
Bureau of Indian Standards

Guidelines on 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 In recent years, Standards Clubs have garnered prominence and are being enthusiastically promoted by educational institutions to help improve the schooling experience of students and provide opportunities to better their professional and personal growth. BIS intends to support such activity by providing learning opportunities to young talents in the field of quality and standardization through mutually beneficial collaboration in the form of Standards Clubs in Educational Institutions. Teachers would have an important role in this activity and would serve as beacons of light, guiding and motivating students to channelize their creativity and enhancing their scientific temperament.

2. Scope

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

Note 1 - Educational institutions would include High & Higher Secondary schools, colleges, professional institutes and such institutes which provide vocational courses.

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

- 2.2 NGOs/Consumer Groups can submit proposals to BIS for functioning of Standards Clubs in schools, in compliance with the instructions given in the Guidelines, on a no-profit, no-loss basis.

3. Creation of Standards Clubs

3.1 Educational Institutions may create Standards Clubs comprising of the following:

- i) Mentor (1) – Science Teacher for Class IX to XII/Lecturer for Science or Engg. Subjects
- ii) Student Leader (1) - One student selected by the Mentor from the members of the Standards Club, leader of the Student Core Group.
- iii) Members (Minimum 15) – Regular Students of the Institution

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 students including the Student Leader may be selected by the Mentor based on their aptitude and willingness and may be retained on the Club till their enrolment in the Institution continues. Record of the members of the Standards Club should be maintained on the prescribed proforma. Since the financial support by BIS to Standards Club will be provided to Mentor for its appropriation, the Mentor is required to have a bank account for the purpose, to be operated by him at the time of recognition of Standards Club.

3.3 Standards Club Core Group

The activities under each Standards Club would be coordinated by its core group which should consist of the Mentor and of a leader and three members from amongst the students of the club. In case, the club comprises more than 50 students the core group may have a maximum of six members.

4. Activities under the Standards Club

4.1 The Standards Club may carry out a variety of programmes involving students providing them opportunities for creativity on the themes of quality and standardization. The activities may be undertaken within the Institution and outside as stand-alone programmes or part of other programmes of the institutions such as Annual Day, School Fare, Exhibitions, Teacher's Day, etc.

4.2 Each Standards Club should organize at least three programmes in an academic year on the following themes:

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- i) Awareness Programme - Seminars and Workshops on Indian Standards and their role in the upliftment of the quality of life and economic development.
 - ii) Standard-writing competition.
 - iii) Competitions on Standards & Quality issues - Quiz, Essay writing and Debate.

5. BIS Support to Standards Clubs

5.1 **General Support** - Educational Institutions, after creating Standards Clubs, will share the details with the nearest BIS Branch Office (BO) in the prescribed proforma (Annex 1 and 2) on the Consumer Engagement Portal of e-BIS. The Head of the BIS Branch Office would acknowledge it and initiate actions for providing support in the following manner :

- 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 and refreshment training subsequently in physical or virtual mode, as deemed useful.
- c) Coordinate with the Club for the design and execution of the activities.
- d) Provide audio-visual materials required to help the Club organize planned activities.
- e) Involve members of the 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 at least fifteen days in advance to the Head, Branch office for approval. It is necessary also for the Branch Office to make necessary preparations to support the activity.

5.3 Financial Support

- a) BIS would provide financial support for activities of the Standards Club from its own funds under the appropriate Budget head.
- b) The financial support would be Rs. 10,000/- maximum for each of the three activities in a year for each Standards Club, item-wise break up of which is as follows:

Break up of Expenditure (100 Participants)

- 1. Tea & Snacks @ Rs. 30 x 100 = Rs. 3000/-
- 2. Poster, Banner & Stage Preparation = Rs. 2000/-
- 3. Stationary Items = Rs. 2000/-
- 4. Prizes = Rs. 3000/-
 - 1st Prize = Rs. 1000/-

2nd Prize	= Rs. 750/-
3rd Prize	= Rs. 500/-
Three Consolation Prize	= Rs. 250/- x 3 = Rs. 750/-

- c) Expenditure for the programmes and activities initiated by BIS conducted at BIS or other locations would be met from the budget available with the particular BIS office and be separate from the funds for Standards Club.
- d) An amount of Rs. 5000/- would be released to the Standards Club along with the acknowledgement of its formation and rest 50% or the remaining part of actual expenditure, whichever is less, will be reimbursed on the submission of the expenditure statement, indicating item-wise expenditure, duly signed by the Mentor and the student leader, and counter signed by the Head of Institution. The amount will be transferred to the account of Mentor of the Standards Club via electronic mode.
- e) An amount of Rs. 5000/- would be released for undertaking the next activity immediately on the receipt of the Expenditure Statement, unless there is a report of unsatisfactory conduct of the Club under investigation. The amount will be transferred to the account of Mentor of the Standards Club via electronic mode.
- f) In case of physical training of the Mentor and members of Standards Club at NITS, BIS would reimburse the cost of travel subject to a maximum of Train Fare by AC 2 Tier and stay arrangement would be provided at NITS. In case, training is held at locations other than NITS, BIS would arrange for the stay.

6. Reporting & Review of Activities

- 6.1 The Mentor should submit a detailed report of the activity conducted in their institute 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 a Standards Club if it fails to conduct a single activity in an academic year, except for reasons beyond its control.

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- 6.4 It shall be the responsibility of the Standard Promotion Officer or the officer designated as the Liaison Officer to contact the Club if it fails to conduct the first activity to understand the problems and for extending necessary support, and issue a warning if it fails to conduct even the second activity.
- 6.5 The Standards Club shall be duty-bound to refund the unutilised amount if it is derecognised 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.
- 6.6 Three best performing Standards Clubs in every Branch Office shall be suitably felicitated every year. Each branch office is required to assess and compare the performance of Standards Club under its jurisdiction based on clearly defined parameters, through an Evaluation Committee constituting of two officers at each branch.

Annex 1

TNMD/SC/1 Issue: Mar 2021

Standards Club

Sl. No	Description	Input
A. Institution Details		
1.	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	
B. Mentor Details		
7.	Name of Mentor	
8.	Email ID	
9.	Contact Number	
10.	Subjects & Class Taught	
11.	Mentor Account No and IFSC Code	
C. Students' Details (Separate Sheets as per proforma)		

Date:
Place:**Sign and Stamp**
Head of the Institution

Annex 2

TNMD/SC/2 Issue: Mar 2021

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.					

Sign of the Mentor

Annex 3

TNMD/SC/3 Issue: Mar 2021

Monthly Activity Report Format

List of SCs created during the month in the BO

S No	RO	BO	Institute Name	Mentor Name	Mentor Contact No.	Mentor Email ID	Date of Creation

Details of programs and activities conducted during the month in the BO

S No	RO	BO	Institute Name	Date of Activity	Type of Activity	Topic of Activity	Brief about activity	Program Language	Expenditure Incurred

Annex 4

TNMD/SC/4 Issue: Apr 2021

FORMAT OF UNDERTAKING TO BE EXECUTED BY THE MENTOR OF STANDARDS CLUB AT THE TIME OF TAKING ADVANCE FOR AN ACTIVITY
(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 the Mentor, 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 has submitted the details of the programme to the Head of Branch Office of the Bureau. As per the Guidelines, the Standards Club is eligible for drawing an amount of Rs. 5,000/- (Rupees Five Thousand Only) as an advance towards the total financial support of maximum Rs. 10,000/- for each of the three activities in a year for each Standards Club, on the terms and conditions specified in the Guidelines.

3. Now, it is hereby agreed by the said Standards Club that, in consideration of the sum of Rs. 5,000/- (Rupees Five Thousand Only) given as advance by the Bureau, the Standards Club has agreed to 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:	Authorized Signatory (Mentor)
..... Signature of Witness Signature of Mentor
Name:	Name:
Address:	Address:
Id:	Id:
Mobile No.	Mobile No.
	Seal: