contact no. _____

Treasurer: _____ Member ID _____

E-mail: _____ Contact no. _____

Secretary: _____ Member ID _____

E-mail: _____ Contact no. _____

Class representatives

1. Member ID

2. Member ID

3. Member ID

4. Member ID

Approved by :

Faculty Advisor ----- Member ID -----

E-mail: _____ Contact no. _____

Head of the Department ----- Member ID-----

E-mail: _____ Contact no. _____

APPENDIX – IV

**InCerS Student Chapter
Annual Report**

Student Chapter name :

Academic year :

The following items must be attached :

(a) Annual report

(b) Office bearers list for upcoming year

I hereby submit the attached annual report on behalf of my chapter. The information contained within this report is accurate to the best of my knowledge.

Submitted by: _____ (secretary)

Date :-----

Signature

(To be SUBMITTED BY June 30)

I hereby support the chapter's annual report. The information contained within this report is accurate to the best of my knowledge

Faculty Advisor: _____ Date: _____

Signature of Faculty Advisor

APPENDIX - V

Indian Ceramic Society Student Chapter Bylaws

Section I: Name

- Article 1. The name of this student chapter shall be InCerS Student Chapter of -----(name of institute/university).
- Article 2. This Chapter shall be under the guidance and support of the local chapter of the Indian Ceramic Society.
- Article 3. This Chapter shall be governed at all times by the provisions of the constitution and the bylaws of the Indian Ceramic Society.

Section II: Purpose

- Article 1. The purpose of this Chapter shall be to promote among its members a self-sought increasing knowledge of ceramics, materials science and engineering and all allied branches and to instill a professional pride in their chosen life work.

Section III: Membership

- Article 1. Any diploma student, undergraduate student / post-graduate student currently enrolled in Ceramic Engineering/Technology, Materials Science and Engineering and allied programme shall be eligible for student membership.
- Article 2. A student member shall remain eligible for this class of membership until his/her status ceases to be that of a student or he/she no longer pays annual membership fee dues.
- Article 3. A student member enrolled at one institution shall be assigned to that student chapter and he/she cannot become a student member of another student chapter.

Section IV: Membership Fee

- Article 1. The fee for InCerS student membership is set by the InCerS Council, approved by the General Body in its Annual General Meeting. The current InCerS student membership fee can be obtained from the current student membership application form (visit InCerS web page: www.incers.org).
- Article 2. The annual renewal of membership shall accompany renewal fee, renewal application form duly attested by the Head of the Department of Ceramic Engineering/Technology.
- Article 3. **The InCerS student membership year runs on the academic year from July 1 to June 30.**

Section V: Office Bearers and their Election

- Article 1. The office bearers of this student chapter shall consist of a Chairperson, Vice Chairperson, Secretary and a Treasurer. The tenure of the office bearers shall be for academic year for which they are elected.
- Article 2. This Student Chapter shall elect, by majority vote of the chapter members present, a Chairperson, Vice Chairperson, Secretary and Treasurer in the annual general body meeting which shall be held in the month of **March/April** of each year to serve during the following academic year (**normally the academic year starts from July 1 to June 30**).
- Article 3. The class representatives shall also be elected in the Annual General Meeting along with the office bearers by the student members of the respective classes, except the first year representative. The first year representative shall be elected during the first semester of the current academic year after they enroll themselves as student members.

- Article 4. To be eligible for election, the nominee must be an InCerS student member or must have applied for such membership and must have been a member of a Student Chapter at the time of election of that academic year and should continue to be student member during the time of his/her tenure as office bearer.
- Article 5. If the office of Chairperson becomes vacant for any reason during the elected term, the Vice Chairperson shall become Chairperson for the remainder of the term, thereby creating a vacancy as Vice Chairperson. Vacancies in any elected office other than that of Chairperson shall be filled by a simple majority vote at a regularly scheduled chapter meeting.
- Article 6. At the time of annual general meeting, the Head of the Department shall nominate a faculty, who is a member of InCerS to act as Faculty Advisor to advise and counsel the office bearers.

Section VI: Duties of the Office Bearers

- Article 1. The Chairperson of this Student Chapter shall preside at all meetings.
- Article 2. The Chairperson shall assume all executive duties not otherwise delegated to others by these bylaws.
- Article 3. The chairperson shall appoint a presiding officer in consultation with the Faculty advisor to elect candidates to serve as office bearers for the following academic year.
- Article 4. The Vice Chairperson shall preside at chapter meetings or events in the absence of the Chairperson.
- Article 5. The Vice Chairperson shall serves as an ex-officio member of all major committees.
- Article 6. The Secretary shall keep records of each meeting for the permanent chapter records. The Secretary shall also be responsible for submitting brief reports of all activities for publication by InCerS and shall act as an official correspondent for the chapter.
- Article 7. The Secretary shall forward an Annual Report, prepared by the Executive Committee, to InCerS Headquarters before **June 30** of each year, summarizing the activities of the Chapter during the preceding year and listing the newly elected officers for the following year.
- Article 8. The Treasurer shall submit a Financial Report to the Chapter Executive Committee giving a complete accounting of the Chapter's finances. This report shall be appended to the Annual Report.

Section VII: Documents and Records

- Article 1. All documents except financial documents shall be under the custody of the Secretary.
- Article 2. All financial documents including the bank pass book, cheque book, etc shall be under the custody of the treasurer.
- Article 3. All Chapter documents, financial reports and funds shall be left with the Faculty Advisor for any vacation period when the college or university is not in session.

Section VIII: Funds and Accounts

- Article 1. Chapter funds will be maintained within the Society's central account under the names of the respective student chapters. Each student chapter can access its funds upon submission of valid bills for approved activities. No administrative charges will deducted from these funds.
- Article 2. Grants, donations, registration fee, etc for the student chapter shall be received through the parent body's bank account only.
- Article 3. The student chapter may use the parent body's PAN and GST for conducting any event.

In that case all the financial transactions should be done through the parent body's bank account only; all the income should be received in that account and all the payments would be released from the parent body's bank account directly to the vendors, against the bills/invoices received from the vendors. The parent body would have the entire control of the same.

It would be mandatory for the host student chapter to submit an 'Audited Statement of Accounts along with Balance Sheet' with all relevant documents to the parent body within three months after completion of the event.

The revenue generated after conducting the event (after depositing due GST) would be shared between the student chapter and the parent body at 70:30 ratio. The share of the student chapter (70% of the surplus generated) would be kept in a separate account under the control of parent body (as mentioned earlier). It would be recorded in the parent body's accounting procedure that whenever the Student Chapter would need the money, parent body would provide the same.

The parent body may transfer some amount of money as petty cash to the personal account of the Faculty Advisor of the Student Chapter to facilitate some essential local expenditures prior to the event. In that case, the relevant bills and due adjustments should be sent to the parent body just after conducting the event.

- Article 4. Chapter-wise financial records will be maintained by the parent body and these details, including balances, will be shared regularly with chapters to ensure transparency and avoid misunderstandings.

Section IX: Committees

- Article 1. The office bearers of the Chapter, the class representatives and the Faculty Advisor, shall constitute an Executive Committee charged with the responsibility of the chapter management, programming, reporting and activities.
- Article 2. The standing committees shall include but are not limited to the following:
- a) Programming Committee - Plans, organizes and executes the chapter technical, educational, and joint professional activities.
 - b) Membership Committee - Organizes and implements programmes which promote student membership as a way to explore ceramics, materials science and engineering as a field of study and career path.

Section X: Tenure of Office Bearers and Executive Committee

- Article 1. **The tenure of the office bearers and the Executive Committee shall ordinarily be one year, from July 1 to June 30 (normal academic year).**

Section XI: Meetings

- Article 1. Regular Student Chapter meetings, held at such times and places as the Executive Committee and Faculty Advisor shall determine, shall be devoted to educational, technical, engineering, or scientific purposes. The Chairperson or Faculty Advisor may call a special meeting at any time.
- Article 2. **The Executive Committee shall meet at least 4 times in an academic year.**
- Article 3. Five elected members or 30% of the elected members, whichever is lower, shall form the quorum for the Executive Committee meeting. In case the required quorum is not attained, the Committee shall postpone the meeting for 30 minutes and then can conduct the Executive Committee meeting even the required quorum is not attained.
- Article 4. The Annual General meeting (AGM) shall be convened in the month of March/April of every year. 30% of the total membership or 15 student members, whichever is lower, shall be the quorum for the Annual General Meeting. If there is no quorum, the meeting shall be

adjourned and called on a later date and time. In case, if there is no quorum in the second occasion, then the AGM shall be conducted and the resolutions may be passed.

Article 5. The Secretary shall present the annual report of the chapter activities of his tenure. The treasurer shall present the audited statement of accounts for its approval and adoption.

Article 6. On adoption at the Annual General Meeting (AGM), a copy of the annual report and statement of accounts, duly signed by the office bearers (Chairperson, Secretary and Treasurer) and approved by the Faculty Advisor and Head of the Department, shall be sent to the Hony Secretary, Indian Ceramic Society and the Secretary of the local chapter of InCerS before 30th June (end of the tenure of the office bearers).

Section XII: Amendments

Article 1. This Student Chapter may amend its Bylaws in any fashion consistent with the Constitution of InCerS. Such amendments, after adoption by two-thirds vote of the chapter membership, shall be filed with the InCerS chapter programme.

Section XIII: Professional Chapter Affiliation

Article 1. This Student Chapter will be affiliated with the local InCerS Chapter assigned by the Headquarter. The assigned affiliation cannot be changed by either the Student Chapter or the Local Chapter of InCerS.

Section XIV: Dissolution of Chapter

Article 1. If for any reason this InCerS Student Chapter is dissolved, the funds or other property remaining after payment of debts and obligations of this Student Chapter shall be transferred to the local chapter.

InCerS Student Chapter of Excellence (to be considered at the later stage)

The Student Chapter of Excellence award shall be given to a Student Chapter in recognition of its good performance for that academic year in areas that InCerS feels are beneficial to students and the community as a whole.

A chapter will be considered for the Chapter of Excellence award only if the chapter submits the annual report on or before June 30. All entries received before June 30 will be judged by a panel of experts nominated by InCerS.

PRESENTATION OF AWARD

The Student chapter of Excellence award will be announced, and a plaque will be presented at the Annual Session of the Indian Ceramic Society.

AWARD CRITERIA

a. Membership:

The total number of student membership in that chapter and the number of membership enrolled in the current academic year by the chapter will be judged independently on a scale of 1 to 5, with 5 being outstanding and 1 being poor.

b. Programming:

Detailed list of student activities that the Chapter conducted over the academic year.

NOTE: Only the activities that originated from the Student Chapter, and which would not have occurred without Student Chapter initiative. Do not simply list the Departmental Seminar Series, and if any activity 'co-sponsored' by the Chapter, then it must be annexed as co-sponsored activity. Discuss how the programming originated. Non-technical programming and Chapter-sponsored plant trips or field trips are also of value.

c. Career Development:

Describe activities including (but not limited to) programming, technical meeting attendance, Chapter-organized plant trips, and special career-based events that fostered student member career development.

d. Service:

Describe service activities that the Student Chapter organized or participated in during the year, including programmes designed to spread an awareness of materials to other students or campus service activities.

e. Social Activities:

Describe social activities conducted by the Chapter. Discuss level of participation, and benefits to the students and the community as a whole.

f. Chapter Management:

A strong Chapter requires membership development activities, sound management and record keeping. Describe management procedures, including elections, finances, reporting duties, recruiting activities, record keeping, Chapter website, etc. Describe how the Chapter ensures continuity of excellence from year to year. Elaborate on level of participation in meetings and Chapter events. How does the Chapter recruit students into the InCerS Student Membership program, and how successful are these efforts?

REPORT FORMAT

Reports must be submitted electronically or in hard copy. Include a letter of support from the Chapter Faculty Advisor. Include a good photograph of the officers from the academic year covered in the report (not incoming officers). Identify them by name and office. A calendar of events may be attached if desired, but this is not required.