

भारतीय मानक ब्यूरो
मानक समन्वय एवं निगरानी विभाग

हमारा सन्दर्भ: SCMD/G-32

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विषय - Guidelines for the BIS Student Chapters in the Institutions of Technical and Professional Education

1. The Bureau of Indian Standards through its educational outreach by signing Memoranda of Understanding (MoUs) with technical and professional institutes. To deepen engagement within these partner institutions, BIS has decided to establish department-wise Student Chapters. These chapters will serve as dynamic platforms, fostering collaboration between faculty mentors, students, and BIS. Through activities like case studies, pre-standardization studies, exposure visits, research, and interactions with industry experts, students will gain a comprehensive understanding of standards. This initiative aims to immerse students in the world of standardization, showing how standards drive product development, ensure quality assurance, and foster innovation.
2. In this regard, comprehensive guidelines for the BIS Student Chapters in the Institutions of Technical and Professional Education have been approved by the competent authority and are attached herewith.
3. This issues with the approval of Competent Authority.

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Circulated to: All ROs/BOs/Labs/Nodal Officers of BIS

Guidelines for the BIS Student Chapters in the Institutions of Technical and Professional Education

1. Introduction

- 1.1 Students of the institutions of 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. Instilling a culture of quality consciousness grounded in standardization empowers students to think systematically, design responsibly, and contribute meaningfully to sustainable industrial growth. Recognizing the importance of standards in ensuring interoperability, safety, innovation, and efficiency, it is essential to expose students early to the frameworks and processes that underpin standardization.
- 1.2 It is in this background that the Bureau of Indian Standards (BIS) has decided to form Student Chapters in the institutions with which it has entered into MoUs. The 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 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 Student Chapters formed in the institutions of technical and professional education in India that have signed Memoranda of Understanding (MoUs) with BIS.

3. Structure and Formation of Student Chapter

- 3.1 Student Chapters shall comprise of the following:
 - i) **Mentor** - A senior faculty member (Lecturer/Assistant Professor and above) of the technical and professional institute having MoU with BIS.
 - ii) **Student Members** – Regular Students who are pursuing Science/Engineering degree. A minimum of 25 Student Members shall be required to form a Student Chapter.
 - iii) **Student Coordinator** – One of the student members will be selected by the members as Coordinator.
- 3.2 There can be a maximum of one Student Chapter in each department of the institute.
- 3.3 The Mentor shall be nominated by the Director or Head of the Institution for a period of two years and 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 the institutions, unless dropped by the Mentor for lack of participation, indiscipline or any other reason.

- 3.5 The Institution shall maintain the record of the Mentors and the Student Members of the Student Chapters, as prescribed in the Proforma (Annex 1 and 2).
- 3.6 The activities under each Student Chapter should be coordinated by a Core Group comprising its Mentor, Student Coordinator and three Student members. The members for the core group shall be selected by the student members. In case, the 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.

4. Activities under the Student Chapter

- 4.1 The 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 as stand-alone programmes or as part of other programmes of the Institution.
- 4.2 The Mentors should organize regular (at least once in a quarter) meetings of the Student Chapters 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 Student Chapter.
- 4.3 Student Chapters are free to decide the activities to be taken up to further the objectives of the Chapter. BIS shall, however, provide assistance for undertaking the following activities:

4.3.1 Case Studies on Standards

- 4.3.1.1 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 will share a list of standards for taking up the case studies with each of the Student Chapters on a half yearly basis.
- ii) The Terms of Reference (ToR) for the case studies will also be shared with student chapters.
- iii) The mentor shall share the list of standards along with the ToRs with student members and seek their willingness to undertake the case studies.
- ii) 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) If more than three students express interest in the same standard, the mentor should decide the group to undertake a particular study.
- v) The information on Case Studies assigned to students shall be shared by the mentors with the Bureau.

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.
- ii) Study of the international standards on the subject, if any.

- iii) Visit to at least one large/medium and one small/micro unit for the on-the-spot study through a structured checklist.
- iv) Interview with the technical staff of the industry through a structured questionnaire.
- v) Visit to the in-house test facilities of the industrial units.
- vi) Examination of the relevant records maintained by the industry.
- vi) Submission of draft Case Study.
- vii) Submission of the Case Study.

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.
- ii) Mentor of the relevant student chapter.
- iii) A Scientific Officer from BIS nominated for the purpose.

d. Timeline

- i) The case study assigned to the students shall be completed in three months. The draft report shall be submitted in and not later than 60 days from the date of the award of the study.
- ii) A copy of the Case Study in hard copy along with the digital version shall be forwarded to the BIS.
- iii) While forwarding the Case Studies, the Mentor should also convey the recommendation of the Evaluation Committee for consideration of the same for special recognition and monetary award.

e. Recognition and Award

- i) Each of the students will be issued a certificate of participation by the Bureau.
- ii) Best case studies (max 5) on a standard undertaken in various institutions will be selected for a Certificate of Recognition and monetary award of Rs. 20,000/- to each of the students having participated in that study.
- iii) BIS will constitute a committee to examine the recommendations received from the institutions.
- iv) If a standard is revised based on suggestions of the case study, a line of acknowledgement to this effect will be included in the Foreword of the revised standard.

4.3.2 Pre-standardization study on the new subjects for formulation of new standards

- 4.3.2.1 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 will share a list of subjects for taking up the pre-standardization studies with each of the Student Chapters on a half yearly basis.
- ii) The ToRs for the pre-standardization studies will also be shared with student chapters.

- iii) The mentor will share the list of subjects along with the ToRs with student members and seek their willingness to undertake studies.
- iv) 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. If more than three students express interest in the same subject, the mentor should decide the group to undertake a particular study.
- v) The information on pre-standardization Studies assigned to students shall be shared by the mentors with the Bureau.

b. Undertaking pre-standardization Study:

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

- i) Study of international standards on the subject, if any.
- ii) Literature Survey from various technical papers, magazines, articles etc.
- iii) Visit to at least one large/medium and one small/micro unit for on-the-spot study through a structured checklist.
- iv) Interview with the technical staff of the industry through a structured questionnaire.
- v) Visit to the in-house test facility of the industrial units.
- vi) Examination of the relevant records maintained by the industry.
- vii) Submission of draft report.
- viii) Submission of final report.

c. Review of reports:

SAME AS FOR CASE STUDY

4.3.3 Exposure visits to BIS laboratories and industries

- 4.3.3.1 One of the purposes of the MoU with the premier institutes 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 modules on basics of standardization, and
 - b) Conduct of Technical sessions on the identified curricular areas along with the regular sessions on these areas.
- 4.3.3.2 One integral aspect of the strategy is organizing exposure visits for the students attending the technical sessions to give them first hand experience of standards in action.
- 4.3.3.3 The members of the Student Chapters will be given preference for participation while arranging such exposure visits.

4.3.4 Quiz Competition on Standardization

- 4.3.4.1 A national level Quiz competition on Standardization shall be conducted by BIS for the members of 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)

- 4.3.4.2 The selection of winners shall be based on scores achieved during the quiz competition. In case of 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. An information brochure / flyer will be sent to the prospective participants well in advance.
- 4.3.4.3 Winners of the quiz competitions will be recognized by BIS through various digital platforms including social media handles and BIS website. In addition, the winners would be given opportunities to participate in various events / meetings (national and international) organized by BIS from time to time.

4.3.5 Annual Convention for the Mentors of Student Chapters

- 4.3.5.1 BIS plans to organize Annual Conventions for the Mentors of student chapters of the MoU partner institutes. The conventions would provide an opportunity to all the mentors to share the experiences they had in implementing the objectives of Student Chapters in MoU partner institutes and discuss the way forward to strengthen the partnership with BIS.
- 4.3.5.2 Best performing Student Chapters will be felicitated during the convention. TA/DA for attending such workshops/seminars will be reimbursed by BIS as per extant norms.

4.3.6 Internship with BIS

- 4.3.6.1 BIS runs an internship scheme for students of the engineering/professional institutes 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.
- 4.3.6.2 The members of the Student chapters of MoU partner institutes will be given preference while selecting the interns.

5. BIS Support to Student Chapters

- 5.1 **General Support** - Technical and professional Institutions, after creating Student Chapters, should share the details with the nearest BIS Branch Office (BO) in the prescribed Proforma (Annex 1 and 2).

The Head of the BIS Branch Office would examine the details for its suitability for approval. On approval of the Student Chapter, an acknowledgement would be issued to the institution. BIS would provide the following support:

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

- 5.2 The technical and professional institution whose Student Chapter has been approved

should prominently display the Student Chapter Logo and its Tagline. The institutions may also use the Logo appropriately on their Letterheads, Institute Magazine etc.

- 5.3 It shall be the responsibility of the Mentor of the Student Chapter to submit the details of the proposed activity, including the estimated expenditure, sufficiently in advance to the Head, Branch office for approval. The Branch Office would approve the proposal and provide the support for the activity, as may be appropriate.

5.4 **Financial Support**

- a) Financial support will be provided by BIS to the Student Chapters for conduct of activities as identified in Clause 4.3 above. The funds for support would 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 Mentor
- b) The financial support for Student Chapters in technical and professional institutions would be limited to a maximum amount of Rs 1,00,000/- per year, subject to the condition that at least three activities must be organized every year as given at Clause 4.3 above. 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 seminars / workshops and prizes for competition activities. As and when any proposal is received from the Student Chapter as per Clause 4.3 and is approved by the Head of the BIS BO, an amount equal to 50% of the estimated expenditure would be released as advance to the Student Chapter. The 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 seeking reimbursement of the amount spent in excess of the advance amount. The amount will be credited to the same account in which advance was given.
- c) Financial support to the technical and professional 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 technical and professional institutions or at any other location(s) even if it is related to the Student Chapter.
- d) Advance of any subsequent activity would be released only after settlement of the expenditure incurred for the previous activity.
- e) In case of outstations activities of the Mentors and members of 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.
- f) Expenditure towards accommodation during industry visits shall be reimbursed in

accordance with [extant rules](#) of BIS for Level 8 employees.

- g) 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'.

6. Reporting & Review of Activities

- 6.1 The Mentors should submit a detailed report of the activities undertaken by the Student Chapter. The reports shall be filed on the Consumer Engagement 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 Student Chapter on the Consumer Engagement Portal and it will be accessible to all the Student Chapters.
- 6.3 The 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 Student Chapter during the recognition to this effect.
- 6.4 Mentors of Student Chapters should ensure that the activities are planned in such a manner that their outcomes are utilized for BIS standardization/standard promotion activities.

7 Certificates

- 7.1 Certificates may be issued to the Mentors and Student Members of the Student Chapters as and when they leave the technical and professional institution and the Student Chapter for any reason, provided the Mentor and the Student Member has been part of the Student Chapter for at least one academic year.
- 7.2 Certificates may also be issued to the Student Members of the Student Chapter as and when they participate in 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 educational 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 concerned BIS BO.

8. Withdrawal of Approval of Student Chapter

- 8.1 Head of the Concerned BIS Branch Office may withdraw approval of any Student Chapter in one or more of the following conditions:
- a) Student Chapter has not carried out any activity related to quality and standards in an academic year, except for reasons beyond its control;
 - b) 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 Student Chapter activities. Such a request shall be supported with justification.

However, before such a decision is taken, due process of giving the educational institution an opportunity to provide clarification/justification for not carrying out the activities.

9. Alumni of Student Chapters

BIS would maintain a record of all the approved Student Chapters and all its Mentors and Student Members. As and when the Mentors and Student Members leave the Student Chapter, they would be enlisted as Alumni of BIS Student Chapters, provided they have been part of the Student Chapter for at least one technical and professional 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 Student Chapter fraternity.

Annex 1
Details of Student Chapter

Sl. No.	Description	Input
A. Institution Details		
1.	Full Name of technical and professional Institute	
2.	Complete Address, with Pin Code	
3.	Email ID	
4.	Telephone No.	
5.	Name & Designation of Head of Institution	
6.	Recognition/Affiliation Details	
7.	Institute Category (Engineering College/Science College /Professional Institution)	
8.	Institute Status (Government/ Government-Aided/ Private)	
9.	Institute 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 Student Chapter

Sl. No	Name	Class	Gender	Email ID	Mobile No	Member Status*
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						

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

Sign of the Mentor

Institute 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 appropriate value)

UNDERTAKING

The undertaking is given at(Place) on thisday of.....(Month) of(Year) by Shri/Smt/KuStudent Chapter,(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 Student Chapters approved by the Director General of the Bureau.

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

3. Now, the Student Chapter hereby agrees that whenever it received advance from the Bureau for conduct of any activity of the 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 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 Student Chapter is derecognized by the Bureau.

4. It is hereby further agreed and declared that the said Student Chapter shall not spend the amount of advance for 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 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 Student Chapter on the day and year first above written.

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

Witness:	Head of Institution
..... Signature of Witness Signature of Head of Institution
Name: Address: Id: Mobile No.	Name: Address: Id: Mobile No. Seal: