

भारतीय मानक ब्यूरो
मानक समन्वय एवं निगरानी विभाग (एस सी एम डी)

हमारा सन्दर्भ: SCMD/G-32

दिनांक: 27 Oct 2025

विषय: Revised Guidelines for the BIS Student Chapters in the BIS MoU Partner Institutions

The 'Guidelines for the BIS Student Chapters in the BIS MoU Partner Institutions' dated 26 Jun 2025 have been revised with the approval of the Competent Authority as 'Revised Guidelines for the BIS Student Chapters in the BIS MoU Partner Institutions' for implementation with immediate effect.

D M S Srinivas
Scientist D

HSCMD

DDG(IR)

Circulated to: All ROs/BOs/TDs

Guidelines for the BIS Student Chapters in the BIS MoU Partner Institutions

1. Introduction

- 1.1** Students of the institutions offering technical and professional education are the architects of future innovation and national development. The academic environment in these institutions plays a critical role in shaping their professional acumen, and problem-solving capabilities which come in handy in the industries they work in a professional capacity. Recognizing the importance of standards in ensuring interoperability, safety, innovation, and efficiency in the industry, it is essential to expose students early to the frameworks and processes that underpin standardization. Instilling a culture of quality consciousness grounded in standardization empowers students to think systematically, design responsibly, and contribute meaningfully to sustainable industrial growth.
- 1.2** It is in this background that the Bureau of Indian Standards (BIS) has decided to form BIS Student Chapters in the institutions with which it has entered into MoUs. The BIS Student Chapters are envisioned as dynamic platforms where faculty Mentors and students collaborate with BIS to explore the world of standards, and contribute to the domain of standardization through exposure visits, hands-on projects, research-based activities, and interactions with industry experts. Students are expected to gain a deeper understanding of how standards influence product development, quality assurance, and innovation. The BIS BIS Student Chapters will provide a structured environment to the students to translate classroom learning into practical knowledge of quality ecosystem.

2. Scope

- 2.1** These guidelines apply to BIS Student Chapters formed in the institutions offering technical and professional education in India that have signed Memoranda of Understanding (MoUs) with BIS.

3. Structure and Formation of BIS Student Chapter

- 3.1** BIS Student Chapters shall comprise of the following:
- i) **Mentor** - A senior faculty member of the technical and professional institution having MoU with BIS.
 - ii) **Student Members** – Regular Students of the institution who are pursuing Science/Engineering degree; both undergraduate and postgraduate students are eligible for membership. A minimum of 25 student members shall be required to form a BIS Student Chapter. In case of more than 60 students in a BIS Student Chapter, the institution may, on its discretion, appoint an additional ‘co-Mentor’ to assist the Mentor. However, the primary responsibility of managing BIS Student Chapter and communicating with BIS in that regard will be that of the Mentor.
 - iii) **Student Coordinator** – One of the student members will be selected by the student members as Student Coordinator.
- 3.2** There can be more than one BIS Student Chapters in an MoU Institute, established in Departments of Science and Engineering Studies, however, there can only be one

BIS Student Chapter in each such department of the institution.

- 3.3** The Mentor shall be nominated by the Director or Head of the Institution for a period of two years and the same Mentor may be re-nominated further at the discretion of the Institution.
- 3.4** The Student Members will be selected by the Mentor based on their aptitude and willingness and will continue to be a member until they complete their education in that department of the institution, unless dropped by the Mentor for lack of participation, indiscipline or any other reason.
- 3.5** Students leaving the Student Chapter on completion of their studies in the institute or due to other reasons may be replaced with new student members to maintain the minimum strength of the Student Chapter as 25.
- 3.6** The Institution shall maintain the record of the Mentors and the student members of the BIS Student Chapters, as prescribed in the Proforma (Annex 1 and 2). The institution shall share these records alongwith the Undertaking (Annex 3) with the concerned BIS Branch Office (BO) for approval and updation on the relevant BIS portal accordingly.
- 3.7** The activities under each BIS Student Chapter should be coordinated by a Core Group comprising its Mentor, Student Coordinator and three selected student members. In case, the BIS Student Chapter comprises more than 50 students, the Core Group may have a maximum of six members in addition to the Mentor and the Student Coordinator.
- 3.8** The existing Standard Clubs operational in the MoU institutions shall be restructured as per requirements of these guidelines and attain approval from concerned BIS BO to be renamed as BIS Student Chapters.

4. Activities under the BIS Student Chapter

- 4.1** The BIS Student Chapter may carry out a variety of student-centric activities aimed at providing the students the opportunities for learning on the themes of quality and standardization. Such activities may be undertaken within or outside the institution premises as stand-alone programmes or as a part of other programmes organized by the institution.
- 4.2** The Mentor should organize regular (preferably once in a quarter) meetings of the BIS Student Chapter for discussing the activities to be undertaken and any other relevant information on the work of BIS. The Core Group can meet as frequently as it seems fit to ensure the efficient working of the BIS Student Chapter.
- 4.3** Each BIS Student Chapter shall conduct minimum two (preferably three) activities every year. A tentative plan of activities planned to be undertaken in the entire year may be informed by each BIS Student Chapter at the start of the session or right after approval of creation of the BIS Student Chapter, whichever is applicable. BIS Student Chapters are free to decide the activities to be taken up in line with objectives of the MoU duly aligned with the overall objectives of BIS.
- 4.4** BIS shall provide special assistance for undertaking the following activities:

4.4.1 Case Studies on Standards

4.4.1.1 This activity aims to involve the students in undertaking in-depth and comprehensive study of the standards under implementation. The study will encompass the impact assessment of the standard, challenges faced in the compliance with the standard, areas still not covered by the scope of standard and the standards other than Indian Standards being used.

a. Identification of Standards for Case Studies and allocation thereof -

i) BIS HQ will share a consolidated list of standards alongwith Terms of Reference (ToR) for the Case Studies with all BIS BOs for their onward sharing with the Mentors of MoU institutions falling under BO's jurisdiction. The standards shall be shared with BOs and in turn with each of the BIS Student Chapters on half yearly basis. Each BO must identify the standards from the list for which relevant industries (large/medium and small/micro) are located under its jurisdiction and highlight those standards while sharing the consolidated list with the MoU institutions. This will help the students undertaking Case Studies to conduct industry visits nearer to their institution.

ii) The Mentor shall share the list of standards along with the ToRs with student members and seek their willingness to undertake the Case Studies.

iii) One Case Study should be assigned normally to a group of two students; though in special cases, groups with three students can also be formed.

iv) In situations where more than one group (i.e. more than 3 students) express willingness to undertake Case Study on the same standard, a maximum of two groups can be formed by the Mentor for a particular standard. However, in such a case, the Mentor shall ensure that the groups work independently of each other and that all activities pertaining to undertaking the Case Study, as outlined under CI 4.4.1.1 (b) are undertaken in different industries.

v) The information on Case Studies assigned to students shall be shared by the Mentors with the Bureau within 7 days of allotment.

vi) The Mentor shall submit a tentative work plan including the details of industries identified for the visits alongwith the estimated expenditure to Head of the concerned BIS BO for approval.

b. Undertaking Case Study:

This will include, as outlined in the ToR, the following:

i) Study of the Standard, Product Manual and Scheme of Inspection and Testing of the product (available on BIS website www.bis.gov.in).

ii) Study of other standards/literature including regulations, industry standards, journals and international standards on the subject, if any.

iii) Visit to 4-5 large/medium and small/micro industries for the on-the-spot study

through a structured checklist to be prepared by the institute (a suggestive checklist shall be provided by BIS for reference).

iv) Interaction with the technical staff of the industry through a structured questionnaire (a suggestive questionnaire shall be provided by BIS for reference).

v) Visit to the in-house test facilities of the industrial units.

vi) Examination and analysis of the relevant records maintained by the industry (especially testing records).

vii) Submission of draft report.

viii) Submission of the final report.

c. Review of the reports:

The draft and final reports shall be evaluated by a committee consisting of the following:

i) A faculty member of the relevant discipline from the institute.

ii) Mentor of the relevant BIS Student Chapter.

iii) A Scientific Officer from BIS nominated for the purpose.

d. Timeline

i) The Case Study assigned to the groups shall be completed within three months. The draft report shall be submitted within and not later than 60 days from the date of the award of the study.

ii) A copy of the Case Study report in hard copy along with the digital version shall be submitted to the concerned BIS BO. The BO shall forward the same to concerned Technical Department (TD) of BIS under intimation to SCMD, BIS.

iii) While forwarding the Case Study report, the Mentor shall examine the report and convey the recommendation of the Evaluation Committee for consideration of the same for special recognition and monetary award (please refer Cl 4.4.1.1 e).

e. Recognition and Award

i) Each student who is a member of the group undertaking a Case Study will be issued a certificate of participation by the Bureau.

ii) BIS will constitute an internal Evaluation Committee comprising of the following members to examine the recommendations received from the Mentors as per Cl 4.4.1.1 d (iii).

Chair: Head of the concerned TD

Members:

- a) Member Secretary of the concerned Sectional Committee of BIS
- b) 2 members of relevant Technical Committee(s)

iii) Case Studies (max 5) on a particular standard undertaken in various institutions pan India, may be selected for a Certificate of Recognition and monetary award of Rs. 20,000/- for each student who was a member of the group.

iv) If a standard is revised based on suggestions of the Case Study, a line of acknowledgement to this effect may be included in the Foreword of the revised standard.

4.4.2 Pre-Standardization Study on the new subjects for formulation of new standards

4.4.2.1 This initiative aims to engage students at the foundational stage of the standard development by tasking them with the study for the preparation of the Pre-Standardization reports on the new state objects identified for standard formulation. A Pre-Standardization Report is envisaged to contribute to the preparation of the Working Draft of the standard on that subject.

a. Identification of subjects for Pre-Standardization Studies and allocation thereof:

i) BIS HQ will share a consolidated list of subjects alongwith ToRs for the Pre-Standardization Studies with all BIS BOs for their onward sharing with the Mentors of MoU institutions falling under BO jurisdiction. The subjects shall be shared with BOs and in turn with each of the BIS BIS Student Chapters on half yearly basis. Each BO must identify the subjects from the list for which relevant industries (large/medium and small/micro) are located under its jurisdiction and highlight those subjects while sharing the consolidated list with the MoU institutions. This will help the students undertaking Pre-Standardization Studies to conduct industry visits nearer to their institution.

ii) The Mentor shall share the list of subjects along with the ToRs with student members and seek their willingness to undertake the Pre-Standardization Studies.

iii) One Pre-Standardization Study should be assigned normally to a group of two students; though in special cases, groups with three students can also be formed.

iv) In situations where more than one group (i.e. more than 3 students) express willingness to undertake Pre-Standardization Study on the same subject, a maximum of two groups can be formed by the Mentor for a particular subject. However, in such a case, the Mentor shall ensure that the groups work independently of each other and that all activities pertaining to undertaking the Pre-Standardization Study, as outlined under Cl 4.4.2.1 (b) are undertaken in different industries.

v) The information on Pre-Standardization Studies assigned to students shall be shared by the Mentors with the Bureau within 7 days of allotment.

vi) The Mentor shall submit a tentative work plan including the details of industries identified for the visits alongwith the estimated expenditure to Head of the concerned BIS BO for approval.

b. Undertaking Pre-Standardization Study:

This will include, as outlined in the ToR, the following:

- i) Study of other standards/literature including regulations, industry standards, journals, and international standards on the subject, if any.
- ii) Literature Survey from various technical papers, magazines, articles etc.
- iii) Visit to 4-5 large/medium and small/micro unit for on-the-spot study through a structured checklist to be prepared by the institute (a suggestive checklist shall be provided by BIS for reference).
- iv) Interview with the technical staff of the industry through a structured questionnaire (a suggestive questionnaire shall be provided by BIS for reference).
- v) Visit to the in-house test facility of the industrial units.
- vi) Examination and analysis of the relevant records maintained by the industry (especially testing records).
- vii) Submission of draft report.
- viii) Submission of final report.

c. Review of reports, Timeline, and Recognition and Award:

-SAME AS FOR CASE STUDY-

4.4.3 Exposure visits to BIS laboratories and industries

4.4.3.1 One of the purposes of the MoU with the premier institutions of technical and professional education is to integrate the knowledge of standards with the teaching learning processes followed in the institutions. A two-pronged strategy has been prepared in this regard:

- a) Integration of module on basics of standardization in academic curriculum of the institutes across all disciplines, and
- b) Discipline-wise Technical Sessions on the identified subject areas teaching about standardization landscape in that area and relevant existing Indian Standards. These sessions are being taken up currently by BIS faculty along with the regular sessions on these areas being taken by the institute faculty.

4.4.3.2 One integral aspect of the above strategy is organizing exposure visits in an industry for the students attending the Technical Sessions to give them firsthand experience of standards in action.

4.4.3.3 The Guidelines for Good Practices on Exposure Visits issued vide TNMD/SP/4:3 dated 13 May 2022 may be referred for this purpose.

4.4.4 Quiz Competition on Standardization

4.4.4.1 A national level quiz competition on standardization shall be conducted by BIS for the members of BIS Student Chapters every month (preferably on the second Saturday of every month). All the participants will be given an online participation certificate and the

winners will be awarded with certificates and cash prizes as follows:

- a) First Prize: Rs. 15,000/- (One)
- b) Second Prize: Rs. 10,000/- (One)
- c) Third Prize: Rs. 5000/- (One)
- d) Consolation Prize: Rs. 1000/- (Ten)

4.4.4.2 The selection of winners shall be based on scores achieved during the quiz competition. In case of a tie, the participant completing the quiz in minimum time will be chosen for the award. The question bank and pattern for the quiz will be finalized by BIS and shared in advance with the institutes through an information brochure / flyer.

4.4.4.3 Winners of the quiz competitions will be recognized by BIS through various BIS digital platforms including social media handles and BIS website. In addition, the winners would be considered for opportunities to participate in various events / meetings (national and international) organized by BIS from time to time.

4.4.5 Annual Convention for the Mentors of BIS Student Chapters

4.4.5.1 BIS plans to organize Annual Conventions for the Mentors of Student Chapters of the MoU partner institutions. The conventions would provide an opportunity to all the Mentors to share their experiences while implementing the objectives of BIS Student Chapters in their institutions and discuss the way forward to strengthen this engagement with BIS.

4.4.5.2 Best performing BIS Student Chapters will be felicitated during the convention. TA/DA for attending such workshops/seminars will be reimbursed by BIS as per extant norms and as per terms and conditions shared by BIS alongwith the invitation.

4.4.6 Internship with BIS

4.4.6.1 BIS runs an internship scheme for students of the engineering/professional institutions in the country. Internships with BIS provide students with practical experience in the domain of standardization. Working on developing or reviewing standards or conducting gap analysis to identify areas needing new standards, enables students to contribute meaningfully to the field. Such internships also strengthen their professional skills and prepare them for roles in quality and compliance sectors in future.

4.4.6.2 The students who are members of the BIS Student Chapters of MoU partner institutions will be given preference while selecting the interns.

5. BIS Support to BIS Student Chapters

5.1 General Support – The MoU institutions shall share details about all BIS Student Chapters established in their institution, as prescribed in the proformas enclosed as Annex 1 and Annex 2, with the nearest BIS Branch Office (BO). The Head of the BIS BO shall examine the details for its suitability for approval and issue an acknowledgement to the institute on approval, while also uploading the data on the relevant BIS portal. BIS BO shall provide the following support to the approved BIS Student Chapters:

- i) Share details of the BIS official nominated to liaise with the BIS Student Chapter.

- ii) Organize initial orientation for the Mentors at Branch/Regional level in physical or virtual mode, as deemed necessary.
- iii) Coordinate with the BIS Student Chapter for the design and execution of various activities.
- iv) Provide audio-visual and other promotional and study material to the BIS Student Chapters, as deemed necessary, for supporting the execution of activities of the BIS Student Chapters.
- v) Invite and involve members of BIS Student Chapters in special programmes organized by BIS, as deemed useful.

5.2 The institutions with BIS Student Chapter(s) established and approved from BIS BOs, shall prominently display the BIS Student Chapter Logo and its Tagline on the institution's website, social media and other digital platforms, including the digital display boards installed by BIS in institution premises. The institutions may also use the Logo appropriately on their Letterheads, Institution Magazine etc.

5.3 The BIS Student Chapter, under guidance of the Faculty Mentor, shall curate and decide activities (under Cl. 4.3) to be conducted throughout the year and submit the details to the BIS BO for information. The BO shall provide necessary support for the activities, as may be appropriate.

5.4 Financial and Other Support

- a) BIS would provide financial and other additional support for conduct of activities outlined under Cl. 4.3 & Cl 4.4, as mentioned therewith alongwith the support to other activities undertaken by BIS Student Chapters that have direct relevance to BIS on the discretion of the Head of the concerned BIS BO. The funds for support shall be transferred to any of the following bank accounts, as authorized by the Head of the Institution:
 - i) Bank Account of the Institution, or
 - ii) Bank Account of the Head of the Institution, or
 - iii) Bank Account of the Nodal Faculty/Chair Professor
 - iv) Bank Account of the Mentor
- b) The financial support for all activities under Cl. 4.3 for BIS Student Chapters in MoU institutions shall be limited to a maximum amount of Rs. 1,00,000/- per year and each BIS Student Chapter shall conduct three activities every year.
- c) BIS Student Chapters may decide to have more activities within the fund available. The financial support can be utilized for expenditure towards refreshments, banner, poster, stage preparation, transportation, stationery, payment to faculty / speakers during activities like seminars / workshops/ event and prizes for competition.
- d) Additional support will be extended by BIS for undertaking the activities mentioned under Cl. 4.4 for BIS Student Chapters. Expenditure for industry visits for Case Studies and Pre-standardization Studies, etc. in these activities shall be borne by BIS BO.

- e) As soon as a BIS Student Chapter is created and approved by BIS BO, 50% of the total allocated yearly financial support shall be released as advance to the BIS Student Chapter by the BO. The BIS Student Chapter shall submit a detailed expenditure statement along with relevant original receipts and invoices, duly signed by the Mentor and the Student Leader, and countersigned by the Head of Institution for settlement of the advance issued and for seeking reimbursement of the amount spent in excess of the advance amount. If 80% of the first installment is consumed, the balance amount of the total allocated financial support shall be credited to the BIS Student Chapter. However, BO/Institute shall ensure that the settlement of previous advance is done within 15 days of completion of the activity. BIS Student Chapter shall settle the yearly fund amount credited at-least 15 days before the end of the financial year and return the unspent amount to BIS.
- f) Financial support to the institutions would be in addition to such expenditure which BIS may incur for the programmes/activities initiated by it and conducted at BIS or at institutions or at any other location(s) even if it is related to the BIS Student Chapter.
- g) In case of any planned industry visit, the Mentor of the BIS Student Chapter shall inform the concerned BIS BO at least 15 days in advance. The duration of the industry visit shall be of maximum 2 days and the industry shall fall within the jurisdiction of the respective BIS BO.
- h) In case of outstation activities undertaken by the members of BIS Student Chapters organized by BIS, the participants would be reimbursed travel expenses from originating station to destination station by train fare of AC 2 Tier or any other mode of travel subject to AC 2 Tier train fare or actual, whichever is less, on production of original receipt(s) and/or invoice(s). In cases, where the places are not connected by train, then bus fare upto the limit of AC bus to be considered for reimbursement subject to production of bill/ticket.
- i) Expenditure towards accommodation during industry visits carried out by student members shall be reimbursed in accordance with extant rules of BIS for Level 8 employees.
- j) Any expenses related to travel and stay done by Mentors related to BIS Student Chapter activities approved by Head BO shall be as per their entitlement subject to max Level 13 of CPC.
- k) Local Journeys from Residence/Temporary place of Stay/Venue to Airport/Station/Bus stop (To and Fro) shall be reimbursed to participants as per entitlement for pay level in pay matrix 6 to 13 specified under Para D i) of Annexure of OM No. 19030/1/2017-E.IV dated 13 Jul 2017.

Note: The phrase 'Local Journey' shall be construed to mean journeys performed within the limits of suburban or other Municipalities, Notified Areas or Cantonments contiguous to the Municipality/Corporation of the town or city in which the duty point is located. Journeys within the limits of an urban agglomeration within which a Government Servant's headquarters are located will also be treated as 'local journey'.

- l) Expenditure under the Student Chapters (including exposure visits) may be utilized from Budget Head - 3104 Other Exp-R&D Project. SCMD shall allocate

the budget under the budget head to ROs which shall subsequently be allocated to BOs based on number of MOU Partner Institutions under the jurisdiction of concerned BO.

6. Reporting & Review of Activities

- 6.1** The Mentors shall submit a detailed report of all activities undertaken by the BIS Student Chapter. The reports shall be filed on the relevant BIS Portal within 7 days of completion of the activity. The report should cover the Type of Activity; Date, Time & Venue, Number of participants; Topic(s) covered, Summary of content presented, Language of program/activity (regional language preferred), supported with Photographs and/or Videos of the activity. It is desirable to include feedback received from the participants.
- 6.2** BIS would maintain a repository of reports of activities carried out by each BIS Student Chapter on the Portal and it will be accessible to all the BIS BIS Student Chapters across all MoU institutions for information and reference.
- 6.3** The BIS Student Chapter shall refund the un-utilized amount remaining, if any, if it is de-recognized or not interested in continuing its association with BIS. An undertaking on a stamp paper as per the prescribed proforma as given at Annex 3 shall be obtained from the BIS Student Chapter during the recognition to this effect.
- 6.4** Mentors of BIS BIS Student Chapters should ensure that the activities are planned in such a manner that their outcomes can be utilized for BIS standardization/standard promotion activities.

7 Certificates

- 7.1** Certificates may be issued to the Mentors and Student Members of the BIS BIS Student Chapters as and when they leave the institution and/or the BIS Student Chapter for any reason, provided the Mentor and the Student Member has been part of the BIS Student Chapter for at least one academic year.
- 7.2** Certificates may also be issued to the Student Members of the BIS Student Chapter as and when they participate in BIS Student Chapter related competitions, either as prize winners or as participants.
- 7.3** Certificates may be issued to the Mentors and the Student Members as and when formal training is imparted to them by BIS.
- 7.4** The certificates as at 7.1 & 7.2 may be issued jointly by BIS BO and institutions. The certificates as at 7.3 may be issued by BIS BO, NITS and Faculty, as appropriate. The expenditure on certificates may be borne by the concerned BIS BO.

8. Withdrawal of Approval of BIS Student Chapter

- 8.1** Head of the Concerned BIS BO may withdraw approval of any BIS Student Chapter under one or more of the following conditions:
 - a) BIS Student Chapter has not carried out any activity related to quality and

standards in an academic year, except for reasons beyond its control;

b) BIS Student Chapter has failed to utilize/settle the financial assistance provided by BIS;

c) Request from Head of the Institution conveying their inability to continue the BIS Student Chapter activities. Such a request shall be supported with justification.

However, before the decision of withdrawal is taken, due process of giving the institution an opportunity to provide clarification/justification for not carrying out the activities shall be given by the concerned Head of the BO.

9. Alumni of BIS Student Chapters

BIS would maintain a record of all the approved BIS Student Chapters and its Mentors and Student Members. As and when the Mentors and Student Members leave the BIS Student Chapter, they would be enlisted as Alumni of BIS Student Chapters, provided they have been part of the BIS Student Chapter for at least one academic year. BIS would keep them updated with the information of their interest and may also provide them the opportunities to share their experiences and learning in the field of standardization and quality with the BIS Student Chapter fraternity.

Annex 1

Details of BIS Student Chapter

Sl. No.	Description	Input
A. Institution Details		
1.	Full Name of the Institution	
2.	Complete Address, with Pin Code	
3.	Email ID	
4.	Telephone No.	
5.	Name & Designation of Head of Institution	
6.	Recognition/Affiliation Details	
7.	Institution Category (Engineering College/Science College /Professional Institution)	
8.	Institution Status (Government/ Government-Aided/ Private)	
9.	Institution Type (Co-Education/ Only Girls/ Only Boys)	
B. Mentor Details		
10.	Name of Mentor	
11.	Email ID	
12.	Contact Number	
13.	Subjects & Class Taught	
14.	Qualifications (Graduation onwards)	
C. Details of Bank Account (Refer Cl. 5.4 a)		
15.	Name of Account Holder	
16.	Account Number	
17.	Bank Name and Branch & Address	
18.	IFSC Code	
D. Students' Details (Separate Sheets as per proforma)		

Date:
Place:

Sign and Stamp
Head of the Institution

Annex 2
Members of BIS Student Chapter

Sl. No	Name	Class	Gender	Email ID	Mobile No	Member Status*
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
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10.						
11.						
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18.						
19.						
20.						
21.						
22.						
23.						
24.						
25.						

***Please indicate either Student Coordinator/ Core Group Member/ Member**

Sign of the Mentor

Institution Stamp

Annex 3

FORMAT OF UNDERTAKING TO BE EXECUTED BY THE MENTOR OF STUDENT CHAPTERS AT THE TIME OF APPROVAL

(To be provided on non-judicial stamp paper of Rs 10/- or more)

UNDERTAKING

The undertaking is given at(Place) on this day of (Month) of(Year) by Shri/Smt/Ku..... Mentor of the BIS Student Chapter under the Department of (Name of Institution) which shall include its successors and assigns, recognized by the Bureau of Indian Standards (hereinafter referred to as “the Bureau”) vide Letter No..... dated in accordance to the Guidelines on BIS Student Chapters approved by the Director General of the Bureau.

2. WHEREAS the said BIS Student Chapter is eligible for drawing an advance amount towards financial support for the activities of BIS Student Chapter, on the terms and conditions specified in the Guidelines.

3. Now, the BIS Student Chapter hereby agrees that whenever it receives the advance from the Bureau for conduct of any activity of the BIS Student Chapter, it shall abide by the following terms and conditions:

- i. To refund the advance amount in case the activity, for which it has been paid by the Bureau, is not completed by the BIS Student Chapter; and
- ii. To refund the unspent amount of advance, if any, on completion of the activity; and
- iii. To refund the advance amount in case the BIS Student Chapter is derecognized by the Bureau.

4. It is hereby further agreed and declared that the said BIS Student Chapter shall not spend the amount of advance on any activity other than that has been approved by the Head of Branch Office of the Bureau. Hence, the amount of advance shall be used by the BIS Student Chapter only for the purpose or purposes for which the amount was sanctioned.

5. IN WITNESS WHEREOF these presents have been executed by the BIS Student Chapter on the day and year first above written.

6. The BIS Student Chapter has agreed to bear the stamp duty chargeable on this document.

Witness:	Mentor of BIS Student Chapter
..... Signature of Witness Signature of Mentor of the BIS Student Chapter
Name:	Name:
Address:	Address:
Id:	Id:
Mobile No.	Mobile No.
	Seal: