

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

A) GENERAL:

1. The Students' Annual Congress of the **IChE** is named as **Students Indian Chemical Engineering Congress** for that specific year (or **IChE-SCHEMCON-Year**) and shall normally be held during **September** for 2 to 3 days. It can be advanced or preponed as per the convenience for the student chapters at which SCHEMCON is to be held. It is the premier annual event of the student chapters of **IChE**. The Students of Undergraduate, Post Graduate and Research Programs of Chemical Engineering & allied fields can participate in the SCHEMCON. The nomenclature of SCHEMCON should be:

IChE-SCHEMCON (Year)

**Organized by (Name of Student Chapter)
at (Name of the place)**

2. The venue of the **IChE-SCHEMCON** shall be fixed **two** year in advance by the Council of the institute at its meeting held during the IChE-SCHEMCON after considering the bids received from various Student Chapters during the year. Normally the bids are to be made in a specified format and at the time of the decision, the bids are also be presented before the Council and selection will be informed to the Students Chapter through the concerned Regional Centre / Principal of the College (if it is not affiliated to any Regional centre) in the preceding year.
3. The Host Chapter shall constitute an **Organizing Committee** consisting of a Chairman, Vice-chairman, Organizing Secretary and Treasurer from the Members of the IChE of that region / Teaching Faculty of the College / Professionals and Industrialists. The Joint Organizing Secretary from the Members of IChE Student Chapter, Chairman and Honorary Secretary of the Regional Centre concerned and other members / important local personalities nominated by the host chapter. The Organizing Committee can form Committees for various activities for proper conduct of **IChE-SCHEMCON**.
4. The Organizing Committee shall be responsible for raising the funds required, physical conduct of the Congress, and other related things. Lodging and other courtesy to all the members of the Council & Executive Committee of the Regional Centre. No registration fees should be charged for the Council Members & Executive Committee of R.C. The **OC** should also provide free Board & Lodging to the members nominated by the Honorary Secretary of **IChE/ RC**.
5. Hostel (or similar cheaper lodging) accommodation should be offered to the student members and participants of **IChE-SCHEMCON**.
6. The number of circulars for the **IChE-SCHEMCONs**, issued for providing general information to all student chapters of IChE / Departments of Chemical Engineering should be at least **2**.
7. The first circular should be released a few days before the preceding **IChE-SCHEMCON** **where the GST No.; CSR No. and 80G No. should be mentioned**.
8. The Chief Guest and other guests of honor for the inauguration of the Congress should be finalized in consultation with the concerned Regional Centre/HOD/Principal of the college.
9. The mode of transport for the delegates / invited guests from the Bus Stand/Railway Station/Airport should be clearly indicated in the circulars. There should be adequate arrangements for the transportation of delegates. To and Fro Railway Station/Bus Stand/Airport.
10. The Organizing Committee shall arrange for plant visits and cultural programs also preferably not to interfere with the main technical and lecture sessions.

11. The organizing committee shall ensure that abstracts of papers are received on time and only those of adequate standard are accepted for presentation and also that all papers are duly scrutinized and studied by the Chairmen and Co-Chairmen of the Technical Sessions. The abstracts are to be accompanied by a certificate from the HOD stating that the authors are bonafide students and the work / matter is done / collected by them only and not presented / published elsewhere.
12. The Organizing Committee shall appoint an Auditor preferably a Chartered Accountant, for conducting the audit of the accounts of income and Expenditure relating to the Congress as soon as possible after the Congress and the accounts of the Congress must be presented to the concerned Regional Centre or and also to the IChE Head Quarters.
13. **The Council in its 2nd meeting held on 29.02.2020 at Kolkata adopted the resolution that henceforth minimum amount of Rs. 2,00,000/- (Two lakhs) or 50% of the surplus whichever is higher should have to be paid to the Headquarters by the IChE-SCHEMCON organizer.**
14. **The hosting Student Chapter should submit an UNDERTAKING in Non-judicial Stamp Paper of Rs.100/- as stated in the BID.**

B) VARIOUS SESSIONS OF THE CONGRESS

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

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

I. INAUGURAL SESSION:

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

The decision of the President / Vice-President of IChE is final about the Agenda/People on the Dais /Physical arrangements for the Inaugural Session.

II. M P CHARY AWARD:

An outstanding young chemical engineer below 35 years of age is required to give a presentation on any advance topic of interest/case study/industrial achievement/ experience. The award carries M P Chary Medal and a prize money of Rs. 10,000/-.

III. TECHNICAL SESSIONS:

1. The student would only be allowed to present paper in Technical Session during SCHEMCON
2. For all the technical sessions, depending on the fields and subjects, the **OC** should select the persons (Chairman/Co-chairman) to chair the respective technical sessions and intimate them well in advance of the Congress.
3. Full papers should be handed over to the Chairman/Co-chairman before the start of the sessions.
4. Each Technical Session will have Technical lecturer/ lecture on career opportunities followed by paper presentations.
5. Apart from the Technical Sessions the OC can conduct Elocution, Essay writing, Quiz, Treasure hunt (technical) and Sports etc. for the participating students.
6. Provisions for the following items should be made in each room where the technical sessions would be held:

a	Overhead Projector	g	Public address system for lecture Halls for more than 30 persons
b	Slide projector & LCD	h	One person for operating the projectors
c	Screen	i	Glasses with water
d	pointer	j	One bell
e	Black board with duster and chalk	k	Volunteer (s)
f	Slip pads for writing the questions		

IV. CONCLUDING SESSION:

7. There should be a concluding session just after the last technical session for formal closure of the Annual Congress. The President, IChE and Honorary Secretary, IChE will be on the dais.
8. The Organizing Secretary of coming **IChE-SCHEMCON** will be requested to deliver his speech for upcoming **IChE-SCHEMCON**.
9. The name of the M. P Chary awardee is to be announced in this session whose award will be given in IChE-CHEMCON during the year.
10. The Organizers should select **best presentation (for your clarification, the criterion should be the style of presentation and NOT the subject matter of the paper)** by one male and one female Student and their names are to be announced in this session whose award will be given in IChE-CHEMCON during the year.
11. After the end of the **IChE-SCHEMCON** the Organizing Committee should submit a report on the conference within a month to the Council and the audited statement of accounts certified by the Chairman and the Secretary of the Organizing Committee through concerned Regional Centre/HOD/Principal of the college.
12. Soft copy of all the technical paper received and presented in the congress should be sent to the Headquarters immediately.
13. The Organizing Secretary, based on the recommendations of the Chairpersons of Technical Sessions, should forward to the Honorary Secretary, IChE, **the names and contact details of the authors of the Best Technical Papers (with full papers-10 nos.) presented** in the respective sessions of IChE- SCHEMCON as well as individual Sessions.

C) FINANCE :

1. The Organizing Committee shall immediately on formation proceed to draw up the budget estimate for the IChE-SCHEMCON, programme and time schedule for the Congress.
2. The Organizing Committee shall open a separate bank account with a local public sector bank under the name of the account as the "**IChE-SCHEMCON- (Year)**". The account shall be operated by any two of the following :
 - Chairman, Organizing Committee
 - Secretary, Organizing Committee

Treasurer, Organizing Committee
Coordinator, IChE Student chapter

3. The IChE will contribute **Rs.25, 000** (Rupees twenty five thousand only) to the Student Chapter conducting **IChE-SCHEMCON**. The required finances are to be raised by the **OC** in terms of Advertisements, Sponsorships, Donations from the Industry, Trade etc. The Student Chapter shall submit the Report with in 15 days after conduct of the Congress to the IChE and a copy to the concerned Regional Centre for the perusal of the Council and Executive Committee of IChE and Regional centre respectively.
4. The Council decided in its 6th (last) Meeting on 27.12.2020 at Hyderabad that henceforth submission of Bank Account Closing Certificate to the Regional Centre and Headquarters should be mandatory within **Six months** after completion of any programmes like CHEMICON/ SCHEMCON.

D) INSTRUCTIONS TO AUTHORS:

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

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

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

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

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

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

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

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

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

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