

**CONSTITUTION (RULES & REGULATIONS)  
OF  
INDIAN INSTITUTE OF CHEMICAL ENGINEERS (AMENDED  
AS ON DECEMBER 28, 2021)**

**1. Definition**

In these articles unless the context otherwise requires:

- 1.1 the "Institute" means the Indian Institute of Chemical Engineers.
- 1.2 the "Council" means the Council of the Institute elected or constituted under these Rules.
- 1.3 the "President" means the President of the Institute.
- 1.4 the "Vice-President" means either of the two Vice-Presidents of the Institute.
- 1.5 the "Secretary" means the Honorary Secretary of the Institute
- 1.6 the "Treasurer" means the Honorary Treasurer of the Institute.
- 1.7 the "Registrar" means the Honorary Registrar of the Institute.
- 1.8 the "Editor" means the Honorary Editor of the publications of the Institute.
- 1.9 the "Controller of Examinations" means the Honorary Controller of Examinations of the Institute.
- 1.10 the "Joint Secretary" means the Honorary Joint Secretary of the Institute.
- 1.11 the "Office" means the Registered Office and Headquarters of the Institute for the time being.
- 1.12 the "Corporate Member" means Fellow, Member or Associate Member of the Institute.
- 1.13 the "Officers" means the President, the Vice-Presidents, the Secretary, the Joint Secretary, the Treasurer, the Registrar, the Editor and the Controller of Examinations of the Institute.
- 1.14 "Month" means calendar month according to English Calendar.
- 1.15 "Year" means 12 months ending on 31st day of December and "Financial year" means 12 months ending on the 31st day of March or as decided and notified by the Government of India.
- 1.16 The PROPERTY shall mean and include all the property(ies) of the Institute including Securities, Funds, Fixed Deposits, Fixed Assets etc. irrespective of their locations and inclusive of all such properties located at the Regional Centres and Student Chapters.
- 1.17 "In writing" means written or printed or partly printed or faxed or sent as e-mail in terms of ITAct, 2000.
- 1.18 Words imparting the singular number shall include the plural number and vice versa. Similarly, masculine gender shall mean feminine gender and vice versa wherever not specified.

- 2. Headquarters of the Institute:** The Registered Office and Headquarters of the Institute shall be situated in Kolkata in the State of West Bengal.

**3. Membership:**

The membership of the Institute shall comprise of:

- 3.1 Honorary Fellows
- 3.2 Fellows
- 3.3 Members
- 3.4 Associate Members
- 3.5 Student Members
- 3.6 Patron Members
- 3.7 Organizational Members

**4. Honorary Fellows:**

Persons of eminence and high officials of the Union and State Governments, Governors, Ministers etc. whose public duties bring them into close relationship during the tenure of their office with Chemical Engineering and Chemical Industries, or individuals who have rendered eminent service

in advancing Chemical Engineering may with their prior consent in writing be elected Honorary Fellows of the Institute as Prescribed in clause 13.1.

## 5. Fellows:

5.1 Every candidate for admission to the Institute as a Fellow or for transfer from Member or Associate Member to Fellow shall produce adequate evidence to satisfy the Council that he has the requisite qualifications as mentioned in sub-clauses 6.2 and 6.3 under clause 6. and is not less than thirty-five years of age and has experience of not less than 10 years for a candidate with Chemical Engineering Degree/15 years for a candidate with degree in Chemical or allied Process Technology or in Engineering other than Chemical Engineering/25 years for a candidate with degree in Science and engaged in Chemical manufacture or Process Engineering or in Education or design or execution of important Chemical Engineering work. If a candidate is employed as a teacher of Chemical Engineering in University or Technological Institution recognised by the Council, he should be regarded as employed in the direction of Chemical Engineering work.

5.2 He shall have attained such an eminence in the field of Chemical Engineering, Chemical Manufacture and processing as to qualify him in the opinion of the Council for the distinction of Fellowship.

## 6. Members:

Every candidate for admission to the Institute as a Member or for transfer from Associate Member shall produce evidence satisfactory to the Council that he has the following qualifications:-

6.1 **Age:** He shall be not less than twenty-five years of age.

6.2 **Occupation:** He shall be engaged in the profession of Chemical Engineering.

6.3 **Other qualifications:** He shall further have at least one of the following qualifications:-

He shall either be an Associate Member of the Institute or shall have fulfilled the conditions necessary for Associate Membership or shall have a diploma in Chemical Engineering/Chemical or Allied Process Technology or a Degree in Science.

He shall have experience in a position of responsibility, to the satisfaction of the Council, in an organisation engaged in Chemical Manufacture or Process Engineering or Education or design or execution of important Chemical Engineering Work in University or Technological Institution recognised by the Council or carrying out research in the field of Chemical Engineering in University or Technological Institutions recognised by the Council. Minimum duration of experience shall be as given hereunder:

Education Qualification	Minimum Years of Experience	
	From Industry	From Academia
	LM	LM
BE/B.Tech/Integrated MS in Chemical Engineering/ Chemical Technology/Allied Process Technology	3	5
BE/B.Tech/ Integrated MS in non-Chemical Engineering but having experience in Chemical Engineering related field	5	6
Diploma in Chemical Engineering/ Chemical Technology/Allied Process Technology	7	9
B.Sc in Science	7	9
M.Sc in Science	5	7

## 7. Associate Members:

Every candidate for admission to the Institute as an Associate Member or for transfer from Student Member to Associate Member shall produce evidence satisfactory to the Council that he has the following qualifications:-

7.1 **Age:** He shall be not less than twenty-one years of age.

7.2 **Qualification, Occupation and Experience:**

He shall have passed bachelor's degree examination in Chemical Engineering, or bachelor's degree examination in Chemical or Allied Process Technology or a bachelor's degree examination in Engineering other than Chemical Engineering or Chemical/Allied Process Technology from Universities/Institutions recognised by the Institute or such qualifying examinations the Institute may conduct.

AND

He shall be engaged at the time of his application for election, in Chemical manufacture or processing, or in the direction or construction or design or operation of Chemical Engineering Work. If the candidate is employed in teaching or research in Chemical Engineering in a College or Institution recognised by the Council, he may be regarded as employed in the direction of Chemical Engineering Work. Minimum duration of experience shall be as given hereunder:

Education Qualification	Minimum Years of Experience	
	From Industry	From Academia
	LAM	LAM
BE/B.Tech/Integrated MS in Chemical Engineering/ Chemical Technology/Allied Process Technology	Nil	Nil
BE/B.Tech/ Integrated MS in non-Chemical Engineering but having experience in Chemical Engineering related field	2	3
Diploma in Chemical Engineering/ Chemical Technology/Allied Process Technology	5	7
B.Sc in Science	5	7
M.Sc in Science	3	5

## 8. Student Members:

Every candidate for admission to the Institute as a Student Member shall produce evidence satisfactory to the Council that he has the following qualifications:-

He is being trained as a Chemical Engineer as an under graduate student in a constituent or affiliated college under a University/Technological Institution recognized by the Institute or has registered for the Associate Membership Examination conducted by the Institute.

The students pursuing integrated / dual masters degree in Chemical Engineering shall be considered for enrolment as Student Member of the Institute.

Passed out student members of IChE can also take the corporate membership of the Institute.

SM to LAM after B.Tech/BE	Amount to be paid (without GST)
Within 1 year	1500

Within 2 years	2000
Within 3 years	3000
Within 4 years	4000
After 4 years	5000

**9. Patron Members:**

Individuals interested in development of Chemical Engineering profession and its application to Chemical Industries may be elected Patron Members as prescribed in Clause 13.4

**10. Organisational Members:**

Organisations and Institutions interested in development of Chemical Engineering profession and its application to Chemical industries may be elected Organisational Members as prescribed in Clause 13.5

- 10.1 Organisational Members shall be from (a) Chemical and Allied industries including service industries, (b) Research Institutions engaged in R&D activities related to Chemical Engineering Science and Technology, (c) Academic Institutions engaged in education, training and research related to the Chemical Engineering profession, and (d) Organizations serving the profession of chemical engineering.

The decision of the Council in the above matter shall be final.

11. The clause was deleted in EGM held on 20.12.2002.

**12. Rights and Privileges:**

Subject to the provisions of these clauses:-

- 12.1 Honorary Fellows shall enjoy all the rights and privileges of Institute except that they shall not have any right of voting nor shall they be eligible to hold any office. However, Honorary Fellows who were otherwise Corporate Members of the Institute shall continue to enjoy all the rights and privileges of the Institute normally enjoyed by any Corporate Member.
- 12.2 Corporate Members shall enjoy all the rights and privileges of the Institute except that, Fellows and Members who have attained the age 35 shall only be eligible to hold the office of the President or Vice-President. Student Members shall enjoy all the rights and privileges of the Institute as decided by the Council and they shall not be eligible to hold any office nor shall they have any right of voting.
- 12.3 Patron Members and Organisational Members shall enjoy all the rights and privileges of the Institute except that they shall not have any right of voting nor shall they be eligible to hold any office. The clause is to be deleted in EGM held on 20.12.2002.
- 12.4 Patron Members and Organisational Members shall enjoy all the rights and privileges of the Institute except that they shall not have any right of voting nor shall they be eligible to hold any office. The clause is to be deleted in EGM held on 20.12.2002.

**13. Proposal and Election:**

**13.1 Honorary Fellows:**

The Council on its own or on recommendation of the Executive Committee of a Regional Centre and on recommendation of Honorary Fellowship Committee of the Institute may provisionally elect any person interested in the aims and objects of the Institute and eligible under Clause 4, to be an Honorary Fellow. The Secretary shall then obtain the written consent of the person proposed. On receipt of such consent, the Council shall declare such person as duly elected.

**13.2 Corporate Members:**

Any Person desirous of being elected as Fellow or Member or Associate Member or of being transferred from Member, Associate Member to Fellow or from Associate member to Member or

from Student Member to Associate Member shall submit an application in the prescribed form.

### 13.3 **Student Members:**

Any person desirous of being elected as a Student Member shall submit an application in the prescribed form. If the candidate is an undergraduate student of Chemical Engineering in an Engineering or a Technological Institution, duly recognized by a Statutory Body (like the AICTE), his application must be endorsed by the Head of the Chemical Engineering Department of the Institution. In case of candidates enrolled for the Institute's Associate Membership Examination, the application must be endorsed by the Honorary Secretary of the Institute.

### 13.4 **Patron Members:**

Individuals desirous of joining as Patron Members shall make a written request to that effect, to the Council addressed to the Secretary. The applicant shall be declared duly elected after such request is considered and approved by the Council.

### 13.5 **Organisational Members:**

Organisations and Institutions desirous of joining as Organizational Members shall make a written request to that effect, to the Council addressed to the Secretary giving information about the organisation. The applicant shall be declared duly elected after such request is considered and approved by the Council.

## 14. **Admission:**

Duly completed application in prescribed form will be received and scrutinized by the Honorary Secretary. Then these applications will be subsequently processed as stated hereunder:

14.1 Application for Student Membership from Chemical Engineering Departments recognized by the Institute and from the candidates who have enrolled for the Institute's Examination shall be considered and finalised by the Honorary Secretary and reported to the Council.

14.2 Application for Membership and Associate Membership from candidates with a degree in chemical engineering from universities/institutions shall be examined and recommended by the Honorary Secretary and reported to the Council.

14.3 Application for transfer from Student Membership to Associate Membership and from Associate Membership to Membership and from Associate Membership or Membership to Fellow shall be examined and recommended by the Secretary and reported to the Council.

14.4 Application for Fellow of the Institute from non-members of the Institute with a degree in Chemical Engineering shall be forwarded by the Secretary to the Registrar. The Registrar shall after eliciting the opinion of the Committee on Admission return the application to the Secretary together with the recommendation of the Committee. The Secretary shall place the recommendation before the Council for decision.

14.5 Application for Membership and Associate Membership from candidates without a degree in Chemical Engineering from a recognised University shall be forwarded by the Secretary to the Registrar. The Registrar shall after eliciting opinion of the concerned Regional Centre and the Admission Committee return the applications to the Secretary together with the recommendations of the Committee. The Secretary shall place the recommendation before the Council for decision. The Secretary may from time to time recommend to the Council the names of Associate Members who have attained the age of 35 for automatic transfer from Associate Member to Member.

14.6 The Council on receiving the recommendation of the Secretary or the Registrar, as the case may be shall then proceed to elect the candidate to the appropriate class of membership or reject the application. The decision of the Council shall be the final.

14.7 The Council may in the interest of the Institute adopt or prescribe other procedure for processing of applications.

14.8 The Council may in the interest of the Institute adopt or prescribe other procedure for processing of applications.

## 15. **Notification:**

15.1 Every candidate whose application has been approved by the Council shall be notified of the fact by the Secretary.

15.2 If the admission of a candidate is not approved by the Council, the fact shall be notified by the secretary and all the Fees other than Registration Fees will be refunded.

**16. Fees and Subscriptions:**

16.1 A Registration Fee as given in Appendix Table-1 (a) shall be paid along with each application, except in case of applications for Student, Patron and Organisational Members.

16.2 An admission fee along with two years' Annual Subscription shall be payable by every candidate on application to the category of Student Membership. For other categories of Membership, Admission Fee along with Annual Subscription/Life Subscription shall be payable by every candidate on application. The rates of admission fee, Annual Subscription and Life Subscription (Compounding Fee) are given in the Appendix Table-1 (a) and (b).

16.3 Additional fee payable for transfer from one category of Membership to the next higher category shall be the difference between the admission fees of the two categories as given in Appendix Table-1 (a).

**17. Date of Payment:**

All subscriptions become payable in advance on the 1st day of April each financial year. Those who are in arrears with subscription for 12 months shall cease to enjoy the rights and privileges on expiry of the said period.

**18. Compounding:**

18.1 Any person who is elected a Fellow or a Member or an Associate Member, or transferred to any of these categories of membership from other category of membership, whose subscription is not in arrear may compound for future annual subscriptions by a single payment, depending upon the age, in accordance with the table appended hereinafter [Appendix Table-1 (b)].

18.2 An Associate Member or a Member who has already compounded his subscription shall, on transfer to higher category of membership, pay an amount equal to the difference in compounded subscription between the two categories of membership related to his age at the time of transfer.

18.3 Separate account shall be maintained as follows and the funds be invested in Nationalized Banks in the name of the Institute:

(a) Annual membership fees received from all members and organizations shall be deposited to the General Fund of the Institute under the Receipt head. This fund shall be available for expenditure for various activities.

(b) Reserve Fund for all types of life membership, named as "I.I.Ch.E. Life Membership Fund".

(c) The interest from (b) shall be credited to the General Fund.

(d) Endowments in respect of annual awards, prizes, memorial lectures, chemcon distinguished speakerships and such other activities. Each donor will have its own named endowment.

(e) No funds shall be transferred from one endowment to another under any circumstances.

(f) Any tax applicable in the membership fee shall have to be paid by the members as per the relevant Rules and Regulations of Govt. of India

**19. Diploma and Certificates:**

Every Corporate Member shall receive on confirmation of his admission a Diploma of membership signed by the President, Registrar and the Secretary with the Common Seal of the Institute. Members belonging to other categories shall receive appropriate certificates from the Institute signed by the President, Registrar and the Secretary, with the Common Seal of the Institute.

**20. Use of Descriptions and Emblems:**

20.1 Fellows, including Honorary Fellows, will be eligible to use the abbreviated title of F.I.I.Ch.E or FIChE.

20.2 Members will be eligible to use the abbreviated title of M.I.I.Ch.E. or MIChE.

20.3 Associate Members will be eligible to use the abbreviated title of A.M.I.I.Ch.E. or AMIChE

And if they are life members, they can add "L" at the appropriate place in the title.

20.4 Appropriate emblems for the different classes of membership of the Institute may be awarded by the Council and worn by the members at meetings and other functions organised by the Institute or other appropriate occasions.

## **21. Professional Conduct:**

Every Corporate Member on admission shall undertake and agree to observe due professional ethics and conduct, generally considered equitable, just and fair to all concerned and honourable, by the profession. The Code of Ethics (Appendix-2) shall be signed by all Members on admission. The council, nevertheless, shall have the power to formulate rules governing professional conduct for the guidance of Corporate Member and enforcing them.

## **22. Termination/Suspension and Revival of Membership:**

- 22.1 Any member failing to pay his subscription after it falls due on the First of April each year by the Thirty-first March of the succeeding year, shall be deprived while so in default of the rights and privileges to participate in the activities of the Institute by removing his name from the mailing list.
- 22.1.1 Any Member whose dues remain unpaid for two years and fails to clear his dues within three months from the date of receipt of a written demand by the Secretary in the prescribed form is liable to be excluded from the membership of the Institute by removing his name from the Register of the Institute, by order of the Council at a Meeting without further reference to him and such action of the Council terminating/suspending his membership, in good faith, shall be lawful and in order, and the defaulting Member so excluded, shall cease to be a Member of the Institute from the date of his exclusion.
- 22.2 The Council shall have the right to terminate/suspend the membership of the Institute of any Honorary Fellow, Fellow, Member, Associate Member, or Student Member who, in the opinion of the Council, have acted willfully in contravention of the Articles or any bye-laws made thereunder or shall be found guilty of such conduct as shall render him unfit to belong to the Institute provided that:
- 22.2.1 The person concerned shall have been given an opportunity of representing his case in writing to the Council, and
- 22.2.2 A resolution for termination of membership shall be placed as an agenda item and shall be passed by two-third majority of the members present at a Meeting of the Council.
- 22.3 A person proceeding abroad for a period exceeding one year may apply to the Council for temporary suspension of his membership and the Council may accede to such request provided he shall have in the meantime paid up all dues to the Institute, including subscription for the current year.
- 22.4 A member whose membership has been temporarily suspended under clause 22.3 may have his membership restored without payment of any admission fee, provided an application is made by him to the Council within three months of his return to India.
- 22.5 The council shall frame necessary rules/guidelines for revival / termination of the membership.

## **23. Resignation:**

Every person in the membership of the Institute shall be liable for the payment of his annual subscription and all other dues until he shall have signified in writing to the Secretary his desire to resign. Such resignation will become effective only after all arrears of subscription and all other dues have been cleared by the person.

## **24. Administration of the Institute and Zones:**

- 24.1 The administration of the Institute shall be vested in its Council of not less than 21 elected Corporate Members, 3 co-opted Corporate Members if the Council so desires, 1 immediate past President (Ex-Officio) and a nominee of the All India Council of Technical Education (AICTE) if nominated. The office bearers of the Council shall be the President, two Vice-Presidents, one Secretary, one Joint Secretary, one Treasurer, one Editor, one Registrar and one Controller of Examinations.

A Corporate Member who has lost the election to the Council, shall not be eligible for co-option for the concerned year.

- 24.2 A Council consisting of less than 21 Members shall have the powers of administration over the affairs of the Institute for a maximum period of three months, by which period, the number must be brought up to 21.
- 24.3 The Council shall be considered duly constituted even if it includes no immediate Past President and no co-opted Member and no nominee of AICTE.

24.4 The twenty-one elected members of the Council shall be chosen from the following four zones and their number from each zone shall be as nearly as practicable, on pro rata basis with respect to the total number of Corporate Members whose subscriptions have been fully paid by the 31st March of the year, to be considered by Council for each year by the 7th may.

**24.4.1 Eastern Zone:**

Arunachal Pradesh, Assam, Bihar, Jharkhand, Manipur, Meghalaya, Mizoram, Nagaland, Orissa, Sikkim, Tripura, and West Bengal, or any new State that may be carved out of these States in future.

**24.4.2 Northern Zone:**

Chandigarh, Chhattisgarh, Delhi, Haryana, Himachal Pradesh, Jammu and Kashmir, Madhya Pradesh, Punjab, Uttaranchal and Uttar Pradesh or any new State that may be carved out of these States in future.

**24.4.3 Southern Zone:**

Andaman & Nicobar Islands, Andhra Pradesh, Karnataka, Kerala, Lakshadweep, Puducherry, Tamil Nadu and Telangana or any new state that may be carved out of these states in future.

**24.4.4 Western Zone:**

Goa, Daman, Diu, Dadra and Nagar Haveli, Gujarat, Maharashtra and Rajasthan or any new State that may be carved out of these States in future.

**25. Election and Tenure of Office Bearers & Council Members:**

All the Office Bearers shall be elected in the First Meeting of the newly elected Council.

**25.1 President:**

The President shall be elected from amongst those of the 21 elected Members, who are chemical engineers/chemical technologists by education and who have served either as a Council Member or as the Chairman/Vice Chairman/Secretary of any Regional Centre for at least two years, by an electoral college consisting of 21 elected Members. The President shall hold office normally for a period of one year and shall be eligible for re-election to that office for a further period of one year and on retirement, shall not be eligible for re-election to that or any other office for subsequent two years.

25.2 The immediate Past President shall be an Ex-officio Member of the Council.

**25.3 Vice-Presidents:**

The Vice-Presidents shall be elected from amongst the 21 elected Members, who have served as a Council Member or as the Chairman/Vice Chairman/Secretary of any Regional Centre for at least two years, by an electoral college consisting of 21 elected Members. The Vice-Presidents shall hold office normally for a period of one year and shall be eligible for re-election to that office for a further period of one year. The Vice-Presidents shall be eligible for election to any other office during his tenure as Council Member.

**25.4 a) Secretary, Joint Secretary, Treasurer, Registrar & Controller of Examinations**

Secretary, Joint Secretary, Treasurer, Registrar and Controller of Examinations shall be elected from amongst the Members of the duly constituted Council (vide clause 24.1) by its Members. The Controller of Examinations shall be from academic institutions who have experience in conducting examinations and also have wide contacts within the teaching community. Secretary, Joint Secretary, Treasurer, Registrar and Controller of Examinations shall hold office for one year and shall be eligible for re-election to that or any other office during their tenure as Council Members, subject to the condition that they shall not hold the same office consecutively for more than three years.

**25.4 b) Editor Search Committee**

The Council will appoint a search committee for appointment / assessment of performance of the Honorary Editor, consisting of:

- President
- Immediate Past President
- One of the Vice Presidents



- Honorary Secretary
- Four eminent persons

The search committee will invite nominations and/ or itself select an Honorary Editor. It will then send its recommendations to the Council for the appointment of the Honorary Editor for a period of five years. Once appointed, the Honorary Editor will be an ex-officio member of the Council (without voting rights, if not elected to the Council) during the term of office. The decision of the Council on appointing the Editor for five years will be binding on the subsequent Councils. However, a new Editor may be appointed by the subsequent Council in case of death/ position misuse/ indiscipline/ incompetence on part of the Honorary Editor. Having served as Editor, the person shall not be eligible for election to the council or to hold office in the council for the period of the two years following.

**25.5 Council Members:**

An elected member of the Council shall retire after having served for three years on the Council and shall not be eligible for re-election to the Council or to hold office in the Council for the period of the two years following. The immediate Past President shall however, continue as member of the Council in terms of clause 25.2

25.6 Casual vacancies in the Council between two consecutive Annual General Meetings may be filled by co-option by the Council. This co-option shall be in addition to the co-opted members as provided for in clause 24.1

25.7 Co-opted Members shall have all the rights and privileges of the Elected Council Members except that they are not eligible to hold the office of the President or Vice-Presidents or to participate in election of the President or Vice-Presidents. Co-opted Members shall retire at each Annual General Meeting, but shall be eligible for further co-option for a period of one more year. However, he shall not be eligible for co-option/election to the Council for a period of two years following.

25.8 The President shall be the Chairman of all Meetings. In his absence, one of the Vice presidents, shall be elected by the Council as Chairman for the Meeting. In the absence of the President and both the Vice-Presidents, the Council Members present shall elect a Chairman for the Meeting from amongst the Members present.

25.9 The Council shall have the power to fill at its discretion by the election from amongst its own members any vacancy during the year due to resignation or otherwise of its office-bearers.

25.10 A member of the Council shall be up-to-date with his subscription as on 31st March last, failing which he shall cease to be a member of the Council.

25.11 The Council shall conduct a minimum of three meetings in a year excluding the Meetings conducted during the Annual Session.

**25.12 Advisor of Regional Centre**

The Council Members, other than the office bearers, will act as Advisor of one or more Regional Centres in their zones as may be allotted to them individually by the Council. They will participate in programmes of the concerned Regional Centre(s) and provide guidance to the Regional Centre(s) to promote professional activities such as zonal seminars, workshops and other programmes.

**25.13 Termination of Council Membership**

If a Council Member fails to attend 50% of the Council Meetings held in a year, his membership of the Council shall be terminated. The vacancy thus created, shall be filled up by the Council through co-option from that particular zone.

**26. Standing Committees:**

26.1 The Council will annually appoint the following Standing Committees of which the Conveners shall be as indicated hereunder:

NAME OF COMMITTEE	CONVENER
Admission	Registrar
Publication	Editor
Examination	Controller of Examinations

Finance	Treasurer
Internal Audit	Treasurer
Legal	Secretary
Regional Centre Affairs	One of the Vice-Presidents
Awards/Judges	Secretary
Building	One of the Council Members based at Kolkata
Education, Training and Research & Development	One of the Council Members
International Relations	One of the Council Members
Library, Documentation & Website	One of the Council Members preferably based at Kolkata
Student Chapter Affairs	One of the Vice-Presidents
Honorary Fellowship	Secretary
Chemcon Distinguished Speakers	Secretary
Process Safety, Environment & Energy	One of the Senior Council Members / Council Members from Industry

### **Other Committees**

The Council may also appoint, annually, other committees with specific responsibilities assigned to them.

26.2 Each Standing Committee appointed by the Council shall consist of a minimum of five Members but not exceeding seven Members who shall be Members of the Institute and at least two of them shall be Members of the Council. The Chairpersons of various Standing Committees shall be elected by the Council except in the case of the Honorary Fellowship Award Committee and the Committee on Chemcon Distinguished Speakers, for which the Chairperson shall be the President. The Standing Committees shall have only powers of recommendation on those matters which fall within their province. The terms of reference for the Standing Committees shall be governed by clauses 26.3 to 26.18.

#### **26.3 Committee on Admission:**

This Committee shall determine the eligibility of applicants for the various category of Membership of the Institute governed by clauses 14.4 and 14.5.

#### **26.4 Committee on Examination:**

This Committee on Examination shall frame/modify the Rules and Regulations and the syllabi/curricula for the qualifying examinations for Associate Membership as provided under clauses 6.3 and 7.2 for approval by the Council. The Committee shall examine and report if so desired by the Council, on the desirability of recognition of degrees of Institutions where education and training in Chemical Engineering is imparted, as suitable qualification for Membership, Associate membership under clauses 6 and 7 and on any other matter referred to it specifically by the Council.

#### **26.5 Committee on Finance:**

This Committee shall assist in preparing the annual budget of the Institute, scrutinise its expenditure and those of the Regional Centres, and advise the Council on ways and means to promote the financial stability of the Institute. The committee will also advise the Council on all financial matters of the Institute and the Regional Centres. The Committee shall also recommend the name of an internal auditor(s) to the Council for consideration and appointment.

#### **26.6 Regional Centre Affairs Committee:**

This Committee shall be responsible for co-ordinating the activities of the Regional Centres in pursuance of the objects of the Institute to avoid duplication of endeavour and promote inter-regional collaboration. Zonal Committees as may be formed by the Council shall keep the Regional Centre Affairs Committee informed of their activities.

**26.7 Committee on Publication:**

This Committee shall generally look into the various publications of the Institute, including "Indian Chemical Engineer", its supplementary volumes and any other publication that the Institute may bring out from time to time and shall draw guidelines with respect to the content, get-up, finance and other related policy matters as referred to it specifically by the Council. The Committee shall also recommend the name of a Printer and Publisher to the Council for consideration and appointment.

**26.8 Committee on Annual Awards:**

This Committee shall co-ordinate the work of deciding eligibility of various awards/scholarships etc. to be awarded by the Institute annually, based on various endowments and other similar schemes and shall frame guidelines for approval of the Council for instituting and administering of endowment and scholarships in the name of the Institute and its Regional Centres and related matters as referred to it specifically by the Council.

The committee on annual awards shall constitute a Judges' Committee who shall decide about the recipients of the various awards. The President of the Institute shall be the Chairman of the Judges' Committee. The Chairman of the Committee on Annual Awards shall be a member of the Judges' Committee. A representative of the Donor of the concerned award, if nominated by the Donor, shall be a member of the Judges' Committee for the concerned award.

**26.9 Committee on Building:**

This Committee shall look into the general maintenance of the building and also from time to time review the policy on various facilities such as auditorium, guest rooms etc. and other such matters related to the Institute head office building. The Committee shall frame policy guide lines with respect to the holding of other immovable properties and buildings by various Regional Centres referred to it specifically by the Council.

**26.10 Committee on Education, Training and Research & Development:**

This Committee shall co-ordinate various training, internship, certificate course, research programmes undertaken by the Institute and its various Regional Centres and also formulate guidelines with respect to priority areas in which the Institute should concentrate its various research effort. The Committee shall also take steps to enlist co-operation of academic and research Institutes and Industries and the Council on the related matters.

**26.11 Committee on International Relations and Representations:**

This Committee shall monitor the Institute's representation in various technical and statutory bodies in India and abroad and also shall monitor the Institute's participation in conferences and other technical events abroad. The Committee shall also make periodical reports to the Council on all such activities and shall assist the Council on all matters related to such activities.

**26.12 Committee on Library & Documentation:**

This Committee shall be responsible for the development and maintenance of a central library of the Institute at its head office and also co-ordinate the work of the central library with that of the Regional Centres. The Committee shall take effective steps to make the Library useful to all Members and formulate guidelines and assist the Council in this regard.

**26.13 Student Chapter Affairs Committee:**

This Committee shall be responsible to start and co-ordinate the activities of the Students Chapters and formulate policies and guidelines to make Student Chapters vibrant and active.

**26.14 Honorary Fellowship Committee:**

This Committee shall be responsible for identifying eminent Chemical Engineers as well as others in the country who have contributed to the cause of Chemical Industries & Chemical Engineering profession in this country and in exceptional cases very eminent Chemical Engineers in other countries who may be considered for awarding Honorary Fellowship. The Committee shall forward its recommendations to the Council. The Committee shall formulate policy and guidelines and suggest to the Council for the award of Honorary Fellowship.

**26.15 Committee on Chemcon Distinguished Speakers:**

This Committee shall decide on the selection of Chemcon Distinguished Speakers for the International Symposia organized as part of the Annual Session of the Institute – Indian Chemical

Engineering Congress (Chemcon). The Committee will consist of the President of IChE (Chairman); Chairman, National Organising Committee, Chemcon; Chairman, Local Organising Committee, Chemcon; Organising Secretary, Chemcon; Chairman of Committee on International Relations, IChE; Representative of the concerned Donor company and Secretary, IChE (Convener).

#### **26.16 Committee on Internal (Finance) Audit:**

26.16.1 The committee shall have of normally 5-7 members. The members will be Treasurer, Honorary Secretary, two members from Council and a Senior IChE member from Kolkata.

26.16.2 The committee's role is to look into financial matters, IT issues, ethics and compliances. It shall deal with the financial reporting and related internal controls. It shall review quarterly and annual earnings, expenses and savings lodged with financial institutions like banks prior to release of the internal audit prepared by treasurer and finance section employees of IChE HQ. Committee's role shall be to overview the internal audit and Oversight of the independent auditor's reports. It will look overview-audited reports submitted by CHEMCON LOC and SCHEMCON LOC. If required the audit committee shall look into external communications related finance matters.

#### **26.17 Committee on Legal:**

26.17.1 The legal committee (normally 5-7 members) shall be formed out of Council Members and co-opted IChE members from RCs. The committee shall function for items mentioned at

26.17.2 but not limited to those items. The number of legal committee shall be odd numbers.

26.17.3 The Council / IChE HQ shall refer various legal issues arising on working, employees discipline, contract issues, and issues arising out of CHEMCON and or SCHEMCON LOCs, Administration, Constitution or any other legal matter to Legal Committee. The Committee shall study the referred matter and shall deliberate among Legal Committee members and advice appropriately the Council or HQ as the case may be. If any court issues or legal notices are arising, legal committee shall study the matter and give their recommendations. If Legal committee deems necessary, it will advise Council / HQ to seek legal opinion from a lawyer from Kolkata or if required to hire services of a lawyer from Kolkata, as for IChE legal jurisdiction is Kolkata.

#### **26.18 Committee on Process Safety, Environment & Energy:**

This committee (normally 5-7 members) shall coordinate with government agencies and bodies in the matters of process safety, environment and energy issues. This Committee shall co-ordinate various skill development training and certificate course, expertise programs undertaken by the Institute and its various Regional Centres and formulates guidelines with respect to areas of process safety, environment and energy in which the Institute should concentrate its various development efforts. The Committee shall also take steps to assist academic and research Institutes and Industries and the Council on the related matters. To inculcate safety among various stake holders by innovative methods from time to time.

### **27 Officers:**

27.1 Subject to the provisions under these clauses the Council shall determine the powers, duties, honorarium, and duration of engagement of the Officers of the Institute.

#### **27.2 President:**

The President shall normally chair all the Meetings of the Council, the Annual General Meeting and Extra-ordinary General Meeting and lend his name and authority to all matters concerning the day to day functioning of the Institute. The President shall also request the Secretary to convene Special Meetings of the Council or Extra-ordinary General Meeting in the interest of the Institute as may be required to meet expedient situations.

In extremely expedient situations the President may on his own proceed to convene Extra- ordinary General Meeting.

#### **27.3 Vice-Presidents:**

In the absence of the President, any one of the Vice-Presidents may be specifically authorised by the Council to assume all powers of the President and in the eventuality of the President being

absent and the Council failing to act any one of the Vice-Presidents or both of them together may proceed to direct the Secretary to convene Special Council Meetings or Extra-ordinary General Meetings as deemed necessary.

#### **27.4 Secretary:**

The Honorary Secretary shall carry out all his duties under the direction of the Council. He shall be responsible for convening all Meetings of the Council and of the Institute and for reporting and recording correctly the business transacted at such Meetings. He shall also be responsible for all executive work of the Institute, and be in charge of its office. He shall further be responsible for the collection and recording of all scientific papers read before the Institute and its Regional Centres. He shall also be responsible for presenting the Annual Report and Accounts to the Council. Secretary shall further be responsible for filling returns before the Registrar of Societies, Income Tax Authorities, any other statutory authorities, etc.

#### **27.5 Registrar:**

The Honorary Registrar shall be responsible for submitting to the Committee on Admission all applications vide clauses 14.4 and 14.5 for admission to the Institute, after proper scrutiny and shall, carry out such further enquiries as the Committee may desire and convey the recommendations of the Committee to the Council.

#### **27.6 Treasurer:**

The Honorary Treasurer shall direct the collection of subscriptions and other revenues due to the Institute and generally exercise control over its funds. He shall also cause the maintenance of true accounts, regularly balanced up-to-date of the revenues received and expended by the Institute on a monthly basis for submission to the Council for examination and approval at its regular Meetings. Treasurer is the custodian of Funds FDs, Cheques, etc. but the responsibility to place the Account before the Council is the responsibility of the Secretary. Treasurer shall render all necessary help and guidance for preparation/auditing/placement of Accounts.

#### **27.7 Editor:**

27.7.1 The Honorary Editor assisted by Editorial Board and International Advisory Board shall be responsible for the scrutiny of all articles and papers for the Transactions and other publications of the Institute. He shall also be responsible for preparing, printing and publishing them from time to time as directed by the Council.

27.7.2 The Editor, with the assistance of the Committee on Publication, shall take such steps to make the publications of the Institute financially self-supporting to an extent possible.

#### **27.8 Controller of Examinations:**

The Honorary Controller of Examinations, shall be responsible for scrutiny of the applications for the examinations conducted by the Institute, and for the examinations being held in accordance with the syllabi and rules and regulations for the examinations approved by the Council. He shall also be responsible for scrutinising and issuing of mark sheets.

#### **27.9 Joint Secretary:**

The Honorary Joint Secretary shall assist the Honorary Secretary in his duties. He shall assume and discharge the Honorary Secretary's responsibilities, during his absence except the day-to-day administrative work at the HQ. The Honorary Joint Secretary shall coordinate the activities of different Regional Centres and Student Chapters of the Institute. If necessary, he may be assigned other specific responsibilities by the Council from time to time.

#### **28. Audit of Accounts:**

The Institute shall at each Annual General Meeting appoint one or more properly qualified Auditors to hold office until the next Annual General Meeting and also fix their remuneration. A member of the Council or Officer of the Institute shall not be appointed as the Auditor. Casual vacancies, of the office of the Auditor may be filled by the Council and the remuneration fixed.

#### **29. Funds:**

The funds of the Institute shall be deposited in nationalised and approved banks in the name of the Institute, and such part thereof, as shall not be required for current expenses, may, at the direction of the Council, be invested in Government guaranteed securities. Such securities shall not be sold or dealt with unless directed by the Council. The Account with the banks shall normally be operated

upon by cheques jointly signed by any two of the following:

1. President
2. Secretary
3. Treasurer
4. A Council Member who is authorised by the Council in special cases.

The same shall be the procedure in regard to signing of the financial instruments in which the funds of the Institute may be invested. The Council may, from time to time, decide on the desirability of maintaining accounts with nationalised/approved banks in major cities on zonal basis. Any cheque received by the Institute may be endorsed by one of the authorised signatories in favour of the bank, to be credited then to the account of the Institute. The accounts of the Institute shall be pre-audited by the internal auditor, appointed by the Council for this purposes as per provision in Clause 26.5. At least once in every year, the accounts of the Institute shall be examined and the correctness of the balance sheet ascertained by one or more properly qualified Auditor or Auditors and reported in the proper forum.

- 29.1 All property belonging to the Indian Institute of Chemical Engineers (IICChE), if not vested in trustees, shall be deemed to be vested in the Council of the IICChE, but shall be referred to as the property of the IICChE

The word "Property" shall include all movable and immovable properties including Securities, Funds, Fixed Deposits, Fixed Assets etc. irrespective of their locations and inclusive of all such properties located at the Regional Centres and Student Chapters.

### **30. Power and Procedure:**

The affairs of the Institute shall be conducted by the Council in accordance with the Constitution (Rules & Regulations) and Bye-laws as may be in force. The Council may constitute Committees for specific purposes and functions and lay down terms of references for such Committees, which shall submit their report or recommendations to the Council. The decision of the Council in all matters relating to the affairs of the Institute shall be final and binding.

### **31. Meetings of the Council:**

- 31.1 The Council shall normally meet once in three months, but not less than five times every year. All notices concerning Meetings of Council shall be issued by the Secretary or any person in his behalf and posted 25 days before the date of the Meeting. Special Meetings of the Council shall be convened by the Secretary with at least ten days notice when so directed by the President or in his absence by any one of the Vice-presidents or by a written request from seven or more Members of Council. Notes on agenda for regular Meetings shall be posted to the Council Members by the Secretary well in advance.
- 31.2 A meeting of the Council having a quorum shall be competent to decide by a majority of votes on all matters of the agenda within the powers and discretions vested in the Council. The Chairman shall have a casting vote in the case of a tie. Six members of the Council shall form quorum for such meeting, provided, however, that at any adjourned meeting of the Council any number of members not less than three may proceed to transact the adjourned business.
- 31.3 If for want of quorum any Council Meeting cannot be held, it will stand automatically adjourned and such adjourned Meeting shall be held within 15 days. Quorum for such adjourned Meeting shall be three (3). If the adjourned Meeting cannot be held for want of quorum, the Meeting shall automatically stand cancelled and a fresh Meeting shall be called.

### **32. General Meetings of the Institute:**

- 32.1 An Annual General Meeting shall as a rule be held within nine months from the end of every financial year. Notice convening the Meeting should be issued to Members at least one month in advance indicating the date, time and venue of the Meeting and the agenda of business to be transacted. The Annual Report of the Institute together with the audited statement of accounts for the preceding financial year shall be presented by the Council and be considered by the Meeting. Resolutions emanating from the Council shall be discussed and voted upon. The Auditor for the next year shall be appointed in the Annual General Meeting and the Auditor's remunerations shall also be fixed. Resolutions submitted by Corporate Members shall then be discussed and voted upon. All resolutions to be moved by Corporate Members must be proposed by one and supported by at least two

Corporate Members and must be submitted in writing to the Secretaries to reach them at least fourteen days before the date of the Annual General Meeting.

- 32.2 The President and the Council shall have the powers to accept or reject any such resolution to be moved. After the business on the Agenda is completed any Corporate Member may move a resolution on any matter of importance and urgency subject to the permission of the Chairman of the Meeting. All resolutions moved at the Annual General meeting must be seconded before they can be discussed and voted on.
- 32.3 The names of the Members elected to the new Council shall be announced at the Annual General Meeting.
- 32.4 All Corporate Members whose subscriptions have been fully paid by the 31st March of the financial year to which the annual Meeting pertains shall be eligible to vote on matters discussed at the General Meeting.
- 32.5 All the resolutions shall be passed in the Annual General Meeting with simple majority.
- 32.6 Thirty Corporate Members of the Institute shall constitute a quorum for the Annual General Meeting. If there is no quorum, the Meeting shall be adjourned and called after a gap of 15 minutes.

### **33. Extraordinary General Meeting:**

- 33.1 An Extraordinary General Meeting may at any time be called by the Council on their own initiative or on receipt of a requisition signed by fifty Corporate Members. The requisition shall state the object of the meeting and shall be deposited at the registered office of the Institute. Notices for all Extraordinary General Meetings mentioning the date, time, venue and agenda of business, shall be issued to members at least 21 days before the due date of such meetings. If the Extraordinary General Meeting for which a requisition has been duly made is not convened within forty-five days from the date of receipt of the requisition, the requisitionists themselves may proceed to call such meeting in conformity with the provisions of these clauses. A three-fourths majority of all Corporate Members present and entitled to vote, shall decide on all matters discussed at Extraordinary General Meeting.
- 33.2 The President may also call an Extraordinary General Meeting under emergent or exceptional circumstances.
- 33.3 Thirty eligible Corporate Members of the Institute shall constitute quorum for Extraordinary General Meetings.

### **34. Annual Election and voting:**

- 34.1 The Council of the Institute with the exception of its co-opted Members, Past President and nominee of AICTE shall essentially consist of a body of Corporate Members, elected annually according to requirements as stated hereinafter, at the Annual General Meeting or elected at an Extraordinary General Meeting in the event of all the elected Members of the Council resigning in a body.
- 34.2 The Secretary shall announce by the 15th May each year the number of vacancies in the Council for the ensuing year. (Note: This clause should be read in conjunction with Clauses 24 and 25 which deal with the administration and tenure of office of the President, Secretaries and Ex-officio post of immediate Past President.) Only Corporate Members whose subscriptions have been fully paid by 31st March of the year as per the records of the Institute or who pay the membership subscription to the respective Regional Centre of the Institute within 31st March of the year, shall be entitled to nominate, second and vote in the Annual Election. Any member desirous of contesting for election to the Council as Member should be a Corporate Member of the Institute of at least five years standing whose subscriptions have been fully paid by 31st March of the year. He shall have served in the Executive Committee of any Regional Centre for at least two years.
- 34.3 Any number of members of a zone may be nominated to fill up the vacancies in that zone provided that they are duly proposed and seconded by members belonging to that zone itself and provided that no member nominates or seconds candidates in excess of the vacancies announced for that zone itself. Nomination from the candidate(s) desirous for contesting the election shall have to be endorsed by the Executive Committee of the Regional Centre in which he/she (they) served. Voting shall be on an all-India basis but the voter shall be required to restrict the number of vote or votes which he casts in favour of any one zone, to the number of vacancies in that particular zone. Not more than one vote shall be cast in favour of a single candidate by a voter.
- 34.3.1 The non-refundable nomination fees shall be charged Rs. 5000/- (Rupees five thousand only) for

contesting the Council Election.

- 34.4 The Secretary shall, in accordance with the clauses provided for, invite nomination from eligible Members. Normally intimation shall be given by the 15th of May and nominations received by the 30th of June. Nominations shall be valid only when accompanied by consent in writing from the nominee to serve on the Council, if elected. The Secretary shall convey to each valid nominee the particulars of all the valid nominees in the zone from which he has been proposed. Such intimation to be normally sent by 7th July and any nominee may thereafter withdraw from the election by sending advise to that effect to the Secretary to reach him by 31st July at the latest.

Poll will be online.

- 34.5 The members will be required to login to view the ballot. After selection, the members will submit the ballot online. The ballot papers shall be scrutinized by a Panel appointed by the Council which includes the returning officer. The system will count votes and the result will be showed in the system and can be accessed by the admin only after the closing date of the polling i.e 30<sup>th</sup> September. The results of election shall be submitted to the President on or before 15th October. The President or the Chairman of the Annual General Meeting shall announce the election results at the Meeting. If the requisite number of nominations are not received from any particular zone, then nominations shall be invited from the floor of the House at the Annual General Meeting and an election shall then be held by secret ballot to bring the total number of elected Members of the Council to twenty-one.
- 34.6 The newly elected Council shall at its first meeting elect its officers for the year and take over administration of the Institute from retiring Council at the first day of the following year.
- 34.7 If the Council so desires, shall have the right to replace an already elected office bearer by a three fourths majority of the total members of the Council as determined by circulation.

### **34.8 Calamities**

- 34.8.1 In case of any calamity and/or national disaster and/or pandemic and/or war prolonging for long period (more than 6 months), Council meeting(s) with physical presence cannot be held and IICHe Head Office cannot function. In any such aforesaid situation, Council Election as well as Executive Committee Election of Regional Centers shall not be held until further notice issued by the Council.
- 34.8.2 In situation as specified under 34.8.1, the term of each council member including those whose term of 3 years is getting over and are retiring in the year of the calamity will be extended by one more year. In effect, the term of each current council member becomes 4 years instead of 3 years.

However, the tenure for the co-opted members shall be as per the clause **25.7** and the office bearer's election shall be held as per the existing practice.

### **35. Regional Centres, Student Chapters, and Specialized Divisions and their formation:**

#### **35.1 Regional Centres and their formation:**

Centres for Regional activities of the Institute if allowed to be formed by the Council as provided for, shall be governed by the Bye-laws as set out hereinafter. The Council shall have power to amend, alter or change them as may be found necessary and expedient.

#### **35.2 Student Chapters:**

Student Chapters at educational centres if allowed to be formed by the Council as provided for, shall be governed by the Bye-laws of Student Chapters as set out hereinafter. The Council shall have power to amend, alter or change them as may be found necessary and expedient.

#### **35.3 Specialised Divisions:**

Specialised Divisions for specified areas of Chemical Engineering Science or allied sciences may be formed by the Council as deemed necessary and expedient. Such Specialised Divisions shall operate in terms of and shall be regulated and governed by such byelaws as may be framed by the Council.

### **36. Alteration of the Rules and Byelaws:**

No new rules shall be made, nor any of the rules herein contained or hereafter to be made shall



be amended, altered or rescinded except with the consent of three-fourths of the Members present and voting in favour, at an Extraordinary General Meeting of the Institute convened specially for that purpose with due notice, in which the agenda of Business and the changes proposed are clearly stated.

The Council shall have power to frame, alter and amend the Byelaws and Guidelines for formation and administration of Regional Centres and Student Chapters as may be found necessary, and expedient.

**37. Common Seal of the Institute:**

The Institute shall have its Common Seal provided forthwith by the Council. It shall be in the custody of the Secretary and shall never be affixed to any document except in the presence of the President or a Vice-President and in pursuance of a resolution of the Institute in General Meeting. Deeds, bonds and other documents required to be made under seal shall be deemed to have been duly executed on behalf of the institute if sealed with the Common Seal of the Institute and signed by the President or a Vice-President and countersigned by a Secretary or the person acting as the Secretary.

**38. Examinations:**

The examinations shall be held in accordance with syllabi prescribed and under rules and regulations approved by the Council.

**39. Publications:**

All publications of the Institute shall be produced as hereinbefore provided in Clause 26.7 and as may be directed by the Council from time to time.

**40. Jurisdiction for Legal matters of IICHE:**

Only an appropriate Court in Kolkata (such as Hon'ble Calcutta High Court) shall have the jurisdiction to adjudicate any dispute between the Institution and a Member of any class involving interpretation or operation of the Bye-laws, Rules and Regulations of IICHE as well as decision of the Council.

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