
Bureau of Indian Standards

Doc. No.: TNMD/SC/01 Issue: May, 2022**Guidelines for Standards Clubs****1. Introduction**

- 1.1 Children are the future and form the foundation on which a strong, vibrant and dynamic nation is built. The values children are exposed to in their formative years get inculcated in their young minds and serve as a force multiplier that has the capacity to transform the future of a nation. Quality consciousness, based on standardization, is one of the pillars of accelerated economic development and priming students to appreciate the significance of quality, standards and standardization can serve as a catalyst to improve societal awareness on these subjects.
- 1.2 BIS has taken the initiative of creating Standards Clubs in educational institutions comprising teachers and students as members. Through a variety of activities under these Clubs, young talents get learning opportunities in the field of quality and standardization. Teachers have an important role in the activities of the Clubs and would serve as beacons of light, guiding and motivating students to channelize their creativity and enhance their scientific temperament. Though in its nascent stage, the Standards Clubs have already garnered prominence and are being enthusiastically promoted by educational institutions to supplement and improve the schooling experience of students and provide opportunities to better their professional and personal growth.

2. Scope

- 2.1 These guidelines apply to Standards Clubs formed in any educational institution in India comprising teachers and students.

Note 1 - High & Higher Secondary schools, engineering colleges, science colleges, polytechnics, professional institutions

Note 2 – Students would mean students of class IX and above and studying science subjects.

- 2.2 Consumer Organizations/Non-Government Organizations/Voluntary Organizations (COs/NGOs/VOs etc.) registered on the Consumer Engagement Portal of BIS can also facilitate the formation & functioning of above Standards Clubs in Educational Institutions other than Engineering Institutions. Such Organization would be required to follow these guidelines and would be entitled to get reimbursement of administrative expenses as per Clause 5.4 (d), (e) for facilitating activities of the Clubs as defined in Clause 4.4. Terms of engagement of COs/NGOs/VOs would be as given at Annex 1.

3. Creation of Standards Clubs

- 3.1 Standards Clubs shall comprise of the following:
- i) **Mentor** - One Science Teacher for Class IX to XII or Lecturer & above for Science or Engineering Subjects
 - ii) **Student Members**– Regular Students of the Educational Institution studying in Class IX to XII, Science Stream or Students who are pursuing Science/Engineering degree or

diploma courses in Colleges or other Professional Institutions. A minimum of 15 Student Members shall be required to form a Standards Club.

- 3.2 The Mentor shall be nominated by the Principal or Head of the Institution for a period of two years and may be re-nominated further at the discretion of the Institution. The Student Members may be selected by the Mentor based on their aptitude and willingness and may be retained with the Club till their enrolment in the Educational Institution continues. The Educational Institution shall maintain the record of the Mentors and the Student Members of the Standards Club as prescribed in the Proforma (Annex 2 and 3).

3.3 Standards Club Core Group

The activities under each Standards Club should be coordinated by a Core Group comprising its Mentor and a Student Leader and three Student members. The Student Leader and three members for the core group will be nominated/updated by the Mentor. In case, the Club comprises more than 50 students the Core Group may have a maximum of six members in addition to the Mentor and the Student Leader.

4. Activities under the Standards Club

- 4.1 The Standards Club may carry out a variety of student-centric activities aimed at providing them opportunities for learning on the themes of Quality and Standardization. Such activities may be undertaken within the Institution or outside as stand-alone programmes or as part of other programmes of the Institutions such as Annual Day, School Fair, Exhibitions, Teachers' Day, etc.
- 4.2 The Mentors should organize regular and adequate number of meetings of the Standards Clubs for imparting knowledge to the Student Members about Standardization, Quality and the structure and content of standards.
- 4.3 Each Standards Club in Engineering Institutions should organize at least two or more programmes in an academic year, at least one each on the following two themes:
- i) Competition on writing Standards
 - ii) Workshops / Seminars on specific standards, workshops on areas for developing new standards, industry-oriented projects on standards, etc.
- 4.4 Each Standards Club in institutions other than Engineering Institutions should organize at least three programmes in an academic year on the following themes:
- i) Awareness Programmes - Seminars and Workshops on Quality and Standards related subjects and their role in the upliftment of quality of life and economic development.
 - ii) Competitions such as Quiz, Essay-writing, Debate etc. on Quality and Standards ecosystem
 - iii) Competition on writing Standards
- 4.5 The activities under the Standards Clubs may be facilitated by the COs/VOs/NGOs which are authorized to do so as per Clause 2.2 and the terms and conditions given under Annex 1.

5. BIS Support to Standards Clubs

- 5.1 **General Support** - Educational Institutions, after creating Standards Clubs, should share the details with the nearest BIS Branch Office (BO) in the prescribed Proforma (Annex 2 and 3).

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

- a) Share details of the BIS official nominated to liaise with the Standards Club.
- b) Organize initial orientation training for the Mentor at Branch level in physical or virtual mode, as deemed useful.
- c) Coordinate with the Club for the design and execution of its various activities.
- d) Provide audio-visual and other materials, as deemed necessary, for activities of the Clubs.
- e) Invite and involve members of Standards Clubs in special programmes organized by BIS.

5.2 It shall be the responsibility of the Mentor of the Standards Club 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.

5.3 The Educational Institutions may also avail the facility of BIS Mobile Science Vans as and when the activities under Standards clubs are undertaken. The exhibits and the display/audio/video materials on the Mobile Science Vans may be made accessible to the members of the Club as well as all the other students and teachers of the educational institution so as to create awareness and inquisitiveness about quality and standards. For availing Mobile Science Vans facility, the educational institute may approach the Branch Office under whose jurisdiction it is operating.

5.4 Financial Support

- a) Financial support will be provided by BIS to the Standards Clubs for conduct of activities as identified in Clause 4.3 and 4.4 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 Standards Clubs in Engineering Institutions would be limited to a maximum amount of Rs 100,000/- per year, subject to the condition that at least two activities must be organized every year as given at Clause 4.3 above. Standards Clubs 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 Club as per Clause 5.2 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 Standards Club. The Club 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) The financial support for Standards Clubs in institutions other than Engineering Institutions would be limited to Rs 10,000/- maximum, for each of the three activities in a year for each Standards Clubs as per Clause 4.4 above. The financial support can be utilized for expenditure towards refreshments, banner, poster, stage preparation, transportation,

stationery and prizes for competition activities. The prizes to be distributed as per the break-up below. As and when any proposal is received from the Club as per Clause 5.2 and is approved by the Head of the BIS BO, an amount of Rs. 5,000/- would be released as advance to the Standards Club. The Club 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.

1st Prize	=	Rs 1000/-
2nd Prize	=	Rs 750/-
3rd Prize	=	Rs 500/-
Consolation Prize	=	Rs 250/-

- d) In case any CO/NGO/VO is associated to facilitate the activities of any Standards Club as per Clause 4.4 above, then, to cover their administrative expenses, the CO/NGO/VO will be provided financial support of an amount equal to 20% of the finalized financial support, provided for the particular activity of the Club.
- e) Financial support to the educational institutions and the CO/NGO/VO, associated, if any would be in addition to such expenditure which BIS may incur for the programmes/activities initiated by it and conducted at BIS or at educational institutions or at any other location(s) even if it is related to Standards Club.
- f) Advance of any subsequent activity would be released only after settlement of the expenditure incurred for the previous activity.
- g) In case of physical training of the Mentors and members of Standards Clubs 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. For residential programmes, the boarding and lodging would be arranged by BIS as per extant guidelines.

6. Reporting & Review of Activities

- 6.1 The Mentors should submit a detailed report of the activities undertaken by the Clubs. 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 Standards Club on the Consumer Engagement Portal and it will be accessible to all the Standards Clubs.
- 6.3 BIS may derecognize any Standards Club if it fails to conduct a single activity in an academic year, except for reasons beyond its control.

- 6.4 The Standards Club 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 4 shall be obtained from the Standards Club during the recognition to this effect.
- 6.5 BIS would felicitate five best performing Standards Clubs in institutions other than Engineering Institutions in every Branch Office every year. For this purpose, the performances of Standards Clubs would be assessed against pre-defined criteria based on no. of student members enrolled, extent of participation by the Members, activities undertaken by the Club, overall impact etc. The felicitation would be grant of lab equipment to supplement science labs of the institutions of amount upto Rs. 50,000/-.

7 Certificates

- 7.1 Certificates may be issued to the Mentors and Student Members of the Standards Clubs as and when they leave the educational institution and the Club for any reason, provided the Mentor and the Student Member has been part of the Club for at least one academic year.
- 7.2 Certificates may also be issued to the Student Members of the Club as and when they participate in Club 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 institution. 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. **Alumni of Standards Clubs** – BIS would maintain record of all the approved Standards Clubs and all its Mentors and Student Members. As and when the Mentors and Student Members leave the Standards Club, they would be enlisted as Alumni of BIS Standards Clubs, provided they have been part of the Club 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 Standards Clubs fraternity.

Annex 1

Terms of Engagement of COs / NGOs / VOs for Standards Clubs

1. A consumer Organization / NGO / Voluntary Organization desirous of participation in the formation and/or operation of Standard Clubs must be registered with NGO Darpan of Niti Aayog and subsequently with Consumer Engagement Portal of BIS.
2. The organization must have the experience of working in the Education Sector and/or for the promotion of Science & Technology.
3. The application for the participation in the formation of new Standard Clubs or operation of the existing Standard Clubs shall be submitted online through BIS Consumer Engagement Portal under the Login Id of its authorized person.
4. The interested organization may suggest new institutions or choose from amongst the institutions identified by BIS for the formation and/or operation of Standard Clubs. The organization may apply for participation in the formation and/or operation of as many Standard Clubs as it intends to support. However, the organization is not eligible for operating a Standards Club in any Engineering Institution.
5. The consent of the head of the institution concerned must be obtained and submitted along with application.
6. Application would be assessed by a Branch Office level Committee constituted for the purpose. The assessment would be based on the geographical area of operation, manpower & other resources available, experience to work at the proposed scale of participation.
7. The decision of the Branch Office in respect of the application and the no. of institutions assigned to the organization shall be final.
8. Release and utilization of funds shall be governed by the provisions of these guidelines.
9. The organization shall submit the Report of Completion of any activity under the Standards Club duly signed jointly by its authorized person and the Head of the Institution.
10. The CO/NGO/VO concerned shall be bound to follow the instructions issued by BIS regarding the conduct of Standard Club activities.
11. The CO/NGO/VO shall also be duty-bound to depute its person(s) to attend the training programmes/workshops/seminars/meetings organized by BIS in connection with the working of Standard Clubs. Such participant(s) 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. For residential programmes, the boarding and lodging would be arranged by BIS as per extant guidelines.
12. The CO/NGO/VO shall not combine the activities of Standard Club with any other activity/programme of its own unless with the prior approval of BIS. There shall be no bar, however, on the use of the platform of the Standard Club for the conduct of activities aimed at the promotion of science and technology.
13. It shall be mandatory for the CO / NGO / VO concerned to mention in the publicity / promotional materials related to the Standard Club that the activity is being done / was done in collaboration with BIS.
14. There shall be no bar on the CO/NGO/VO using its involvement in the activities of Standard Club in its publications. It shall, however, necessarily share a copy of such publications with BIS.

Annex 2

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Details of Standards Club

Sl. No.	Description	Input
A. Institution Details		
1.	Full Name of Educational 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	School (including Jr. / Inter Colleges)Engineering College/Science College /Polytechnics/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 3

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Members of Standards Club

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

Sign of the Mentor

Institute Stamp

Annex 4

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FORMAT OF UNDERTAKING TO BE EXECUTED BY THE MENTOR OF STANDARDS CLUB AT THE TIME OF RECOGNITION
(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/KuStandards Club, (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 Standards Clubs approved by the Director General of the Bureau.

2. WHEREAS the said Standards Club is eligible for drawing an advance amount. towards financial support for each of the activities of Standards Club, on the terms and conditions specified in the Guidelines.
3. Now, the Standards Club hereby agrees that whenever it received advance from the Bureau for conduct of any activity of the Club, 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 Standards Club; 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 Standards Club is derecognized by the Bureau.
4. It is hereby further agreed and declared that the said Standards Club 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 Standards Club only for the purpose or purposes for which the amount was sanctioned.
5. IN WITNESS WHEREOF these presents have been executed by the Standards Club on the day and year first above written.
6. The Standards Club 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: