

**GUIDELINES FOR THE STUDENTS INDIAN CHEMICAL
ENGINEERING CONGRESS (SCHEMCON)
OF THE INSTITUTE**

A) GENERAL:

1. The Students' Annual Congress of the **IChE** is named as **Students Indian Chemical Engineering Congress** for that specific year (or **SCHEMCON-Year**) and shall normally be held during October & November for 2 to 3 days. It can be advanced or preponed as per the convenience for the student chapters at which SCHEMCON is to be held. It is the premier annual event of the student chapters of **IChE**. The Students of Under Graduate, Post Graduate and Research Programs of Chemical Engineering & allied fields can participate in the SCHEMCON.
2. The venue of the **SCHEMCON** shall be fixed one year in advance by the **Council** of the institute at its last meeting held during the Annual Congress pertaining to that year after considering the bids received from various Student Chapters during the year. Normally the bids are to be made in a specified format and at the time of the decision, the bids are also be presented before the Council and selection will be informed to the Students Chapter through the concerned Regional Centre / Principal of the College (if it is not affiliated to any Regional centre) in the preceding year.
3. The Host Chapter shall nominate an **Organizing Committee** consisting of a Chairman, Vice-chairman, Organizing Secretary and Treasurer from the Members of the IChE of that region / Teaching Faculty of the College / Professionals and Industrialists. The Joint Organizing Secretary from the Members of IChE Student Chapter , Chairman and Honorary Secretary of the Regional Centre concerned and other members / important local personalities nominated by the host chapter. The Organizing Committee can form Committees for various activities for proper conduct of **SCHEMCON**.
4. The Organizing Committee shall be responsible for raising the funds required, physical conduct of the Congress, and other related things. Lodging and other courtesy to all the members of the Council & Executive Committee of the Regional Centre. No registration fees should be charged for the Council Members & Executive Committee of R.C. The **OC** should also provide free Board & Lodging to the members nominated by the Honorary Secretary of **IChE/RC** .
5. Hostel (or similar cheaper lodging) accommodation should be offered to the student members and participants of **SCHEMCON**.
6. The number of circulars for the **SCHEMCONs**, issued for providing general information to all student chapters of IChE / Departments of Chemical Engineering should be at least **2**.
7. The first circular should be released a few days before the preceding SCHEMCON.
8. The Chief Guest and other guests of honor for the inauguration of the Congress should be finalized in consultation with the concerned Regional Centre/HOD/Principal of the college.
9. The mode of transport for the delegates / invited guests from the Bus Stand/Railway Station/Airport should be clearly indicated in the circulars. There

should be adequate arrangements for the transportation of delegates To and Fro Railway Station/Bus Stand/Airport.

10. The Organizing Committee shall arrange for plant visits and cultural programs also preferably not to interfere with the main technical and lecture sessions.
11. The organizing committee shall ensure that abstracts of papers are received on time and only those of adequate standard are accepted for presentation and also that all papers are duly scrutinized and studied by the Chairmen and Co-Chairmen of the Technical Sessions. The abstracts are to be accompanied by a certificate from the HOD stating that the authors are bonafide students and the work / matter is done / collected by them only and not presented / published elsewhere.
12. The Organizing Committee shall appoint an Auditor preferably a Chartered Accountant, for conducting the audit of the accounts of income and Expenditure relating to the Congress as soon as possible after the Congress and the accounts of the Congress must be presented to the concerned Regional Centre or and also to the IChE Head Quarters.
13. 20 % of income over expenditure above Rs. 1.00 lakhs shall be transferred to IChE. The remaining income shall be transferred to the concerned Student Chapter.

B) VARIOUS SESSIONS OF THE CONGRESS

The **OC** shall arrange for all infrastructure facilities for various sessions of the Congress including public address system, LCD / Overhead / Slide projectors etc

Some or all of the awards to be presented to the students in various activities are to be transferred to **SCHMCON**.

INAUGURAL SESSION:

- i) The Chief Guest should be received by the President IChE / Vice - President IChE / concerned Chairman of the R.C/Principal of the college during the inauguration.
- ii) On the dais only the following people should be present:
 1. Chief Guest for the Inauguration.
 2. President, IChE./ Vice-President IChE
 3. Chairman, Organizing Committee.
 4. Chairman of the Regional Centre concerned.
 5. Organizing Secretary, Organizing Committee.
 6. Principal of the college, HOD and Coordinator of the Student Chapter.
 7. Joint Organizing Secretary, Organizing Committee.
- iii) The IChE President / Vice-President will preside over the function. The Chairman, Organizing Committee will deliver the welcome address. Principal will enlighten about the College. Chairman of RC will present the activities the Centre. HOD will speak about the Seminar. Coordinator will brief about the activities of the Student Chapter. Organizing Secretary / Joint Organizing Secretary will propose the vote of thanks. The decision of the President / Vice-President of IChE is final about the Agenda/People on the Dais /Physical arrangements for the Inaugural Session.

C) TECHNICAL SESSIONS:

1. For all the technical sessions, depending on the fields and subjects, the **OC** should select the persons (Chairman/Co-chairman) to chair the respective technical sessions and intimate them well in advance of the Congress.
2. Full papers should be handed over to the Chairman/Co-chairman before the start of the sessions.
3. Each Technical Session will have Technical lecturer/ lecture on career opportunities followed by paper presentations.
4. Apart from the Technical Sessions the OC can conduct Elocution, Essay writing, Quiz, Treasure hunt (technical) and Sports etc. for the participating students.
5. Provisions for the following items should be made in each room where the technical sessions would be held:
 - a. Overhead Projector
 - b. Slide projector & LCD
 - c. Screen
 - d. pointer
 - e. Black board with duster and chalks
 - f. Slip pads for writing the questions
 - g. Public address system for lecture Halls for more than 30 persons
 - h. One person for operating the project-ors etc
 - i. Glasses with water
 - j. One bell
 - k. Volunteer (s)

D) CONCLUDING SESSION :

1. There should be a concluding session just after the last technical session for formal closure of the Annual Congress.
2. After the end of the SCHEMCON the Organizing Committee should submit a report on the conference within a month to the Council and the audited statement of accounts certified by the Chairman and the Secretary of the Organizing Committee through concerned Regional Centre/HOD/Principal of the college.

E) FINANCE :

1. The Organizing Committee shall immediately on formation proceed to draw up the budget estimate for the SCHEMCON , programme and time schedule for the Congress.
2. The Organizing Committee shall open a separate bank account with a local public sector bank under the name of the account as the "SCHEMCON IChE– (Year)". The account shall be operated by any two of the following :
 - Chairman, Organizing Committee
 - Secretary, Organizing Committee
 - Treasurer, Organizing Committee
 - Coordinator, IChE Student chapter
3. The IChE will contribute **Rs.25, 000** (Rupees twenty five thousand only) to the Student Chapter conducting **SCHEMCON**. The required finances are to be raised by the **OC** in terms of Advertisements, Sponsorships, Donations from the Industry, Trade etc. The Student Chapter shall submit the Report with in 15 days after conduct of the Congress to the IChE and a copy to the concerned

Regional Centre for the perusal of the Council and Executive Committee of IChE and Regional centre respectively.

F) INSTRUCTIONS TO AUTHORS :

On receiving the acceptance of Abstracts of the papers to be presented at CHEMCON, the authors shall be issued detailed instruction regarding submission of their papers keeping in mind printing and publication of the same. The information may be as follows:

To ensure speedy publication of papers authors are advised to adhere to the following instructions (the editor reserves the right to refuse contributions if these are not followed).

- Title:** A main title and sub-title are preferred to a lengthy main title. Be brief but informative.
- Authors:** Names and complete mailing addresses of the author/s and the place where the work was done should be inserted below the title. If the current address of the author/s is different, it should be given as a footnote on the title page.
- Abstract:** The abstract, not exceeding 200 words, should state the objective of the work, and summarize results giving their theoretical/ practical significance as specifically as possible.
- Text:** The introduction should describe the relevant previous work and the objective of the present investigation. It should not assume that the reader is a beginner in the field. The experimental part should describe precisely the materials, the methods and the experimental set up used. The typescripts should be clear and concise and be free from grammatical and typing errors. All tables figures and references should be referred to in the text. The position of figures and tables should be indicated on the margin of the text.
- Copy:** One hardcopy and on electronic copy of the typescript, typed double space on one side of bond paper (9" x 11") should be sent to the Editor. Each copy must be complete with all the figures (accompanied separately by their legends) tables, literature references, acknowledgement, etc.
- Tables:** Should be typed on separate sheets, numbered serially and provided with appropriate captions. Their positions in the text should be indicated in pencil on the margin of the typescript. Duplication of tables and figures representing the same data should be avoided. Tables should be as brief as possible.
- Figures:** Should be numbered in Arabic numerals. As figures may be reduced to the three and a quarter-inch width of a column, lettering should be large and lines thick enough for good reproduction after reduction, Photography, if any, should be supplied on glossy paper. The backs of each photograph and drawing should bear the number, author's name and the title of the paper. A list of figures with captions and legends should be supplied on a separate typed page. Drawings and photographs should be sent without folding and mailed flat duly protected.
- Equations & Formulae:** Mathematical and Chemical formulae may be included in the running text. Complete equations, chemical reactions and structural diagrams should be given clearly and correctly typed. The equations should be numbered consecutively (do not use sub-numbers). Subscripts and exponents must be accurately placed. Subscripts that may be confused with exponents should be avoided, if possible. Greek letters should be written very carefully. The names of Greek letters and other special symbols should

be written out in the margin of the typescript at the point of the first use; this will avoid confusion between alpha and a, kappa and k, mu and u, etc.

Nomenclature: Dimension of all the quantities and the meaning of the symbols used should be given at the point of first use. Consistent units of measurement must be used throughout the paper. A list of symbols used in the text should be furnished at the end of the paper giving definitions and dimensions for all terms. Units used must be S.I.system.

References: Literature should be listed and numbered at the end of the text in the order in which the reference occur in the text, using the form shown below :

1. Carberry, JR and Bridgewater J, Chem. Eng. Sci, 22, 1516 (1967)
2. Levenspiel O, Chemical Reaction Engineering, P.269, John Wiley and Sons, Inc. N.Y.(1967)

Standard abbreviations (as used in Chemical abstracts) should be used for names of journals. In the case of a book, the edition and name of the publisher should also be given. References in the text should be indicated by giving the number in square brackets and underscored.

Release to other publications: The Indian Institute of Chemical Engineers has the first right to publish papers presented at the **SCHEMCONS**. However, the author/s may request the release of paper for publication elsewhere, and the Editor will give a decision within sixty days of receiving the request.

Note: The above GUIDELINES for conducting SCHEMCONS are discussed in the ' Students Chapters Affairs Committee' which held on 20-08-2004 at Hyderabad during 4th Council Meeting (21-08-2004) and the modifications suggested are incorporated.

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Note:

The Council in its 5th Meeting held on 12.09.2015 at Pune decided that henceforth, the student would only be allowed to present paper in Technical Session during SCHEMCON