

INDIAN INSTITUTE OF METALS NIT DURGAPUR CHAPTER

Rules & Regulations

2020-2021

The INDIAN INSTITUTE OF METALS STUDENTS' CHAPTER NIT DURGAPUR was inaugurated on 19/09/2020 on behalf of INDIAN INSTITUTE OF METALS (IIM) at NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR. For smooth functioning of the society, it has to follow certain rules and regulations. After rigorous scrutiny, the following regulations are taken into account:

- 1) The INDIAN INSTITUTE OF METALS STUDENTS' CHAPTER NIT DURGAPUR will abide by all the rules and regulations along with terms and conditions laid down by it's parent organization i.e. INDIAN INSTITUTE OF METALS.
- 2) All the students who want to take the membership of INDIAN INSTITUTE OF METALS NIT DURGAPUR CHAPTER should be a student member of INDIAN INSTITUTE OF METALS.
- 3) There should be at least 30 students allotted as a student member in the INDIAN INSTITUTE OF METALS NIT DURGAPUR CHAPTER.
- 4) All the members of the working committee selected/elected for one year should act as a volunteer for the day to day running of INDIAN INSTITUTE OF METALS STUDENTS' CHAPTER NIT DURGAPUR as well as organizing events.
- 5) The term of a new working committee is of one-year duration. After that time period, the working committee will be dissolved. The faculty-in-charge of the INDIAN INSTITUTE OF METALS NIT DURGAPUR CHAPTER will look after all the activities in the interim period till the formation of the new working committee. Necessary action should be initiated by the faculty-in-charge for calling up the general body meeting and formation of new working committee as soon as possible.
- 6) 30% girl students' representation in the working committee is mandatory.
- 7) The structure of the working committee is as follows:
 - ✦ Chairman
 - ✦ Vice Chairman
 - ✦ General Secretary
 - ✦ TreasurerAlong with 4 active cells –

- ✧ Media and Publication Cell
 - Consists of 1 cell head and 3 active members
- ✧ Event Management Cell
 - Consists of 1 cell head and 3 active members
- ✧ Sponsorship Cell
 - Consists of 1 cell head and 3 active members

8) The Selection Criteria* for the Chairman, Vice-Chairman and General Secretary of the INDIAN INSTITUTE OF METALS NIT DURGAPUR CHAPTER are given Below:

- ❖ Chairman
 - Studying B. Tech in 3rd Year of National Institute of Technology Durgapur
 - Should be a student member of INDIAN INSTITUTE OF METALS (IIM)
 - Can be female/male
 - Have the Capability to carry out responsible works
- ❖ Vice Chairman
 - Studying B. Tech. in 3rd Year/ M.Tech./PhD students of National Institute of Technology Durgapur
 - Should be a student member of INDIAN INSTITUTE OF METALS (IIM)
 - Should be female. If Chairman is elected as female, then Vice chairman will be a male candidate.
 - Have the Capability to carry out responsible works
- ❖ General Secretary
 - Studying B.Tech in 2nd Year of National Institute of Technology Durgapur
 - Should be a student member of INDIAN INSTITUTE OF METALS (IIM)
 - Can be female/male
 - Have the Capability to carry out responsible works
- ❖ Treasures
 - Studying B. Tech in 2nd Year / 3rd year/ M. Tech./ PhD of National Institute of Technology Durgapur
 - Should be a student member of INDIAN INSTITUTE OF METALS (IIM)
 - Can be female/male
 - Have the Capability to carry out responsible works
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*The nominees for these posts should boldly follow these criteria.

9) All the members of the INDIAN INSTITUTE OF METALS NIT DURGAPUR CHAPTER should strictly follow the regulations.

10) The member of INDIAN INSTITUTE OF METALS STUDENTS' CHAPTER NIT DURGAPUR can be any

student studying at NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR.

11) After several audition rounds, the final allocation of members in the cells should be discussed by the Cell head with the General Secretary for a strong, compact and energetic working committee.

12) The General Secretary/Cell Head should always emphasize on the quality criteria of the student for recruiting the in the following Cells.

13) The member should actively participate for the betterment of the society as well as organizing events. However, the decision taken by the working committee is final for organising any event.

14) All the member should actively involve in membership drive for the society

15) Proper documentation is mandatory for transparency in the society. So working committee should act accordingly.

16) If it is found that any working committee member is not working properly and also not obeying the assigned work properly, or the details given by that member during the selection of members of working committee member are found to be fake or not relevant, then the decision regarding the position of that member in the working committee will be taken solely by the Faculty-in-Charge after the discussion with Chairman/Vice-Chairman/General Secretary/Cell Head.

Allotment of Activities of Each Member of Working Committee:

✓ **Chairman:**

_ The chairman holds that position in INDIAN INSTITUTE OF METALS NIT DURGAPUR CHAPTER who is fully responsible to Event Management and Sponsorship related activities with high level interaction with Media and Publication Cell for greater coverage.

_ Should always interact with the Cell head of 3 mentioned active Cells for managing events all the year round.

_ Should observe keenly and give a good feedback from the final rehearsal of any event to the Faculty-in-Charge.

_ To avoid any difficulties arising during any event, the Chairman should give a good roadmap to all the 3 Cell heads along with the Vice Chairman.

_ Always acts as the representative of INDIAN INSTITUTE OF METALS NIT DURGAPUR CHAPTER for addressing any conference or any event and should always have an overall knowledge, all the documents and statistics of INDIAN INSTITUTE OF METALS NIT DURGAPUR CHAPTER with the help of Secretary.

-He is the key person to whom faculty in charges will communicate.

✓ **Vice Chairman:**

_ The Vice Chairman holds that position in INDIAN INSTITUTE OF METALS NIT DURGAPUR CHAPTER who is fully responsible to Financial management and Sponsorship related activities.

_ Should always interact with the Cell head of 3 mentioned active Cells for managing events all the year round.

_ Should observe keenly and give a good feedback from the final rehearsal of any event to the Faculty-in-Charge.

_ To avoid any difficulties arising during any event, the Vice Chairman should give a good roadmap to all the 3 Cell heads along with the Chairman.

_ In absence of Chairman, the Vice Chairman always acts as the representative of INDIAN INSTITUTE OF METALS NIT DURGAPUR CHAPTER for addressing any conference or any event and should always have an overall knowledge, all the documents and statistics of INDIAN INSTITUTE OF METALS NIT DURGAPUR CHAPTER.

✓ **General Secretary :**

_ Solely involved in policy making and various strategies for greater coverage and better extent.

_ Actively perform in the registration cell and assure the more active participations of the students of NIT DURGAPUR for taking the student memberships of INDIAN INSTITUTE OF METALS (IIM).

_ To observe any arising Technical or Non-technical difficulties and should be responsible to diminish that difficulty by anyhow.

-He will be responsible for maintaining all types of documentation for official purposes.

✓ **Treasurer :**

_ Should fully engage in all the events to observe all the funding and monetary sponsorship matters(i.e. always look after the balance sheet of the total fund) of INDIAN INSTITUTE OF METALS NIT DURGAPUR CHAPTER.

_ After the successful completion of an event, various deduction charges for hiring various accessories as well as various internet data recharge of members for managing an event (if performed via. Web version) should be distributed properly.

_ Should always have the financial statistics of the INDIAN INSTITUTE OF METALS NIT DURGAPUR CHAPTER.

**Selection of each member under each cell should be done on the basis of following criteria:

📁 **Media and Publication Cell**

➤ **Consists of 1 cell head and 3 active members**

_ Cell head should be expert for maintaining 3 Social media Platforms: Facebook Page, YouTube Channel and LinkedIn. He should also be expertised in designing modern, creative and beautiful posters.

_ One member should be selected in such a way who have the ability to broadcast the webinars, workshops as well as E-conferences in web form. He would also be responsible for largely forecasting and circulating the events schedule and the posters of the events.

_ One member should have the ability to design poster and also have the capability of content writing about any event.

_ One member should be selected in such a way, who have a good hand-on-experience on Video editing.

📁 **Event Management Cell**

➤ **Consists of 1 cell head and 3 active members**

_ Cell head should have the ability to bear all the responsibilities about an event and should manage the whole event very smoothly. He should consult with the Chairman and Vice Chairman about the roadmap of the event.

_ One member should be a female who must have a good pronunciation capability for addressing during the events with a good knowledge on English Language.

_ One member should be a male who must have a good pronunciation capability for addressing during the events with a good knowledge on English Language.

_ One member should be a male/female who must have a good pronunciation capability for addressing during the events with a good knowledge on English Language. Also have the capability to smoothly run any event and act as a backup in case of addressing an event.

Sponsorship Cell

➤ Consists of 1 cell head and 3 active members

_ Cell head should have the capability to approach and manage sponsorships from various companies and institutes for workshop, seminars, conferences and other activities.

_ Rest 3 members:

· Should assist the cell head for sponsorship purposes by visiting the authority of the institute/companies (if needed) or by email for sponsorship purposes as well as volunteer the INDIAN INSTITUTE OF METALS NIT DURGAPUR CHAPTER in any cause.