

CONSTITUTION & BYE-LAWS



The Institution of Engineers, Bangladesh
Headquarters : Ramna, Dhaka-1000

***CONSTITUTION
OF
THE INSTITUTION OF ENGINEERS, BANGLADESH***

REGISTERED UNDER ACT XXI OF 1860

**As revised and approved by the Council of
the Institution of Engineers, Bangladesh at
its meeting held on the 12 March, 1972
and subsequently amended by the
Council and approved by the
Annual General Meetings
from time to time**

**(Latest amendments approved in the 65th Annual General Meeting held
on 12th May, 2024**

The Institution of Engineers, Bangladesh
Headquarters: Ramna, Dhaka- 1000

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COPY

Certificate of Filing

IN THE OFFICE OF THE REGISTRAR OF JOINT STOCK COMPANIES
BANGLADESH

IN THE MATTER OF INSTITUTE OF ENGINEERS
PAKISTAN

Certified that the under mentioned document(s) has/have this day been filed/
Registered/ recorded pursuant to the provisions of the Society Registration Act XXI
of 1860 on the 7th July, 1972. Special resolution passed on the 12th March, 1972 for
changing the name of the society from Institute of Engineers, Pakistan to The
Institution of Engineers, Bangladesh.

Sd/- Muhammad Ali
Registrar of Joint Stock Companies
Govt. of The People's Republic of Bangladesh
Dhaka

COPY
No. p-58 (2)/48
Government of Pakistan
Ministry of Industries
Karachi, the 26th No. 1952

To
The Secretary
The Institute of Engineers Pakistan (Dacca)

Subject : Government recognition of the Institute of Engineers (Pakistan).

Sir,

I am directed to refer to your letter No. X/236/IEP. dated the 29th August, 1952 on the above subject and No. X/286/IEP, dated the 24th September. 1952. enclosing copy of the Constitution of the Institute of Engineers. Pakistan as ratified by the latter and to convey the approval of the Government of Pakistan to this Constitution. Government are further pleased hereby to recognize the Institute of Engineers (Pakistan) as a representative body of qualified Engineers.

Your obedient Servant

Signature

(Manzur Ahmed)
Officer on Special duty

Copy
C/112

SEAL

Certificate on Registration of Societies
Act XXI of 1860

No 116/26 E.B. of 1948-1949

*I hereby certify that the Institute of Engineers, Pakistan has this day been registered
under the Societies Registration Act XXI of 1860.*

*Given under my hand at Chittagong, this Seventh day of May. One thousand Nine
hundred and Forty Eight.*

SEAL

sd/- Illigible
Registrar of Joint Stock Companies
East Bengal

The Constitution of The Institution of Engineers, Bangladesh

Preamble

Whereas several persons desirous of being formed into a Society in pursuance of Act XXI of 1860 applied on 7th May, 1948 under their respective signatures for registration of the Association under the name and style “The Institution of Engineers, Pakistan”;

And whereas “The Institute of Engineers, Pakistan” was registered together with the Memorandum of Association and Bye-Laws thereof by the Registrar of Joint Stock Companies, East Bengal under No. 116/26 E.B. of 1948-49, dated the 7th May, 1948;

And whereas after registration “The Institute of Engineers, Pakistan” having its Headquarters at Dacca in Pakistan became a Corporate body under the Act together with all rights and liabilities thereof under the Constitution of “The Institute of Engineers, Pakistan” and the Bye-Laws made thereunder.

And whereas The Institution of Engineers (India), registered under the Indian Companies Act, 1913 and incorporated by a Royal Charter in 1935 existing immediately before the 14th of August 1947 having its jurisdiction throughout India, has now its jurisdiction limited within the territory under the sovereignty of the Government of the Republic of India and had no successor other than “The Institute of Engineers, Pakistan” anywhere within the territory forming former Pakistan;

And whereas “The Institute of Engineers, Pakistan” as entitled to all rights or interests as might have accrued to or as might have deemed to accrue to the same as the duly and legally constituted successor of “The Institution of Engineers, India” in former Pakistan;

And whereas the Constitution of “The Institute of Engineers, Pakistan”: as originally framed in 1948 was amended and revised in 1952 and was also approved of by the Government of former Pakistan **vide letter no. P0-58 (2)/48 of the Ministry of Industries dated 26th November, 1952.**

And whereas the Annual General Meeting held at Dacca on 14th December, 1962 resolved to appoint a Committee comprising of two Vice-Presidents and the outgoing President for finalising the Constitution and submitting it to the President for his assent.

And whereas the Committee after due deliberation finalised the Constitution and the President gave his assent to the Constitution for its adoption with effect from 1st July, 1964.

And whereas the Bye-Laws “The Institute of Engineers, Pakistan” were also amended and revised in the light of the amended Constitution in the Annual General Meeting held at Dacca in July 1958 and at its adjourned Extra Ordinary General Meeting held at Dacca on 20th December, 1965 and were further amended by the Council at later dates.

And whereas “The Institute of Engineers, Pakistan” further amended the Constitution approved in the Annual General Meetings held on 1st July, 1964, 5th November, 1968 and 20th December, 1970 at Dacca, Islamabad & Peshawar respectively;

And whereas the Council of “The Institute of Engineers, Pakistan” at its 121st Meeting held on the 26th December, 1971 at 3-00 P.M. at its Headquarters at Dhaka proposed under provision of the article 53 of the Constitution to change the name of “The institute of Engineers, Pakistan” and to rename it as The Institution of Engineers, Bangladesh and appointed a Committee to draft necessary amendments and authorised the Honorary General Secretary to circulate the proposed draft amendments among all the Corporate Members to elicit opinions;

And whereas the Council of “The Institute of Engineers, Pakistan” at its 122nd Meeting held at Headquarters at Dhaka on the 12th March, 1972 at 9-00 A.M. scrutinized the draft amendments of the Constitution submitted by the Committee, reviewed the opinions and further amendment proposals submitted by the Corporate Members, in response to the notice issued by the Honorary General Secretary on the authority of the 121st Council Meeting and finally recommended the draft amendments of the Constitution of “The Institute of Engineers, Pakistan” with few corrections in the text, to the Extra-Ordinary General Meeting of “The Institute of Engineers, Pakistan”.

And whereas “The Institute of Engineers, Pakistan” at its Extra-Ordinary General Meeting held on the 12th March, 1972 at 3-00 P.M. at Dhaka **approved the amendments recommended by the Council and gave themselves this Constitution.**

Now therefore, this Constitution of “The Institution of Engineers, Bangladesh” comes into effect from this day the 12th March, 1972.

Chapter-I

STATUS

1. Name

The name of the Institution is “The Institution of Engineers. Bangladesh” hereinafter called The Institution or IEB.

2. Location

The Registered Office, called Headquarters of the Institution shall be located in Dhaka.

3. The Status of The Institution

The persons who are now Corporate Members of The Institution and all such persons as may hereafter become Corporate members of The Institution shall forever hereafter, so long as they continue to be such Corporate Members, be one Body Corporate by the name of “The Institution of Engineers, Bangladesh”, and a Common Seal with power to break, alter and make a new the said Seal from time to time at their will and pleasure and by the same name shall and may sue and be sued in all the courts, and in all manner of actions and suits, shall have power to do all other matters and things incidental to appertaining to a Body Corporate including the power to take and hold lands, tenements, hereditaments or any interest in any lands, tenements, hereditaments, whatsoever in Bangladesh and abroad for the purpose of the Institution and power to sell, let on lease, alienate or otherwise dispose of the same or any part thereof.

Chapter-II

AIMS AND OBJECTIVES

4. Aims and Objectives

The Aims and Objectives of the Institution are :

- (a) To build Better World
- (b) To promote and advance the science, practice and business of engineering in all its branches throughout Bangladesh and abroad.
- (c) To promote efficiency in the engineering practices and profession.
- (d) To regulate the professional activities and assist in maintaining high standards in the general conduct of its members.
- (e) To lay down professional Code of Ethics and to make it mandatory for its members to abide by the same in their professional conduct.
- (f) To help in the acquisition and interchange of technical knowledge among its members.
- (g) To promote the professional interests and social welfare of its members.
- (h) To encourage original research in engineering and conservation & economic utilization of the country's materials and resources.
- (i) To foster co-ordination with similar institutions in other countries and engineering universities, institutions and colleges in Bangladesh and in other countries, for mutual benefits in furthering the objects of The Institution.
- (j) To diffuse. among its members information on all matters affecting engineering and to encourage, assist and extend knowledge and information connected therewith by establishment and promotion of lectures. discussions or correspondence, by holding of conferences, by publication of papers, periodicals and journals, proceedings, reports, books. circulars and maps or other literary undertaking by encouraging research works or by the formation of library or libraries and collection of models, designs, drawings and other articles of interest in connection with engineering or otherwise whatsoever.
- (k) To promote the study of engineering with a view to disseminating information obtained, for facilitating scientific, engineering and economic development of Bangladesh.
- (l) To establish, acquire, carry on, control or advise with regard to Universities, colleges or other educational establishments where students and apprentices may obtain sound education and training in engineering on such terms as may be set by The Institution.
- (m) To encourage. regulate and elevate are the technical and general knowledge of persons engaged in or about to be engaged in engineering or in any employment, manual or otherwise, in connection therewith and with a view thereto to provide for holding of classes and to test by examination or otherwise the competence of such persons and to institute and establish professorships, studentships. scholarships of competency whether under any Act of the Government of Bangladesh or Local Government under the Bye-Laws of The Institution regulating the conduct and qualification of Engineers or otherwise whatsoever.

- (n) To co-operate with various Government agencies and Industrial and Commercial enterprises connected with engineering and advising them in matters concerning the profession and practices of engineering and promotion of technical education.
 - (o) To encourage inventions and investigate & make known their nature and merits.
 - (p) To arrange and promote the adoption to equitable forms of engineering contracts and other documents to encourage settlement of disputes by arbitration and to act as and nominate arbitrators and umpires on such terms as may be expedient.
 - (q) To promote just and honorable dealings and to stop malpractices in engineering.
 - (r) To do all such other acts and things as are incidental or conducive to the above objects or any of them
5. With a view to the better attainment of its objectives. The Institution shall use its best endeavor to establish Centres. Sub-Centres and Students Chapters in various areas in Bangladesh and Overseas Chapters in overseas countries and take other steps for the benefit of members in such manner as the Bye-Laws for the time being to The Institution shall prescribe.
6. VOID
7. The whole property of The Institution is vested solely and absolutely in members thereof and that shall have full power and authority to sell, alienate, charge or otherwise dispose of the same as they think proper, but no sale or mortgage, encumbrances or other disposition of any property, lands, tenements, belongings to The Institution shall be made except with the approbation and concurrence of a General Meeting. Under no pretence whatsoever, an such property or effects or the income or revenue derived from voluntary contributions or otherwise be applied in making any dividend, gift or bonus between any of the members and the same is hereby expressly prohibited provided that it shall be lawful for the Council to grant honorarium to a member who has rendered or has been rendering special service to The Institution.
8. No resolution or Bye-Laws shall on any account or pretence whatsoever be made by The Institution in opposition to the general scope, true intent of the Laws of Bangladesh and if any such rules and Bye-Laws are made, the same shall be absolutely null and void.
9. The Institution shall not carry on any trade or business or engage in any transaction with a view to pecuniary gain or profit of the members thereof No member shall have any personal claim on any property of the Institution or shall be paid or transferred directly or indirectly by way of dividend or bonus or otherwise, whatsoever, by way of profit to the members of The Institution.

Chapter-III

MEMBERSHIP

10. Membership

- (a) Membership of The Institution shall consist of two classes
 - i) Corporate and
 - ii) Non-Corporate
- (b) Only Corporate Members shall have the right to vote, to requisition meetings and to be elected to the Council. Corporate Members shall be divided into:
 - i) Fellows and
 - ii) Members
- (c) Non-Corporate members shall be divided into five categories. viz.
 - i) Honorary Members
 - ii) Associate Members
 - iii) Students
 - iv) Affiliates and
 - v) Subscribers.

11. Abbreviated Titles

Fellows, Members & Associate Members shall be entitled to use the title “Engr.” before their name.

Members shall be entitled to the exclusive use after their names the following abbreviated designation to indicate the class of Membership

Honorary Members	Hon. MIEB
Fellows	FIEB
Members	MIEB
Associate Members	AMIEB
Affiliates	Aff. IEB

No person who has ceased to be a member of The Institution is entitled to make use of the title or any designation.

Any person, who is not a member or ceases to be a Member of The Institution, using any of the above designations may be liable to legal action.

12. Honorary Members

(a) Persons of acknowledged eminence in engineering or science related thereto, but who are not engaged in the practice of that profession, the conferment of this distinction may, in exceptional cases, be for life time.

(b) Persons of distinction whom The Institution desires to honor for services rendered thereto, or whose association therewith is deemed to be of benefit to The Institution. Head of the State or Government of Bangladesh or any other country may be elected in the Annual General Meeting on the recommendation of the Council as Honorary Members during the tenure of their respective offices.

(c) Persons with high educational qualification and occupying a prominent position in any profession or society who shall either have made some noteworthy contribution to the science, engineering, art, literature, social sciences, environment etc. or shall have materially advanced the practice of engineering, science and/or socio-economic & cultural advancement of the society may be elected in the Annual General Meeting on the recommendation of the Council as Honorary Members.

13. Fellows

Every candidate for admission into The Institution as a Fellow or transfer from a Member to a Fellow shall produce evidence satisfactory to the Council that he fulfils the following conditions:

- (i) Age: He shall not be less than 37 (thirty-seven) years of age.
- (ii) Occupation: He shall be engaged in the profession of engineering after having held before his application for election or transfer, a position of high responsibility.
- (iii) Qualification: He shall have one of the following qualifications:

A. (i) He shall be a Member of The Institution for at least 5 (five) years.

(ii) He shall have at least 12 (twelve) years experiences in a position of responsibility in teaching, research & development, design, planning engineering management and/or the execution of important engineering works substantiated through a detailed report of 2000 words on experience demonstrating competencies and applicants' abilities and recognized training record for last two years, which will be assessed by Membership Committee Assessment Team.

Or

B. (i) He shall have fulfilled conditions necessary for Membership.

(ii) He shall have had suitable education and training in engineering and shall have at least 20 (twenty) years experience in a position of responsibility in teaching, research & development, design, planning, engineering management and/or execution of important engineering works and substantiated through a detailed report of minimum 2000 words on experience demonstrating competencies and applicants' abilities and recognized training record for last two years, which will be assessed by Membership Committee Assessment Team.

14. Members

Every Candidate for election to the class of Member or transfer from an Associate Member into this class shall produce evidence satisfactory to the Council that he fulfils the following condition:

- (i) Age: He shall not be less than 27 (twenty-seven) years of age, on the date of application.

- (ii) Occupation: At the time of his application for election he shall be actually engaged in teaching, research & development, design, planning, engineering management and/or the execution of engineering works.
- (iii) Qualification: Qualification recognized by the Institution and included in the rules and syllabi shall be accepted for various classes of membership. Other qualification may be accepted in consultation with the Equivalence Committee and

A. He shall be an Associate Member or have passed Section 'B' Examination of The Institution, followed by at least 2 (two) years experience under a Corporate Member of which he shall have at least one year's experience in engineering activities.

Or

B. He shall have completed a course of studies in engineering leading to a degree recognised by the Council or as exempting him from Section "A" & "B" Examinations of the Institution and shall have at least 3 (three) years practical experience after graduation under the guidance of a Corporate Member or a teaching experience of 3 (three) years. Post Graduate Studies leading to a Master and Doctor of Engineering degrees from a recognised educational institution shall be counted as one and three years practical experience respectively.

Or

C. He shall have a Master or Doctor of Engineering Degree from a recognized educational institution after having his Bachelor Degree in any allied subject and shall have four and two years of practical experience respectively in the field of engineering activities.

D. Recognised training record for the last (02) two years to be submitted with a report of minimum 1500 (Fifteen hundred) words demonstrating competencies and applicants abilities, which will be assessed by Membership Committee Assessment Team.

15. Associate Members

Every candidate for attachment to The Institution as an Associate Member or for transfer from Student to this class shall satisfy the following conditions:

Qualification: He shall have completed a course of studies in engineering leading to a degree and shall have received such degree recognized by the Council and other qualification may be accepted in consultation with the Equivalence Committee.

Or

He shall have passed the Section "B" Examination of The Institution of Engineers, Bangladesh which is included in the Rules and Syllabi for Associate Membership and Membership Examination or of any other Institution or Society, the Examinations of which are recognized by the Council. He shall have to submit the following information with the application form: Date of Birth, Nationality, Fathers name, Mothers name, Marital status and spouse name, Blood group, Copies of Educational Certificates, Transcripts, Studentship Roll/ID number, Registration number. The Membership Committee will assess and verify the documents and signature with the NID.

16. Students

Every candidate for attachment to The Institution as a Student with the object of becoming engaged in the design, construction and other works as an engineer shall not be less than 17 (seventeen) years of age and shall have one the following qualifications at the time of application.

- (i) He shall be attending a regular course of studies leading to a degree in engineering.
- (ii) He shall have passed Higher Secondary Certificate Examination with a minimum Grade Point Average (GPA) of 3.00 on a scale of 5.0 having secured a minimum Grade Point 2.0 in each of the following subjects : Physics, Chemistry and Mathematics or has passed an equivalent examination with equivalent grades.

A student admitted under this clause with he recognized as an approved candidate for the purpose of article 60 (Examination) of the Constitution, if he has completed satisfactorily an article of apprenticeship of two years in an engineering organization/firm recognized by The Institution.

- (iii) He is a student in a technical institution recognized by the Institution and must be in his final year.

17. Affiliates

Persons who are not engineers by education and profession and do not come under any class of membership rules specified above, but through their connection with engineering are qualified to work with engineers in the advancement of engineering science, knowledge or practice may be permitted to be attached with The institution as Affiliates. No person who in the opinion of the Council is eligible to be a Fellow, Member, Associate Member, or a Student shall be admitted as an Affiliate.

18. Subscribers

The Council may at its discretion attach to The Institution as a Subscriber any State, Department of Government, Public Body, Registered Company, Firm or individual, not eligible to be a Fellow, Member, Associate Member, Affiliate or a Student who may desire to be so attached. Each Subscriber shall be entitled to attend or (if the Subscriber be other than an individual) to depute representatives to attend the Convention.

19. Admission of Member

Every candidate for enrolment or for transfer from one class to another including a candidate who is already a member of another class shall apply in the prescribed application form to The Institution. Candidates fulfilling the requirements as prescribed above shall be admitted to The Institution as per Bye-Laws and on payment of the prescribed fees.

20. Cessation of Membership

Any member who has not paid his subscription for consecutive two years shall cease to be member of The Institution, he shall have to pay full entrance fee for re-enrolment including all arrear subscription, provided that he may be exempted from payment of the arrears by the Council.

21. Resignation

Any member may resign his membership by a written communication to the Honorary General Secretary who shall put up the same to the authority which has the power to sanction the admission or enrolment for consideration. The resignation shall take effect from the date of receiving the application or such other date at the discretion of the authority concerned.

22. Professional Conduct & Code of Ethics

Fellows, Members, Associate Members, Students and Affiliates are required to order their conduct so as to uphold the reputation of The Institution and the dignity of the profession of Engineers and shall observe and be bound by the Code of Ethics as laid down in the Bye-Laws from time to time. The Professional Conduct & Code of Ethics shall be supervised by the Ethics Board formed by the Council.

23. Disciplinary Action & Appeal

a) Any alleged breach of the Code of Ethics by any Member will be brought before the Ethics Board of The Institution. Ethics Board will inquire into the allegations as per provisions of the Bye-Laws allowing the concerned Member to defend and will submit his findings and recommendations to the Council. The Honorary General Secretary will then place the same in the next meeting of the Council.

The Council after due consideration of the findings of the Ethics Board shall decide to take appropriate action as per Bye-Laws. In case of suspension at least 2/3rd of the members present in the Council Meeting shall vote in favor of such an action. Other penal action may be taken by majority votes. However, in case of permanent suspension of membership. Council's recommendation shall have to be confirmed in the Next Annual General Meeting pending which the suspension will be Temporary.

Council decision shall be communicated to the concerned Member, under certificate of posting, within 10 days by the Honorary General Secretary.

Any Member penalized as above shall have the right to appeal to the Council within 90 days from the date of communication, for review.

b) Any Fellow, Member, Associate Member, Student or Affiliate convicted by a competent Tribunal or authority of felony, embezzlement, larceny, misdemeanor or other offence will stand expelled from The Institution with the concurrence of the Ethics Board from the date of judgment by the competent Tribunal/authority.

24. Rights and Privileges

Members of The Institution shall, subject to this Constitution and the Bye-Laws made thereunder, enjoy all the rights and privileges as may be conferred by The Institution from time to time.

The rights and privileges of every member shall be personal to himself and shall not be transferable by his own act or operation of law.

Chapter-IV

MANAGEMENT OF THE INSTITUTION

25. The General Body

The General Body of the Institution shall consist of Corporate Members i.e., the Fellows and the Members of the Institution whose membership has not been temporarily withheld or suspended.

All powers of The Institution shall be vested in the General Body and shall be exercisable by the Annual General Meeting or the Extra-Ordinary General Meeting of the General Body.

With a view to the better attainment of its Aims & Objectives, the Institution shall establish/form Centres, Sub-Centres, Engineering Divisions and Student Chapters. Engineers Professional & other welfare committees and Social Recreational Activity Centres in various areas of Bangladesh and Overseas Chapters in overseas countries, Standing Committees, Boards, Special Committees, Task Forces etc.

26. The Council

- a) There shall be a Council of The Institution. Between two General Meetings, the Council shall be vested with the powers of the General Body and shall exercise such powers except so far as the same are expressly required by the Constitution or the Bye-Laws thereunder to be exercised by the Institution in General Meeting.
- b) The Council shall be vested with the powers to formulate Bye-Laws for the management of the affairs of the Institution. The Council shall consist of:

1. Elected Members

- (i) The President
 - (ii) Four Vice-Presidents
 - (iii) The Honorary General Secretary
 - (iv) Four Honorary Assistant General Secretaries
 - (v) Forty Council Members
- Each post of Vice-Presidents & Honorary Assistant General Secretaries shall be treated as separate office.

2. Ex-Officio Members

- (i) Two immediate past Presidents
- (ii) Immediate past Honorary General Secretary
- (iii) The Chairman/Vice-Chairman(s) and the Honorary Secretary of each Centre
- (iv) The Chairman, Vice-Chairman & Secretary of each Engineering Division.

c) The forty Council Member in (b) 1 (v) above shall be divided into respective Centres proportionate to the strength of Corporate Members. Fifty percent of the Council Members shall be from amongst Fellows.

(i) Distribution of seats of Council Members to various Centres (i.e. rounding and truncation of fractions) shall be decided by the Council. These seats shall be in addition to the Ex-Officio Members under 26 (b) 2 above and the Council Members shall be elected directly by the Corporate Members of the Centre concerned.

d) No act or proceedings of the Council shall be invalid merely on the grounds of the existence of any vacancy in or defect in the composition of the Council.

27. Office Bearers of the Institution

Office Bearers of the Institution are President, four Vice-Presidents, Honorary General Secretary and four Honorary Assistant General Secretaries.

The Office Bearers of the Centres are Chairman, two Vice-Chairmen and Honorary Secretary of the respective Centre.

The Office Bearers of the Sub-Centres are Chairman, Vice-Chairman and Secretary of the respective Sub-Centre.

The Office Bearers of an Engineering Divisions are its Chairman, Vice-Chairman and Secretary.

28. Executive Committee of the Council

The President, the four Vice-Presidents, the Honorary General Secretary and the four Honorary Assistant General Secretaries shall be the Executive Office Bearers of The Institution and shall constitute the Executive Committee of the Council which shall exercise between meetings of the Council, such powers of the Council as may be delegated to it by the Council. The Council shall be apprised of the decisions of the Executive Committee in the next meeting of the Council for its information or approval, as the case may be.

29. Centres

Whenever, at least 150 (one hundred fifty) Corporate Members of whom 25 (twenty five) shall be Fellows of The Institution residing in a defined area inform the Council of their desire to form Centre of The Institution, the Council shall, subject to the provisions of the Constitution and the Bye-Laws, authorize them to do so after defining the boundary of the area to which the Centre would relate.

The Chairman of the Centre will be nominated by the Council for the first term. The Centres may hold Annual General Meetings and have publications of their own. However, any publication from any Centre shall need the approval of the Council.

30. Delimitation of the Centres

The Council may as and when considered necessary either of its own or at the initiative of any Centre, re-define the boundary in consultation with the Centres.

It shall be obligatory for every member of The Institution to belong to the Centre within the boundaries of which he usually resides or works and that he shall not be on the roll of members of more than one Centre at a time. It is the duty of the

members to inform the Centres concerned and also the Headquarters of the changes of residence or work Place and address on such occurrence.

31. Local Council

A Local Council shall consist of :

- a) Elected Member
 - (i) The Chairman
 - (ii) Two Vice-Chairman
 - (iii) The Honorary Secretary
 - (iv) Members of Local Council.
(15 Members for up to 150 Corporate Members. beyond that one additional member for each additional 100 Corporate Members, with a maximum of 30).
Whenever the number of Members permits, 50% of the Local Council Members shall be from Fellows.

- b) Ex-Officio-Members
 - (i) The immediate past Chairman
 - (ii) The immediate past Honorary Secretary
 - (iii) The Chairman, Vice-Chairman and the Secretary of each Sub-Centre under the Centre.

32. Cancellation of Centre

When by any reason it is determined by the Council that the activities of any Centre are derogatory to the objectives of The Institution or the membership falls below the economical unit, the Council may suspend or cancel the Centre and or merge it with an adjoining Centre or Centres.

33. Sub-Centre

- a) Whenever a number of Corporate Members not bellow 25 (twenty-five) residing at a station within the jurisdiction of a Centre approach the Centre to form a Sub-Centre, the Local Council may agree to the establishment of such Sub-Centre on being satisfied to the justification of creating such a Sub-Centre subject to the approval of the Council.

- b) Cancellation of a Sub-Centre within the jurisdiction of a Centre shall be done by the Council on the recommendation of its Local Council in conformity with the provision of Article 32 of the Constitution.

34. Sub-Local Council

A Sub-Local Council shall consist of:

- (i) The Chairman
- (ii) The Vice-Chairman
- (iii) The Secretary
- (iv) Members of the Sub-Local Council (5-10)
(5 for up to 25 Corporate Members, beyond that one additional member for every 10 additional Corporate Members with a maximum of 10).

35. Engineering Divisions

a) In order to advance the science and profession of engineering in any special field or branch or broad subject and to facilitate the acquisition and interchange of technical knowledge amongst its members, the Council shall establish the following Engineering Divisions, and each member of The Institution shall become member of one of such Engineering Division:

- (i) Civil Engineering Division
- (ii) Mechanical Engineering Division
- (iii) Electrical Engineering Division
- (iv) Chemical Engineering Division
- (v) Agricultural Engineering Division
- (vi) Textile Engineering Division
- (vii) Computer Engineering Division

b) New Engineering Division may be established with a minimum of 500 Corporate Members requesting the Council for creation of such an Engineering Division.

(c) Groups may be formed to promote technical activities covering specific areas within one or more of the above Divisions, as provided for in the Bye-Laws.

36. Engineering Divisional Committee

Each Engineering Division shall have an Engineering Divisional Committee to manage its affairs, The Committee shall consist of:

- (i) The Chairman
- (ii) The Vice-Chairman
- (iii) The Secretary
- (iv) The immediate past Chairman (Ex-Officio Member)
- (v) The immediate past Secretary (Ex-Officio Member)
- (vi) Members (5-15)

(5 members as minimum: for every 200 Corporate Members above 500 there shall be one additional member with a maximum of 15)

37. Overseas Chapter

The council may establish Overseas Chapters in overseas countries with which Bangladesh has diplomatic relations for promotion of the professional interest and welfare activities of The Institution and benefit of the members residing and practicing the profession in those countries. The Overseas Chapters will be attached with the Headquarters and their affairs shall be carried on in accordance with the Bye-Laws, rules and regulations framed by the Council from time to time.

38. Student Chapter

Each Centre may form a Student Chapter for promotion of the interest and welfare of the Students. The Chapter may arrange coaching classes, seminars, talks by eminent engineers, and scientists and senior members and arrange for the publication of bulletins and journals and study tours to engineering projects. Such Chapter of The Institution may also be opened at the Engineering Universities, Colleges and Institutions in the country.

39. Business of Centres/Sub-Centres/Engineering Divisions/ Overseas Chapters

The business of every Centres/Sub-Centres/Engineering Divisions/ Overseas Chapters shall be conducted in accordance with the Constitution and Bye-Laws of The Institution. The Centre, may frame the additional rules, if necessary, in accordance with the Constitution and Bye-Laws of The Institution and with the approval of the Council.

40. Powers & duties of Office Bearers

A) Office Bearers of The Institution

a) The President

The President Shall be the Head and have general control over the management and affairs of the Institution who may delegate his powers to the Vice-Presidents within the provisions of the Constitution & Bye-Laws.

b) The Vice-Presidents

The four Vice-President shall be designated as follows and who shall be responsible for the activities and matters of the Institution in the areas as outlined under the

- i) The Vice-President (Academic & International) shall assist President in matters and the activities of the Institution related to the Academic & International Affairs, Membership, Examination, Accreditation, BPERB, Student, Chapter, Professional Bodies of Overseas Countries, IEB Publications, Degree Equivalence, Library, Research & Development, Innovations and Technological Advancements.
- ii) The Vice-President (Human Resources Development) shall assist the President in matters and the activities of the Institution related to the Human Resources Development (HRD). He will co-ordinate & regulate the function of the Engineering Divisions including publication of journals, Engineering Staff College, National Seminar, Memorial Lectures, Technical session organized during Convention etc.
- iii) The Vice-President (Services & Welfare) shall assist the President in matters and the activities of the Institution related to the Member's general welfare, Employment of the engineers, service matters, recreational activities, occupational safety related activities, benevolent activities, Engineers Day, all National Days, ERC activities, professional bodies of the country, community service-oriented programmes of IEB etc.

He will be the Chairman of the Services & Welfare Committee and Engineers Welfare & Benevolent Fund Committee of the Institution.

- iv) The Vice President (Administration & Finance) shall assist the President in matters and the activities of the institution related to the administration, general affairs, council matters, Centre, Sub-Centre and Overseas Chapter activities, Ethics Board, estate & properties, policy and strategic planning, codes and standards, internal audit, finance and accounts of IEB.

- c) The Honorary General Secretary

The Honorary General Secretary shall be responsible for the management & general co-ordination of the affairs of the institution under the guidance of the President.

He may delegate some of his powers & functions to the Assistant General Secretaries on their respective areas of responsibility.

- d) The Honorary Assistant General Secretaries

The Honorary Assistant General Secretaries shall be designated as

- i) Honorary Assistant General Secretary (Academic & International)
- ii) Honorary Assistant General Secretary (Human Resources Development)
- iii) Honorary Assistant General Secretary (Services & Welfare).
- iv) Honorary Assistant General Secretary (Administration & Finance)

The Honorary Assistant General Secretaries shall assist the Honorary General Secretary in discharging his functions in their respective jurisdictions/areas.

B) Office Bearers of Local Centres/Sub-Centres

- a) The Chairman shall have general control over the affairs of their respective Local Centre/Sub-Centre who may delegate his powers to the Vice- Chairmen within the provision of the Constitution & Bye-Laws.
- b) The Vice-Chairmen :

The two Vice-Chairman shall be designated as

- i) The Vice-Chairman (Academic & Human Resources Development) shall assist the Chairman in matters of their respective Local Centre/Sub-Centre related to Academic, Training & CPD activities of the Centre/Sub-Centre.
- ii) The Vice-Chairman (Administration, Professional & Social Welfare) shall assist the Chairman in matters of their respective Local Centres/

Sub-Centres related to administration, financial, professional and social welfare.

- c) The Honorary Secretary shall be responsible for day to-day operational management of the affairs of the respective Local Centre/Sub-Centre under the guidance of the Chairman.

C) Office Bearers of Engineering Division

The Chairman shall have general control over the affairs of the Engineering Division, who may delegate his powers to the Vice-Chairman within the provision of the Constitution & Bye-Laws.

The Vice-Chairman shall assist the Chairman in matters of the Divisional activities and will exercise powers as may be delegated by the Chairman.

The Secretary shall be responsible for day to-day operational management of the affairs of the Engineering Division under the guidance of the Chairman.

D) Office Bearers of Overseas Chapters

The Chairman shall have general control over the affairs of the Overseas Chapter, who may delegate his power to the Vice-Chairman within the provision of the Constitution & bye-Laws.

The Vice-Chairman shall assist the Chairman in matters of the Overseas Chapter activities and will exercise power as may be delegated by the Chairman.

The Secretary shall be responsible for day to-day operational management of the affairs of the Overseas Chapter under the guidance of the Chairman.

41. Vacation of post of Office Bearers of the Institution, Centres, Divisions etc.

In case a corporate member is elected in more than one post of Office Bearers of the Institution, Centres, Sub-Centres, Engineering Divisions, he must choose only one post and vacate the other elected post (s). The post (s) so vacated shall be filled up as per provision of the Bye-Laws.

42. Vacancy of the Office Bearers

- i) If the post of an office bearer of the Institution falls vacant due to the death, resignation, transfer, long absence or incapacitation by the General Body, the Council shall fill up the post within 45 days of its vacancy by consensus or by secret ballot from amongst its members.

- ii) If the post of an office bearer of a Local Council/Divisional Committee falls vacant due to the death, resignation, transfer, long absence or incapacitation by the General Body, the Local Council/Divisional Committee shall fill up the post within 30 days of its vacancy by consensus or by secret ballot from amongst its members and the same shall have to be approved by the Council.
- iii) The process of filling up of the Council vacancy of office bearers will be within the provisions of Article 47 of the Constitution.

43. Standing Committees

The Council shall constitute Standing Committees to achieve one or more specific items of the Aims and Objectives spelled out in Article 4.0 of the Constitution. Such Committee will be formed with Corporate Members of The Institution. The following Standing Committees shall generally be formed:

- i) Administrative & Finance Committee
- ii) Examination Committee
- iii) Board of Editors for Divisional Journals, Multi-disciplinary Journal Engineering News and other Publications
- iv) Codes & Standard Committee (Shall Consists of Maximum 21 members of which minimum 5 shall be the Council Member)
- v) Internal Audit Committee (Consists of Maximum 21 members of which minimum 5 members to be nominated by the council)
- vi) Application & Membership Committee (Shall Consists of Maximum 21 members of which minimum 5 shall be the Council Member)
- vii) Policy & Strategic Planning Committee (Shall Consists of Maximum 21 members of which minimum 5 shall be the Council Member)
- viii) Estate & Properties Management & Maintenance Committee (Shall Consists of Maximum 21 members of which minimum 5 shall be the Council Member)
- ix) Research Development (R&D) Committee
- x) Equivalence Committee

Standing Committee(s) will be formed as per provisions of the Bye-laws. The Standing Committees shall report to the Council through the Executive Committee of the Council.

44. Task Forces & Special Committees

The Council may constitute Task Forces & Special Committees as & when necessary from amongst the Corporate Members of The Institution. The Council shall spell out specific Terms of Reference of such Task Forces & Special Committees specifying a definite time frame within which the Task Forces Special Committees would complete its task and submit its report to the Council. The Task Forces & Special Committees shall stand dissolved with the completion of its task.

Chapter-V

TERMS OF OFFICE & ELECTION

45. Terms of Office

Office Bearers of The Institution, Engineering Divisions, Centers/Sub-Centers/Overseas Chapters/Engineers Recreation Centres as well as Council Members, Divisional Committee Members, Local Council Members, Sub-Local Council Member shall be elected for one term of two years which is defined as the period from the Annual General Meeting in which they are declared elected to the end of the Second following Annual General Meeting in which the new office bearers and members are declared elected.

46. Election

Election to all offices of The Institution shall be held for a tenure of one term and only the Corporate Members i.e. the Fellow and the Members, whose membership has not been temporarily withheld or suspended shall be eligible to be candidates and or to vote in the election subject to the relevant provisions of the Constitution & Bye-Laws.

47. Qualification to be a Candidate for Election

- a) **Qualification of the President :**
The President shall be a Fellow for at least ten years, who shall have been a Council Member of The Institution.
- b) **Qualification of the Vice-President :**
A Vice-President shall be a Fellow for at least five years, who shall have been a Council Member of The Institution.
- c) **Qualification of the Honorary General Secretary :**
The Honorary General Secretary shall be a Corporate Member stationed at Dhaka.
- d) **Qualification of the Honorary Assistant General Secretary :**
A Honorary Assistant General Secretary shall be a Corporate Members stationed at Dhaka.
- e) **Qualifications of the Chairman of a Centre :**
The Chairman shall be a Fellow for at least 5 years and shall have been Council Member of The Institution for at least one term and shall be stationed at the place where the Centre is situated.
- f) **Qualification of the Vice-Chairman of a Centre :**
A Vice-Chairman shall be a Fellow for at least 3 years and shall have been a Council Member or Local Council Member for at least one term and shall be stationed at the place where the Centre is situated.

- g) **Qualifications of the Honorary Secretary of a Centre :**
The Honorary Secretary shall be a Corporate Member stationed at respective places where the Centre is situated.
- h) **Qualification of the Chairman of Engineering Division :**
The Chairman of an Engineering Division shall be a member of the respective Engineering Division and a Fellow for at least 5 years, who shall have been a Council Member or Local Council Member for one term or a member of respective Divisional Committee for two terms.
- i) **Qualification of the Vice-Chairman of Engineering Division :**
The Vice-Chairman of an Engineering Division shall be a Member of the respective Engineering Division and a Fellow for at least 3 years, who shall have been a Council Member or Local Council Member for one term or a member of respective Divisional Committee for one term.
- j) **Qualification of the Secretary of Engineering Division:**
The Secretary of an Engineering Division shall be a Member of the respective Engineering Discipline and a Corporate member for at least 5 years.
- k) **Qualification of the Chairman of a Sub-Centre:**
The Chairman shall be a Fellow for at least 5 years and shall have been Local Council Member of any Sub-Centre for at least one term and shall be stationed at the place where the Sub-Centre is situated.
- l) **Qualification of the Vice-Chairman of a Sub-Centre:**
A Vice-Chairman shall be a Fellow for at least 3 years and shall have been a Local Council Member of any Sub-Centre for at least one term and shall be stationed at the place where the Sub-Centre is situated.
- m) **Qualification of the Secretary of a Sub-Centre:**
The Secretary shall be a corporate member stationed at respective places where the Sub-Centre is situated.
- n) **Qualification of the Chairman of an Overseas Chapter:**
The Chairman shall be a Fellow for at least 5 years and shall have been Local Council Member of any Overseas Chapter for at least one term and shall be stationed at the place where the Overseas Chapter is situated.
- o) **Qualification of the Vice-Chairman of an Overseas Chapter:**
A Vice-Chairman shall be a Fellow for at least 3 years and shall have been a Local Council Member of any Overseas Chapter for at least one term and shall be stationed at the place where the Overseas Chapter is situated.

- p) **Qualification of the Secretary of an Overseas Chapter:**
The Secretary shall be a corporate member stationed at respective places where the Overseas Chapter is situated.
- q) **Qualification of the Executive Vice-Chairman of Engineers Recreation Centre :**
The Executive Vice-Chairman shall be a Member of ERC and Fellow of IEB for at least 5 years and shall have been a Executive Committee Member of that ERC for at least one term and shall be stationed at the place where the ERC is situated.
- r) **Qualification of the Vice-Chairman of Engineers Recreation Centre :**
The Vice-Chairman shall be a Member of ERC and Fellow of IEB for at least 3 years and shall have been a Executive Committee Member of that ERC for at least one term and shall be stationed at the place where the ERC is situated.
- s) **Qualification of the General Secretary of Engineers Recreation Centre :**
The General Secretary shall be a member of ERC and a corporate member of IEB stationed at respective places where the ERC is situated.
- t) **Qualification of the Secretary (Finance) of Engineers Recreation Centre :**
The Secretary (Finance) shall be a member of ERC and a corporate member of IEB stationed at respective places where the ERC is situated.

48. Re-Election to the Offices of The Institution

- a) Subject to the provision of the Article 26 of the Constitution, an Office Bearer of The Institution can be re-elected to the same post of Office Bearer of The Institution only after the expiry of one term, provided that he shall not hold the same position for more than two terms.
- b) An Office Bearer of Local Centre, Sub-Centre/Overseas Chapter/ Engineering Division/Engineers Recreation Centre can be re-elected to the same office only after the expiry of one term, provided that he shall not hold the same office for more than two terms.
- c) A Council Member can be re-elected to the same position for consecutive three terms and after being elected for consecutive three terms can again be re-elected only after the expiry of one term.
- d) An Engineering Divisional Committee Member, Local/Sub-Local Council Member can be re-elected to the same position for consecutive three terms and after being elected for consecutive three terms can again be re-elected only after expiry of one term.

Chapter-VI

MEETINGS

49. Powers of the General Meeting and the Council

All powers of The Institution shall be vested to the General Body and shall be exercisable by the Annual General Meeting or the Extra-Ordinary General meeting of the General Body.

Between two General Meetings, the Council shall be vested with the powers of the General Body and shall exercise such powers except so far as the same are expressly required by the Constitution or the Bye-Laws thereunder to be exercised by the Institution in General Meeting.

In case there is any contradiction between any decision of the Council and that of a General Meeting, the decision of the General Meeting shall prevail.

50. Meeting of the Council

The Council Meetings shall be held ordinarily at the Headquarters of The Institution. The Council shall hold at least one meeting in a year in Centres other than Dhaka. The Notice of Council meetings shall be conveyed to each Council Member with the agenda not less than 14 days before the day of the meeting. An Emergent Council Meeting may be called at 5 (five) days' notices. The Council shall meet at least four times a year. The Quorum of a meeting shall be twenty-five. An adjourned meeting for want of quorum shall require no quorum. Requisition for a Council Meeting may be made by at least Twenty Council Members to the President.

51. Annual General Meeting

- a) The Annual General Meeting of The Institution shall be held once in every year unless the Council under extra-ordinary circumstances decides otherwise.
- b) At least twenty-one days' notice (exclusive of the day on which the notice is deemed to be served, but inclusive of the day for which notice is given) specifying the place, day and hour of the Annual General Meeting shall require to be sent to all eligible Fellows, Members, Honorary Members, Associate Members, Affiliates and Subscribers by post under certificates of posting to their last available registered addresses in Bangladesh but the non-receipt of the Notice by any person entitled to receive it shall not invalidate the proceedings of any General Meeting. A copy of the Auditors Report and proposed Annual Budget and Revised Budget shall be accompanied with the Notice.
- c) The Annual General Meeting of The Institution shall generally transact the following business and such other business as may be placed by the Council or as the General Meeting may, by simple majority decision desire to transact:
 - i. Presentation of Annual Report and its approval ;
 - ii. Presentation of the Audited Accounts and its approval ;

- iii. Presentation of the Annual Budget a Revised Budget and its approval;
- iv. Declaration of the new Council and its installation;
- v. Any other item with the permission of the Chair ;
The Annual General Meeting shall be conducted as per provision of the Bye-Laws.

- d) Only the Corporate Members shall have the right to vote in Annual General Meeting.
- e) There shall be general meetings of all classes of members from time to time and there shall always be a Governing Body called the Council to direct and manage the concerns of The Institution in between two General Meetings and only the General Meetings of Corporate Members shall have supreme authority regarding the entire direction and management of The Institution according to Bye-Laws framed hereinafter by majority votes, the Chairman of the meeting having a casting vote, The Corporate Members as per provisions of the Constitution and Bye-Laws shall choose the Council which will make and establish Bye-Laws necessary for conducting the business of The Institution or alter, vary or revoke and make such new ones as it may think most useful and expedient.

52. **Extra-Ordinary General Meeting/Requisition Meeting**

a) **Extra-Ordinary General Meeting**

The President shall have the prerogative to call an Extra-Ordinary General Meeting if it deemed necessary in the interest of the Institution. All such Extra-Ordinary General Meeting shall be held at the Headquarter only.

b) **Requisition Meeting**

The President shall call a Requisition Meeting on a requisition made to him by at least 250 (two hundred fifty) Corporate Members, of which 100 (one hundred) should be amongst Fellows. Such meeting shall be held within 45 days of requisition.

The Extra ordinary General Meeting and Requisition Meeting shall transact only the agenda for which it is convened and shall be held at Headquarters only.

Only the Corporate Members shall have the right to vote in an Extra-Ordinary General Meeting or in a Requisition Meeting.

53. **Quorum for General Meeting**

- a) The quorum for the Annual General Meeting and the Extra-Ordinary General Meeting shall be 250 (two hundred fifty) Corporate Members.
- b) The quorum for the requisition meeting shall be 400 (four hundred) Corporate Members.

54. Convention

The Convention of The Institution shall normally be held every year concurrently with the Annual General Meeting unless the Council decide otherwise.

The Convention shall transact the following business and such other business as may be determined by the Council.

- i) Address by the President and the Honorary General Secretary of The Institution, Chairman, Honorary Secretary of the Host Centre and the Chief Guest only.
- ii) Convocation for the award of Diplomas. Certificates. Medals and other distinctions, if any.
- iii) Organize the National Seminar, Memorial Lectures, Technical Sessions, preparation of Recommendations of the Technical Sessions and seminars and adoption Declaration of the Convention.
- iv) Holding symposium and arranging group discussion on current engineering topics.
- v) Visits to important engineering projects and their studies.
The Convention shall be conducted in accordance with the Bye-Law's & Convention Manual.

55. Bye-Laws

The Council shall have power to frame Bye-Laws in conformity with the provisions of the Constitution. The Bye-Law's thus framed shall remain valid till the next Annual General Meeting and shall have to be approved by the same Annual General Meeting for their further continuation.

56. Interpretation

In case of any doubt or dispute relating to the interpretation of this Constitution or the Bye-Laws made thereunder the decision given by Annual General Meeting shall be final and shall be binding upon all concerned.

57. Arbitration

In case of an controversy regarding rights and liabilities of an member of The Institution under this Constitution, the same shall be settled by arbitration in accordance with the Bye-Laws.

58. Amendment of the Constitution

- a) The Constitution of The Institution can be amended only in a Annual General Meeting or an Extra-Ordinary General Meeting. Only the Council can, however, propose amendments in a Extra-Ordinary General Meeting.
- b) Amendments of the Constitution can he proposed by The Council
Or

by not less than 100 Corporate Members of whom 50 shall have to be Fellows.

- c) Corporate Members intending to propose any amendment to the Constitution shall do so by forwarding the proposal duly signed by 50 Corporate Members to the Honorary General Secretary so as to reach him not later than the 30th of August every year for putting up in the forthcoming Annual General Meeting in accordance with the Bye-Laws.

The amendment may be passed by adding the votes of Corporate Members already replied in writing, provided that such votes constitutes a 2/3 majority of those responding.

- d) Amendment of the Constitution shall take effect immediately after it is passed.

59. Seal

The Seal of The Institution shall be affixed to such certificates, deeds or documents as required to be sealed only by the Honorary General Secretary. The President or any Vice-President and the Honorary General Secretary shall sign every instrument in which the seal of The Institution is so fixed.

Chapter-VII

ACADEMIC & PROFESSIONAL ACTIVITIES

60. Examination

The Council shall cause examinations to be held for approved candidates for admission as Students or Associate Members or for election as Members and shall frame regulations for such examinations defining time and places at which these shall be held, the subjects which these shall comprise and the fees to be paid or deposited by candidates admitted thereto. The Council may from time to time add to or vary or rescind any of the aforesaid regulations. The Council shall have power to recognise such university degrees and collegiate and other certificates, as after scrutiny it may deem these to prove to be of sufficient standard to attainment of scholarship in the subjects referred to any may exempt such graduates or holders of such certificates from passing in whole or in part of the said Examinations. The Institution shall have an Honorary Controller of Examinations nominated by the Council from amongst the Corporate Members of The Institution.

61. Publications

To achieve the aims and objectives of The Institution, the Council shall arrange for the publication of such journals, newsletters, periodicals, papers and documents as may be deemed necessary to advance professional knowledge, promote engineering science, technology and practices and to help accelerate socio-economic development.

For this purpose the Council shall constitute one or more Boards of Editors consisting of Corporate Members and appoint Honorary Managing Editor/Editor as defined in the Bye-Laws.

Every paper, map, plan, drawing, photographs or model presented to The Institution shall be considered the property of the institution thereof unless there shall have been some previous arrangement to the contrary and the Council may publish these in any way and at any time it may think proper. No author or anybody else can publish any such document elsewhere without the approval of the relevant Board of Editors.

62. Libraries

The Institution shall maintain Libraries of technical books, journals and also of allied subjects at the Headquarters and at such Center's and places as the Council may decide and shall keep in touch with similar Institutions within the country and in other parts of the world. Such Libraries will be maintained & operated as per provisions of Bye-Laws.

The Council shall have power to grant from time to time as it may think fit use of the rooms and premises of The Institution to any Society for purpose analogous to those of The Institution or to any persons who may be desirous of holding meetings or gatherings connected with the aims and objectives of The Institution or for any purposes the Council may define from time to time.

63. Research Works

- a) The Council may constitute Research Teams for study of particular aspect of any branch of engineering. Such Teams will be headed by a Fellow of relevant expertise and members will be nominated by the Council from amongst the Corporate Members of The Institution. However, the Council may nominate members from outside The Institution, if it is considered beneficial for any particular research activity.
- b) The Council may be authorized to create public charitable trusts for advancement of engineering. The Institution may create funds for the advancement of engineering for research works.
- c) Activities of the Research and Development Committee (hereinafter shall be called as R&D Committee) and operation of Trust Funds will be as per provisions of the Bye-Laws.

64. Prizes, Medals & Certificates

- a) The Institution may award Certificates, in recognition of service rendered to the fulfillment of the Aims & Objectives of The Institution.
- b) The Institution may also award Prizes and Medals for outstanding performance and high degree contribution to engineering science & field for the betterment of the mankind in the following areas.
 - i) Innovation(s)
Research Work(s)
International Publication(s)
Extra Ordinary academic performance
 - ii) Professional development
Social work(s)
Remarkable IEB development
Professional service development
- c) Centre, Sub-Centre, Overseas Chapter and Engineering Division may award Certificates for Training Courses or CPD Programmes.
- c1) ERC may award certificates for recreational activities, cultural programmes and sports arranged by it. ERC will arrange befitting functions to commemorate different national/international days in line with the objectives of IEB. ERC will assess different social perspective and arrange programmes relevant to those fulfilling social responsibilities of IEB.
- d) The Institution may also award prizes, Medals, Certificates to any Corporate Member for recognition for his outstanding service/contribution/Leadership for the Centre, Sub-Centre, Overseas Chapter, Division, Recreation Centre related to fulfill the Aims & Objectives of the institution as per provision of Bye-Laws.

- e) IEB Gold Medal(s) will be awarded in the Inaugural Session of the Convention and IEB Certificates will be awarded in the closing session of the Convention.
- f) The Council shall be apprised of the decision of the recipients before the Convention
- g) Procedures for selection & award of Certificates, Prizes and Medals will be as per provision of the Bye-Laws.

65. Board of Accreditation for Engineering and Technical Education (BAETE)

Accreditation is a process of quality assurance whereby a program in an approved educational institution is critically appraised at intervals not exceeding six years to verify that the program meets the minimum quality standards. This ensures that engineers graduating from a program of an educational institution possess certain stipulated attributes satisfying minimum requirements of a national quality assurance framework and accords of international alliances. Accreditation provides assurance in quality that the aims and objectives of an educational institution offering a degree through a program are satisfactorily pursued and effectively achieved by the currently available resources and that the institution has demonstrated capabilities to ensure continuous quality improvement of the educational program over the period of accreditation. To achieve this goal, IEB shall have and operate the Board of Accreditation for Engineering and Technical Education (BAETE), henceforth called the BAETE, as an authority of the IEB for accreditation of engineering degrees. The BAETE shall function under the following fundamental principles:

- (a) The BAETE shall be an autonomous body of IEB.
- (b) The Council of IEB shall frame amendments and bylaws on the recommendation of the BAETE.
- (c) The Council shall delegate powers to the Board for its smooth functioning and management as per provisions of the bylaws of IEB.
- (d) IEB shall delegate powers and sanction resources to the BAETE for developing and achieving quality in the accreditation process of international standard(s) through enacting and practicing appropriate systems and processes.
- (e) The Council shall be apprised of the decisions of the Board in the next meeting of the Council through the Honorary General Secretary for information or approval, as the case may be.
- (f) The Chairman, the Member-Secretary and the Registrar of the BAETE shall be the nominated representatives of the BAETE to maintain communication with the Executive Committee and other organs/committees of IEB, educational institutions, degree-offering programs and international bodies.

66. Composition of BAETE, Terms of Office, Management and Finance

The Board of the BAETE, holding the highest power for its operation, shall be composed of eminent educationalists, ex-officio members of the Executive Committee of IEB, representatives from academic institutions, stakeholders, government, industry, research and development (R&D) establishments. It shall

operate in a permanent office, hereinafter termed as the BAETE Secretariat, under the direct control of the Chairman and Member-Secretary of the Board.

66 (a.) The Composition

The Board of the BAETE shall meet to discuss administrative issues at a time, place and frequency chosen by the Chairman and take decisions for execution. The Board meets at least four times per calendar year to make decisions, including decisions regarding accreditation applications. The composition of the BAETE shall be as follows:

Chairman	1
Vice Chairman	2
Vice President (Academic and International Affairs), IEB [Ex-Officio]	1
Honorary General Secretary, IEB [Ex-Officio]	1
Chairman, BPERB, IEB [Ex-Officio]	1
Vice Chancellor, BUET or his nominee at the Senior Professor level	1
Chairman/Member of UGC (with a background in Science/Technical Education)	1
Vice Chancellors from Public Universities with at least one BAETE-accredited program or their nominees at the Senior Professor level (with engineering background)	2
Senior Professors (with engineering background) from private universities with at least one BAETE-accredited program	2
Representative of the Ministry of Education, Government of Bangladesh, not below the rank of Additional Secretary (with science/engineering background)	1
Representation from industry (with engineering background)	2
Representative from R&D establishments in engineering	1
Eminent engineering educationists	5
Member Secretary	1
Total	22

66 (b) Appointment of the Chairman, the Vice Chairmen, Member-Secretary and Board Members

The Chairman shall be an eminent educationist in engineering who has been a Fellow of the institution, conversant with the policies, procedures and decision-making processes of accreditation, to be nominated by the Council of IEB from a panel of three educationists proposed by a search committee formed by the President, IEB.

Two Vice Chairmen who shall be eminent Educationist in engineering who have been a Fellow of the Institution to be nominated by the Council as per provision of the Bye-Laws of the Institution from a panel of three educationists proposed by a search committee formed by the President, IEB.

The Member-Secretary shall be a Corporate Member of the Institution to be nominated by the Council as per provision of the Bye-Laws of the Institution from a

panel of three eminent engineers proposed by a search committee formed by the President of the Institution.

Appointment to other Board positions shall be made by the Council on recommendation of the Board, considering nominations from professionals/ experts/ authorities in the relevant field.

The term of office for the Chairman, Vice Chairmen, Member-Secretary and members that are not “ex-officio” is four years. Maximum one half of the members of the BAETE shall be replaced every two years by the Council on recommendation of the Board. The Chairman, Vice Chairmen, member-Secretary or Members may be re-nominated for a maximum of one more term.

66(c) Management and Finance

The BAETE shall maintain an office, BAETE Secretariat, in the Institution of Engineers, Bangladesh Headquarters Building at Ramna, Dhaka. A contractual basis Registrar shall be appointed by IEB with the recommendation of Board to assist the Board in its activities and would be the custodian of all records. IEB will provide Staffs when required by the BAETE.

BAETE will strive to be a financially self-supporting body that will obtain its funds mainly from fees from accreditation applications. However, budget deficits, if any, will be met by IEB. The BAETE will be able to receive contributions from individuals or industries as part of their corporate social responsibility that acknowledged by IEB.

67. Committees of BAETE and Operations

67 (a) Sectoral Committee

The BAETE shall constitute Sectoral Committees for different engineering programs under broad sectors (or disciplines), such as Civil Engineering, Electrical Engineering, Computer Science and Engineering, Mechanical Engineering, and Chemical Engineering. The Board will also define new sectors as necessary. Each committee shall comprise three members, one of whom serves as the Chair, usually for a period of three years. The BAETE shall constitute guidelines published in manual(s) for the functioning of Sectoral Committees.

67 (b) Formation of the Evaluation Team

An Evaluation Team consisting of a chairperson and members will be formed by a sub-committee of the BAETE. The Chairperson will be a senior academic in a relevant engineering discipline with adequate experience in the accreditation process. At least one of the members will be from the industry. The Chairperson and team members shall be selected from a pool of qualified evaluators. The BAETE shall constitute guidelines published in manual(s) for the functioning of Sectoral Committees.

67 (c) Appellate Committee

If an institution is not satisfied with the BAETE’s accreditation decision, it may apply for a review of the decision by an Appellate Committee. The Appellate Committee is an independent committee consisting of three members, including the

Chair. Its members are selected from among the former Board members, former Sectoral Committee members and former Evaluation Team Chairs and are appointed by the President of IEB after discussion with the Chair of the Board. The tenure of the Appellate Committee is three years.

An institution may appeal the accreditation decision in writing within two (2) weeks of receiving the decision and paying a prescribed fee. An appeal may include a request for reconsideration or a revisit and should be accompanied by a report to substantiate the request. The appeal will be submitted to the Appellate Committee for deliberation.

The Appellate Committee may invite the institution filing the petition and the members of the Evaluation Team to present their positions. The Appellate Committee itself will determine its methods of operation, giving due consideration to the substance of the appeal petition. The Appellate Committee may ask the BAETE to consider the appeal based on the self-assessment report submitted by the institution. The BAETE should respond to its recommendations within one (1) month. The Appellate Committee will make the final decision within three (3) months after receiving the appeal petition. If the petition is denied, the Appellate Committee will provide the institution with reasons for the denial.

67 (d) Eligibility for Accreditation

A program to be considered by the BAETE must fulfill the following minimum requirements to be considered for accreditation:

- a. An engineering degree-awarding program approved by an appropriate authority, viz., the UGC or any other appropriate government body.
- b. A duration of four years of study, after twelve years of schooling.
- c. At least one cohort has graduated from the program.
- d. Follows outcome-based education.
- e. Requires minimum credit hours stipulated and defined by the BAETE.

The following should be noted:

- i. The program applying for accreditation shall do so from its own obligation.
- ii. Accreditation is granted only to programs and not to the institution as a whole.
- iii. The same program offered at different campuses of an institution must be accredited separately at each campus.
- iv. The degree title of a BAETE-accredited program must properly reflect the content of the education provided, including the field of specialization, and it must appear on all formal documents that the institution issues (e.g., transcripts, certificates of graduation and certificates of enrollment).
- v. The program and degree title(s) of non-accredited program(s) offered by the same institution must be clearly distinguishable from those of an accredited program.
- vi. No changes in the name/title of an accredited program shall be made without prior approval of the BAETE.

The BAETE will prepare guidelines published in manual(s), approved by the Council, to implement the policies.

67 (e) Preliminary Evaluation of New Programs

A new program may ask the BAETE to evaluate its strengths, weaknesses, opportunities for and apprehensions about future accreditation when its most senior cohort is in its second year. The Evaluation Team will identify strengths, weaknesses, opportunities and apprehensions in its report without expressing approval or disapproval of the program.

67 (f) Evaluation

The evaluation of a program shall be conducted in accordance with the criteria set forth by the BAETE and published in the Accreditation Manual, approved by the Council.

67 (g) Accreditation Decisions

The BAETE will make an accreditation decision about a program based on the recommendations of the Evaluation Team and the relevant Sectoral Committee. The quality evaluation of a program is based on a holistic judgment in relation to the stipulated accreditation criteria regarding compliance, concerns, weaknesses and deficiencies.

67 (h) Renewal

An institution may apply for the renewal of a program's accreditation by submitting an application before the expiration of the current accreditation, a duration stipulated by the BAETE. The application must be accompanied by a self-assessment report, which should include an account of shortcomings identified by the previous Evaluation Team and the extent to which these shortcomings have been addressed. Significant improvements that have been achieved since the last accreditation visit, particularly through the continuous quality improvement mechanism, should be highlighted. All other processes, including the on-site visit and the decision-making process, shall be the same as noted for the first accreditation.

67 (i) Expenses and Fees

The educational institution/program must pay the appropriate fees when submitting an accreditation application. The fee structure will be decided by the BAETE. All visit-related expenses, including transportation, food and lodging, will be borne by the educational institution.

67 (j) Confidentiality

All information provided for accreditation by the institution, including the self-assessment report and all on-site observations and findings, are confidential. This information may not be revealed to any unauthorized persons under any circumstances without written prior permission from the concerned educational institution. Similarly, the institution may not reveal any part of the Evaluation Team's report to any unauthorized person or to the public without explicit written prior permission from the BAETE.

67 (k) **Conflicts of Interest**

Service as a BAETE Board member, Sectoral Committee member or Evaluation Team member should not create situations that may result in conflicts of interest or questions regarding the objectivity and credibility of the accreditation process.

67 (l) **Decision Process**

The BAETE will make the final decision regarding the application for accreditation primarily based on the findings and recommendations of the Evaluation Team, with moderation by the Sectoral Committee. In making its decision, the Board will adhere to the published accreditation policy and procedure and ensure the consistency of discipline-specific program criteria across different institutions. The concerned institution and the Council of IEB will be informed of the accreditation decision.

68. **Bangladesh Professional Engineers Registration Board (BPERB)**

- a. The institution shall establish a registration board to regulate the engineering profession and matters related therewith as well as the development of the profession of engineers.
- b. The registration board shall be named as the Bangladesh Professional Engineers Registration Board (BPERB), and henceforth called as Registration Board.
- c. The Registration Board shall be an autonomous body of the institution.
- d. The Council of the Institution shall frame bye-laws as per Article 55 on the Recommendation of the Registration Board.
- e. The Council shall be apprised of the decisions of the Registration Board in the next meeting of the council through the Honorary General Secretary for information or approval as the case may be.
- f. The Council shall delegate powers to the Registration Board for its smooth functions & management as per provisions of the Bye-Laws of the Institution.

69. **The Composition of Bangladesh Professional Engineers Registration Board (BPERB)**

The composition of the Registration Board shall be as follows:

a) **Chairman:**

The Chairman who shall be an eminent Engineer and shall be a fellow of the Institution to be nominated by the Council as per provision of the Bye-Laws of the Institution from a panel of three eminent engineers proposed by a search committee formed by the President of the Institution.

b) **Vice Chairmen :**

Two Vice-Chairmen who shall be eminent Engineers and shall be a fellow of the Institution to be nominated by the council as per provision of the Bye-Laws of the Institution from a panel of three eminent engineers proposed by a search committee formed by the President of the Institution.

c) **Member-Secretary :**

The Member-Secretary shall be a Corporate Member of the Institution to be nominated by the council as per provision of the Bye-Laws of the Institution from a panel of three eminent engineers proposed by a search committee formed by the President of the Institution.

d) **Members (Ex-Officio) :**

- i. Vice President (Academic & International Affairs), IEB.
- ii. Honorary General Secretary, IEB.
- iii. Chairman, BAETE.

e) **Members:**

- i) Vice Chancellor BUET or his nominee at the level of Senior Professor (engineering faculty).
- ii) Two Vice Chancellors from DUET/RUET/KUET/CUET/TEU/BAU or their nominees at the level of Senior Professor (engineering faculty) and one member from private universities having at least one program accredited by BAETE, to be nominated by the Council.
- iii) One Representative from the Ministry of Education not below the rank of an Additional Secretary (preferably with background of science & technology) to be nominated by the Council.
- iv) One number from private universities at the level of a senior Professor to be nominated by the Council.
- v) Two Corporate Members of The Institution of Engineers, Bangladesh who shall have been a fellow to be nominated by the Council.
- vi) Two engineers from the public sector, holding or held not below the rank of Chief Engineer or equivalent and having good academic records and professional experience, nominated by the Council of The Institution. Who shall have been a Fellow of the Institution.
- vii) Four members representing the Private Sectors nominated by the Council of The Institution as per provision of the Bye-Laws.
- viii) Five eminent members from other professions nominated by the Council of The Institution as per provision of the Bye-Laws.
- x) One member from a region/international engineering professional body by invitation from the Council of The Institution.

70. Terms of Office of the Registration Board

The terms of the office for the Chairman, Vice-Chairmen, Member-Secretary and Members that are not “ex-officio” is four years. Maximum one half of the members of the Registration Board shall be replaced every two years by the Council on recommendation of the Board. The Chairman, Vice Chairmen, Member-Secretary or Members may be re-nominated for a maximum of one more term.

71. Registration as Professional Engineer

A Corporate Member of The Institution, fulfilling the prescribed requirements of the Board and having his/ her name entered in the Register at the order of the Board, shall be called a Professional Engineer and shall be entitled to use the abbreviations P.Eng. after his or her name and shall be able to use such insignia emblems. etc. as the Board may prescribe and award as long as his/her name is on the Register.

72. Engineering Service and Welfare Committee (S&W Committee)

- (a) In order to promote the professional interest and social welfare of its members by The Institution, the Services and Welfare Committee (S&W) shall be formed with proper representation from different recognized Engineering Professional Services Associations as well as representation from different recognized Professional Engineering Associations.
- (b) The Services and Welfare Committee (S&W) shall elect its Executive Committee from amongst its members.
- (c) The Vice-President, Services and Welfare Committee (S&W), the Honorary General Secretary and the Honorary Assistant General Secretary, Services and Welfare Committee (S&W) of the Institution shall be the ex-officio Chairman, Member-Secretary and the Joint Member-Secretary respectively of both the Services and Welfare Committee (S&W) and the Joint Member-Secretary respectively of both the Services and Welfare Committee (S&W) and its Executive Committee.
- (d) The Council of The Institution shall, on the advice of the Services and Welfare Committee (S&W).
frame, Bye-Laws regarding the composition. functions and management of the S&WC and its Executive Committee.
- (e)
 - i. In order to promote social interchange between its members. The Institution shall arrange to form 'Engineers Recreation Centre at different Centres/Sub-Centres Overseas Chapters of the Institution. Such Recreation Centres will be Sub-ordinate Bodies of The Institution and shall be under the guidance of respective Centres/Sub-Centres Overseas Chapters of the Institution.
 - ii. Only Members (except Student members) of the Institution. subject to their fulfilling other requirements shall be eligible to become Members of Engineers Recreation Centre.
 - iii. The affairs of each Engineers Recreation Centre shall be managed as per provision of the Bye-Laws.

73. Engineers Welfare & Benevolent Fund

Engineers Welfare and Benevolent Fund shall be constituted for the furtherance of members welfare. The fund shall be operated as per provision of the Bye-Laws of the Constitution.

74. **Occupational Safety Board of Bangladesh (OSSB)**

- a) The Institution shall establish a Safety Board to minimize industrial accidents to improve safety situation with the objective of achieving overall economic progress of the Country.
- b) The Safety Board shall be named as Occupational Safety Board of Bangladesh (OSBB) and henceforth be called as Safety Board.
- c) The Safety Board shall be an autonomous body of the Institution.
- d) The Council of the Institution shall frame Bye-Laws regarding the functions and management of the Board on the recommendation of the Safety Board.
- e) The council shall be apprised of the decisions of the Safety Board in the next meeting of the council through the Honorary General Secretary for information or approval as the case may be.
- f) The Council shall delegate powers to the Safety Board for its smooth functioning & management as per provisions of the Bye-Laws of the Institution.

75. **The Composition of the Occupational Safety Board of Bangladesh (OSBB)**

The composition of the Occupational Safety Board shall be as follows:

a) Chairman:

The Chairman shall be an eminent engineer and shall be a fellow of the Institution to be nominated by the Council as per provision of the Bye-Laws of the Institution from a panel of three eminent Engineers proposed by a search committee formed by the President of the Institution.

b) Vice Chairmen:

Two Vice-Chairmen who shall be eminent Engineers and shall be a fellow of the Institution to be nominated by the council as per provision of the Bye-Laws of the Institution from a panel of three eminent engineers proposed by a search committee formed by the President of the Institution.

c) Member-Secretary :

The Member-Secretary shall be a Corporate Member of the Institution to be nominated by the council as per provision of the Bye-Laws of the Institution from a panel of three eminent engineers proposed by a search committee formed by the President of the Institution.

d) Member (Ex-Officio) :

- (i) Vice President (S&W), IEB
- ii) Honorary General Secretary, IEB
- iii) Chairman, BPERB

e) Member:

- i) Vice Chancellor BUET or his nominee at the level of Senior Professor (Engineering faculty)

- ii) Two Vice Chancellors from DUET/ RUET/ KUET/ CUET/BUTEX or his nominee at the level of Senior Professor (Engineering Faculties)
- iii) One Representative From the, Ministry of Industry not below the Rank of an Additional Secretary (preferably with background of science & technology) to be nominated by the Council.
- iv) One Representative from the Ministry of Labor & Manpower not below the Rank of an Additional Secretary (preferably with background of science & technology) to be nominated by the Council.
- v) Two Corporate Members of The Institution of Engineers, Bangladesh who shall have been a fellow (having experience in safety field) to be nominated by the Council.
- vi) Seven Corporate Members to be nominated by the Council (having good academic records, professional experiences) of the Institution representing Industry, Government and Autonomous organization, Corporation, State owned Companies who shall have been a fellow of the Institution.
- vii) Four eminent safety professionals representing the Private Sectors to be nominated by the Council of The Institution as per provision of the Bye-Laws.
- viii) Five Representatives from others Professional Bodies/ Institutions/ Associations. One representative from each of the following organization:
 - President, Institute of Chartered Accountant, Bangladesh or his nominee
 - President, Federation of Bangladesh Chamber of Commerce and Industries or his nominee
 - President, Bangladesh Supreme Court Bar Association or his nominee
 - President, Krishibid Institution Bangladesh or his nominee
 - President, Bangladesh Medical Association or his nominee

76. Terms of Office of the Safety Board

The term of office for the Chairman, Vice-Chairmen, Member-Secretary and Member that are not “ex-officio” is four years. Maximum one half of the members of the Safety Board shall be replaced every two years by the Council on recommendation of the Board. The Chairman, Vice Chairmen, Member-Secretary or Members may be re-nominated for a maximum of one more term.

77. Engineering Staff College, Bangladesh (ESCB)

- a) The Institution shall establish a staff college to provide education, training, continuing education, orientation programmes and to store and disseminate Engineering activities.
- b) The Staff College shall be named as Engineering Staff College of Bangladesh (ESCB) and henceforth called Engineering Staff College.

- c) It shall be an autonomous body of the Institution governed by a Board of governors (BOG), hereinafter called the Board shall be responsible to the Council of the Institution.
- d) The Council of the Institution shall frame bye-laws as per Article 55 on the recommendation of the Board.
- e) The council shall be apprised of the decisions of the Board in the next meeting of the council through the Honorary General Secretary of the Institution for information or approval as the case may be.
- f) The Council shall delegate powers to the Board for its smooth functioning & management as per provisions of the Bye-Laws of the Institution.
- g) The Executive Head of the ESCB shall be designated as Rector, who shall be an eminent Engineer and shall be a fellow of the Institution to be nominated by the council from a panel of three eminent engineers proposed by a search committee formed by the President of the Institution.
- h) Dean, Engineering Staff College of Bangladesh (ESCB) shall assist Rector in day to day activities, who shall be an eminent Engineer and shall be a fellow of the Institution of Engineers, Bangladesh, proposed by a search committee formed by the President of the Institution.

78. The Composition of the Engineering Staff College Bangladesh (ESCB)

The Composition of the Engineering Staff College shall be as follows:

- a) **Chairman:**
The President of The Institution of Engineers, Bangladesh (Ex-Officio).
- b) **Member (Ex-Officio) :**
 - i) Vice-President (Human Resources and Development), IEB
 - ii) Vice-President (Administration & Finance), IEB
 - iii) Honorary General Secretary, IEB
- c) Rector, to be nominated by the Council as per provisions of Bye Laws of the Institution (Ex-Officio).
- d) Two representatives one from each of the following departments not below the rank of Additional Secretary;
 - a. Technical Education Department, Ministry of Education
 - b. Ministry of Housing & Public Works
 - 1.) Four representatives from private and public sectors to be nominated by the council, amongst them one should be from a non-engineering organization.
 - 2.) Two Corporate Members to be nominated by the Council (having good academic record and professional experiences) who shall have been a Fellow of the Institution.
 - 3.) Two Academicians not below the rank of Professor.
 - 4.) Five representatives from the following Professional Bodies /Institutions /Associations, One representative from each of the following organizations:

- President, Institute of Chartered Accountant, Bangladesh or his nominee
- President, Federation of Bangladesh Chamber of Commerce and Industries or his nominee
- President, Bangladesh Medical Association or his nominee
- President, Supreme Court Bar Association or his nominee
- President, Krishibid Institution, Bangladesh

79. Responsibilities of the Board of Governors (BOG)

- i. Board of Governors shall frame and execute the policies of the Engineering Staff College for its development
- ii. Board of Governors shall prepare the Annual Budget, Audit Report etc. which to be approved from the council.
- iii. Board of Governors may constitute Standing Committees, e.g. Academic Council, Finance Committee, Special Committees and Task Forces.
- iv. Board of Governors shall frame all rules & regulations for conducting the business in accordance with the provisions laid down in the Bye-laws.
- v. Board of Governors may delegate powers to the Rector.
- vi. Board of Governors shall frame the organizational structure and corresponding manpower of the Engineering Staff College which to be approved from the Council.
- vii. Board of Governors shall approve all the Memorandums, Agreement etc.
- viii. The Board of Governors shall have the power to raise fund for the Engineering staff collage.

80. Responsibilities of the Rector, ESCB

- i. He shall be the Chief Executive Officer of the Engineering Staff College.
- ii. He shall act as the Executive Secretary of the Board of Governors.
- iii. He shall be responsible for running the administration of the Engineering Staff College.
- iv. He shall be the Principal Accounting Officer of the organization.
- v. He shall implement the policies & decisions of the Board of Governors.
- vi. He shall prepare Annual Activity Plan, Annual Budget and Development Plan of the Engineering Staff Collage (ESCB)

81. Terms of Office of the Board of Governors of ESCB

The terms of the office of the Board of Governors shall be 4(four) years. Maximum one half of the members of the Board shall be replaced every two years by the Council on the recommendation of the Board. Past, Immediate Past Chairman, Vice-Chairman or Members may be re-nominated.

82. The Board of Ethics, IEB

- a) The Institution shall establish an Ethics Board to regulate that Members are upholding the reputation of The Institution and the dignity of the Engineering Profession by following the Code of Ethics as laid down in Appendix-A of The Constitution.
- b) The Board of Ethics shall be named as the Board of Ethics (BOE), IEB and hereinafter called the Ethics Board.

- c) The Council of the Institution shall frame bye-laws as per Article 55 on the recommendation of the Ethics Board.
- d) The Council shall be apprised of the decisions of the Ethics Board in the next meeting of the council through the Honorary General Secretary for information or approval as the case may be.
- e) The Council shall delegate powers to the Ethics Board for its smooth functioning and management as per provisions of the Bye-Laws of the Institution.

83. **The Composition of the Ethics Board**

The composition of the Ethics Board shall be as follows:

a) **Chairman:**

The Chairman shall be an eminent Engineer and shall have been a fellow of the Institution to be nominated by the Council as per provision of the Bye-Laws of the Institution from a panel of three eminent engineers proposed by a search committee formed by the President of the Institution.

b) **Vice Chairman :**

The Vice Chairman shall be an eminent Engineer and shall have been a fellow of the Institution to be nominated by the Council as per provision of the Bye-Laws of the Institution from a panel of three eminent engineers proposed by a search committee formed by the President of the Institution.

c) **Member :**

- i) Vice Chancellor BUET or his nominee at the level of Senior Professor (engineering faculty).
- ii) Two Vice Chancellors from DUET/ RUET/ KUET/ CUET/BUTEX/BAU or their nominees at the level of a senior Professor (engineering faculty.).
- iii) Four Corporate Members of The Institution of Engineers, Bangladesh who shall have been a fellow, to be nominated by the Council.
- iv) President, Bangladesh Supreme Court Bar Association or his nominee.
- v) Chairman, National Human Rights Commission Bangladesh or his nominee.
- vi) One member from a regional/international engineering professional body by invitation from the Council of The Institution.

84. **Terms of office of the Ethics Board**

The term of office for the Chairman, Vice-Chairman and Members that are not “ex-officio” is 4 (four) years. Maximum one half of the members of the Board shall be replaced every two years by the Council on recommendation of the Board. The Chairman, Vice Chairman or Members may be re-nominated for a maximum of one more term.

85. **Women Engineers Chapter, IEB**

- a) The Institution shall establish a Women Engineers Chapter, IEB to strengthen the women engineers of the Institution to play an active role in its endeavours to improve the quality of life of the people within the objectives of IEB to build a world with gender parity and equality in engineering and technology.

- b) The Women Engineers Chapter, IEB shall be named as Women Engineers Chapter, IEB and henceforth called Women Engineers Chapter, IEB .
- c) The Council of the Institution shall frame Bye-Laws as per Article 55.
- d) The Council shall delegate powers to the Women Engineers Chapter, IEB for its smooth functioning and Management.

86. The composition of the Women Engineers Chapter, IEB

- a) The composition of the Women Engineers Chapter, IEB shall be as follows :

<u>Position</u>	<u>Number</u>
Chairman	1
Vice-Chairman	1
Secretary	1
Member	6

- b) The Women Engineers Chapter, IEB shall be elected through direct vote of corporate Women Engineer Members during IEB election.
- c) The Chairman shall represent the Women Engineers Chapter, IEB at the Central Council of IEB.

87. Terms of Office of the Women Engineers Chapter, IEB

The terms of the Women Engineers Chapter, IEB shall be as that of the Institution. A new Women Engineers Chapter, IEB shall take office through election.

88. MEMBERSHIP

- 1. The women engineers who are Corporate and Non Corporate Members of the Institution will be entitled to become the member of Women Engineers Chapter, IEB.

89. Young Engineers Chapter, IEB

- a) The Institution shall establish a Young Engineers Chapter, IEB to act as a link between the young engineers and IEB. Its programmes and work priorities should focus as an interface to all the young members to excel in their careers of becoming eminent engineers and should offer a platform for their voice and the outcome benefit for IEB should be to use them to achieve the IEB objectives.
- b) The Young Engineers Chapter, IEB shall be named as Young Engineers Chapter, IEB and henceforth called Young Engineers Chapter, IEB.
- c) The Council of the Institution shall frame Bye-Laws as per Article 55.
- d) The Council shall delegate powers to the Young Engineers Chapter, IEB for its smooth functioning and management.

90. **The composition of the Young Engineers Chapter, IEB**

- a) The composition of the Young Engineers Chapter, IEB shall be as follows :

<u>Position</u>	<u>Number</u>
Chairman	1
Vice-Chairman	1
Secretary	1
Member	6

- b) The Young Engineers Chapter, IEB shall be elected through direct vote of corporate Young Engineer Members during IEB election.
- c) The Chairman shall represent the Young Engineers Chapter, IEB at the Central Council, IEB.

91. **Terms of Office of the Young Engineers Chapter, IEB**

The terms of the Young Engineers Chapter, IEB shall be as that of the Institution. A new Young Engineers Chapter, IEB shall take office through election.

92. **MEMBERSHIP**

1. The Corporate and Non Corporate Members of the Institution who are within an age limit of 40 years shall be entitled to become the member of Young Engineers Chapter, IEB.

93. **Mohila Committee, IEB**

- a) The Institution shall establish a Mohila Committee, IEB to strengthen the cultural and social activities of the Institution in its endeavors to improve the quality of life of the people within the objectives of IEB to build a better world through creating an atmosphere congenial for the development of engineering profession.
- b) The Mohila Committee, IEB shall be named as Mohila Committee, IEB and henceforth called Mohila Committee, IEB.
- c) The Council of the Institution shall frame Bye-Laws as per Article 55.
- d) The Council shall delegate powers to the Mohila Committee, IEB for its smooth functioning and management.

94. **The composition of the Mohila Committee, IEB**

- a) The composition of the Mohila Committee, IEB shall be as follows :

<u>Position</u>	<u>Number</u>
Chairperson (Wife of the President)	1
Co-Chairperson (Wife of the Vice-Presidents)	4
Member-Secretary (Wife of HGS)	1
Assistant Member-Secretary (Wife of HGS)	4

- b) The posts of the office bearers of the Mohila Committee, IEB shall be filled up by the wives of the elected office bearers of the Central Committee of IEB by virtue of their positions : Chairperson shall be the wife of the President, Co-Chairpersons shall be the wives of the Vice-Presidents, Member-Secretary shall be the wife of the HGS, and Assistant Member-Secretaries shall be the wives of HAGSs.
- c) To execute their activities the Mohila Committee, IEB shall constitute various sub-committees as and when necessary by co-opting wife/wives of member-engineer(s) of IEB.

95. Terms of Office of the Mohila Committee, IEB

The terms of the Mohila Committee, IEB shall be as that of the Institution; a new Mohila Committee, IEB shall take office with the new office bearers of IEB.

96. MEMBERSHIP

- 1. Wives of the member-engineers of IEB will automatically become members of the Mohila Committee, IEB.

APPENDIX

The name and description of persons who signed for the registration of “The Institute of Engineers, Pakistan” in pursuance of Act XXX of 1860.

Signature	Description	Address
1. Md. Sulaiman	President	Chief Engineers, W & B East Bengal, Dacca.
2. M.A. Jabbar	Vice-President	Supdtg. Engineer, W & B Dacca
3. S.C. Ghose	Hony. Treasure	Resident Engineer The Dacca Electric Supply Co. Ltd., Dacca
4. K. Ahmed	Hony. Secretary	Executive Engineer, Pak. PWD, Dacca
5. A. Latif	Member	Chief Engineer, P.H.D., Dacca
6. K.A. Hussain	-do-	Supdtg. Engineer, E.B. Circle, Dacca
7. J.C. Das	-do-	Supdtg. Engineer Development Circle, Dacca

1. Member of the Sub-Committee for amendments of the Constitution appointed at the Annual General Meeting held at Chittagong on the 4th January, 1965.

Mr. M.A. Jabbar	Chairman
Mr. Ziauddin Yusuf	Member
Mr. Asrar A. Qureshy	Member

2. Member of the Committee for amendments of the Constitution and Bye-Laws at the 121st Council Meeting held on 26.12.71 at 9-00 A.M. at H.Q. Office.

Mr. H.A. Khan (M/340)	Chairman
Mr. Enamul Hafiz (M/555)	Member
Mr. M.F.A. Siddiqui (M/250)	Member-Secretary

3. Member of the Committee for incorporation of the amendments of the Constitution adopted at the 23rd and 21st Annual General Meetings in Chittagong and Rajshahi respectively.

Mr. M.F.A. Siddiqui (M/250)	Chairman
Mr. A.H. Khan	Member
Mr. S.M. Mamoon	Member-Secretary

4. Members of the Committee for amendments of the Constitution and Bye-Laws formed at the 483rd & 491st Central Council Meeting held on 16.04.04 & 29.04.05 at IEB Headquarters.

Engr. Serajul Majid Mamoon, PEng., F/1040	Chairman
Engr. Md. Monowar Hossain Chowdhury, PEng., F/1474	Member
Engr. Khan Manjur Morshed, F/3030	Member
Engr. Md. Reazul Islam (Rezu), F/3198	Member

5. Members of the Committee for amendments of the Constitution and Bye-Laws formed at the 567th Central Council Meeting held on 21st June 2012 at IEB Headquarters.

Engr. Mesbahur Rahman Tutul, F/2600	Convener
Engr. Khan Manjur Morshed, F/3030	Member
Engr. Mohammad Saifullah, F/3142	Member
Engr. Mohammad Hossain, F/5324	Member
Engr. M. Shirajul Alam Shawpon, F/5555	Member
Engr. Md. Shahadat Hossain (Shiblu), PEng., F/5333,	Member-Secretary

6. Members of the Committee for amendments of the Constitution and Bye-Laws formed at the 600th Central Council Meeting held on 10 February 2018 at Chittagong.

Engr. Md. Nurul Huda, F/1879	Convener
Engr. Md. Rezaul Karim, F/2099	Member
Engr. Md. Nuruzzaman, F/2255	Member
Engr. Md. Hamidul Haque, PEng., F/2959	Member
Engr. Md. Delwar Hossain, PEng., F/3342	Member
Engr. Md. Mamunur Rashid, F/6699	Member-Secretary

7. Members of the Committee for amendments of the Constitution and Bye-Laws formed at the 619th Central Council Meeting held on 31 October 2020 at Dhaka.

Engr. Mohammad Hossain, F/5324	Convener
Engr. Md. Shahadat Hossain (Shiblu), PEng, F/5333	Member
Engr. S.M. Monjurul Haque Monju, F/7755	Member
Engr. Md. Zikrul Hassan, PEng., F/8199	Member-Secretary

8. Members of the Committee for amendments of the Constitution and Bye-Laws formed at the 643rd Central Council Meeting held on 16 March 2024 at Dhaka.

Engr. Md. Nurul Huda, F/1879	Convener
Engr. Md. Shahadat Hossain (Shiblu), PEng, F/5333	Member
Engr. S.M. Monjurul Haque Monju, F/7755	Member
Engr. Emu Reazul Hasan, F/3377	Member
Engr. F.M.M. Jalal Uddin Al-Quaderi, M/6328	Member
Engr. Kazi Khairul Bashar, F/7788	Member-Secretary

BYE-LAWS
OF
THE INSTITUTION OF ENGINEERS, BANGLADESH

**As revised and approved by the Council of
the Institution of Engineers, Bangladesh at
its meeting held on the 12 March, 1972
and subsequently amended by the
Council and approved by the
Annual General Meetings
from time to time**

**(Latest amendments approved in the 65th Annual General Meeting held
on 12th May, 2024)**

The Institution of Engineers, Bangladesh
Headquarters: Ramna, Dhaka- 1000

BYE-LAWS

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BYE-LAWS
Chapter-I
GENERAL/STATUS

1.00 Name and Registered Office

The name of the Institution is “The Institution of Engineers, Bangladesh” hereinafter called The Institution or IEB

The registered office called The Headquarters of The Institution shall be located at Dhaka.

2.00 Interpretation

In these Bye-Laws, except where the context otherwise demands, terms and expressions shall have the same respective meanings as in the Constitution and words imparting the singular shall include the plural, masculine shall include feminine and vice-versa, and words imparting persons shall include body corporate.

3.00 Definitions

3.01 “The Institution” means The Institution of Engineers, Bangladesh, as established and registered under the Societies Act XXI of 1860, in 1948 and as adopted in Bangladesh in 1972 and as incorporated by the Royal Charter, 1935 or any other Charter obtained thereafter, as “The Institute of Engineers, Pakistan”.

3.02 “The Constitution” means the Constitution of The Institution framed and adopted originally in 1948 and amended subsequently from time to time.

3.03 “Bye-Laws” means the Bye-Laws of The Institution framed hereunder in accordance with the Constitution and having its effects and validity subject to the Constitution.

3.04 “Regulations” means Regulations as may be prescribed by the Council in accordance with Bye-Laws.

3.05 “The Council” means the Council of The Institution constituted in accordance with the Constitution and Bye-Laws to do all things to attain the aims and objectives of The Institution.

3.06.1 “Local Council” means the Council of a Centre constituted in accordance with the Constitution and Bye-Laws to do all things within the jurisdiction of the Centre to attain the aims and objectives of The Institution.

3.06.2 “Sub-Local Council” means the Council of a Sub-Centre constituted in accordance with the Constitution and Bye-Laws to do all things within the jurisdiction of the Sub-Centre to attain the aims and objectives of The Institution.

3.06.3 “Overseas Chapter Council” means the Council of an Overseas Chapter constituted to do all things within the jurisdiction of the Overseas Chapter to attain the aims and objectives of The Institution.

- 3.07 “President”, “Vice-President”, “Honorary General Secretary”, “Honorary Assistant General Secretary” mean respectively the President, the Vice-President, the Honorary General Secretary and the Honorary Assistant General Secretary of the Council of The Institution duly elected as per provision of the Constitution and holding the office for the time being.
- 3.08 “Chairman” means the Chairman of Centres, Sub Centres, Overseas Chapters, Engineering Divisions, Bangladesh Professional Engineers Registration Board (BPERB), Board of Accreditation for Engineering & Technical Education (BAETE), Occupational Safety Board of Bangladesh (OSBB), Engineers Recreation Centres and other Committees formed by the Council.
- 3.09 “Rector” means the Rector nominated by the Council to look after the activities of Engineering Staff College, Bangladesh.
- 3.10 “Vice-Chairman” means the Vice-Chairman of Local Centres, Sub Centres, Overseas Chapters, Engineering Divisions, Bangladesh Professional Engineers Registration Board (BPERB), Engineers Recreation Centres and other Committees formed by the Council.
- 3.11 “Executive Vice-Chairman” means the Executive Vice-Chairman of Engineers Recreation Centres and other Committees formed by the Council.
- 3.12 “Honorary Secretary” means the Honorary Secretary of a Centre.
- 3.13 “Secretary” means the Secretary of Sub Centres, Overseas Chapters, Engineering Divisions & Engineers Recreation Centres.
- 3.14 “Council Members” shall always be expressly used to mean the Members of the Council of The Institution duly elected by the Corporate Members in accordance with the Constitution and Bye-Laws.
- 3.14.01 “Local Council Members” shall always be expressly used to mean Members of the Local Councils duly elected by the Corporate Members of the respective Centres in accordance with the Constitution and Bye-Laws.
- 3.14.02 “Sub-Local Council Members” shall always be expressly used to mean Members of the Sub-Local Councils duly elected by the Corporate Members of the respective Sub- Centres in accordance with the Constitution and Bye-Laws.
- 3.14.03 “Overseas Council Members” shall always be expressly used to mean Members of the Overseas Councils duly elected by the Corporate members of the respective Overseas Chapter in accordance with the Constitution and Bye-Laws.

- 3.15.01 “Office Bearers of the Institution” means the President the four Vice-Presidents, the Honorary General Secretary and the four Honorary Assistant General Secretaries.
- 3.15.02 “Office Bearers of the Centre” means the Chairman, two Vice-Chairman and the Honorary Secretary of the Centre.
- 3.15.03 “Office Bearers of the Sub-Local Centre” means the Chairman, Vice-Chairman & Secretary of the Sub-Local Centre.
- 3.15.04 “Office Bearers of Overseas Chapter” means the Chairman, Vice-Chairman & Secretary of the Overseas Chapter.
- 3.15.05 “Office Bearers of Engineering Division” means the Chairman, Vice-Chairman & Secretary of the Engineering Divisions.
- 3.15.06 “Office Bearers of Engineers Recreation Centre” means the Chairman, Executive Vice-Chairman, Vice-Chairman & Secretary of the Engineers Recreation Centre.
- 3.16 “General Meeting” means a meeting of the Corporate Members of The Institution whether Annual, Ordinary or Extra-Ordinary, duly called and constituted and any adjourned meeting thereof.
- 3.17 “Notice” means a notice in writing signed by the Honorary General Secretary posted to the recorded address of members entitled to receive any notice.
 “Notice” means a notice in writing signed by the Honorary Secretary of Centres, Secretary of Sub-Local Centres, Overseas Chapters, Engineering Divisions and General Secretary of Engineers Recreation Centres posted to the recorded address of members of Centres, Sub-Centres, Overseas Chapters, Engineering Divisions & Engineers Recreation Centres entitled to receive any notice concerning their activities only.
- 3.18 “Age” means the recorded age of a person in any admissible document obtained from Municipal Offices or Educational Certificate or Service Book or any other legal document acceptable to the Council.
- 3.19 “Month” means the English calendar month and “Year” means the twelve months ending on the 31st December.
- 3.20 “Financial Year” means the twelve months ending on the 30th June every year or as may be decided or adopted by the Council.
- 3.21 “Common Seal” or “Seal” means a seal with the emblem of The Institution as approved by the Council affixed in a manner on such documents as may be prescribed.
- 3.22 “Term” means approximately 2 (two) years. Defined as the period from taking office, i.e. following the Annual General Meeting in which the Council Members are declared elected, to the end of the second following Annual General Meeting.

- 3.23 “Fellow” means a Fellow of The Institution as and opposed to Members, Fellows. Members forming the body of Corporate Members shall have the meaning as defined in the Constitution.
- 3.24 ‘The Journal’ mean the Journal of The Institution or any Journal of The Institution other than News Bulletins, Digests etc.
- 3.25 “General Body” will mean all Corporate Members of The Institution.
- 3.26 “Article” means an article of the Constitution while “Clause” means a Clause of the Bye-Laws.

4.00 **Code of Ethics**
Enclosed in Appendix-‘A’

Chapter-II MEMBERSHIP

5.00 Membership Election and Registration

Subject to the age, qualifications, special provisions and restrictions as laid down in the Constitution, candidates for election to any class shall be proposed and supported as provided hereunder, from personal knowledge and in writing according to prescribed form along with signed copy of Code of Ethics.

6.00 Transfer from one class to another

The transfer of a candidate from one class to another shall be put up in the prescribed forms by the Honorary General Secretary after scrutiny to the Council for approval.

7.00 Notification and Confirmation

7.01 Applications considered incomplete or defective shall be returned by the Honorary General Secretary or the Secretary to the Candidate, within one month of receipt stating the reasons.

7.02 Every candidate, on his election or transfer, shall be forthwith notified by the Honorary General Secretary or the Secretary but his name shall not be entered in the Register although duly elected and he shall not be entitled to enjoy or exercise any of the rights and privileges of the Institution or to vote until the admission fee and the yearly subscription have been paid in full and he has signed and delivered to the Honorary General Secretary or the Secretary an engagement in accordance with the prescribed form.

7.03 A Register shall be maintained by the Headquarters for the Members for each class and each division separately. A candidate after election shall be admitted into the appropriate register chronologically under a proper serial number with other necessary particulars. Separate register for the Corporate Members of each Centre shall be maintained by the Headquarters.

8.00 Honorary Members

When it is proposed by at least 100 Corporate Members and subsequently recommended by the Council to elect any duly qualified person to be an Honorary Member, the person so proposed shall be approached by the Honorary General Secretary for obtaining his consent. On receipt of the consent his name and qualifications shall be announced in the Annual General Meeting for approval. His name shall then be entered in the Register of The Institution and he shall be informed by the Honorary General Secretary of his election. In case of Honorary Members, there shall be no entrance fee and no annual subscription.

9.00 **Fellows**

9.01 Every candidate for election as a Fellow shall be proposed and seconded by not less than 3 (three) Corporate Members of whom not less than 2 (two) shall be Fellows.

9.02 Each completed application in the prescribed form shall be sent to the respective Centres by the candidate. The Honorary Secretary of the Centre shall forward the applications to the Chairman of the Application and Membership Committee. The Application and Membership Committee shall scrutinize as to whether or not qualifications of the candidates appear to, be in accordance with the Constitution and shall send the recommendations to the Honorary General Secretary. The Honorary General Secretary shall circulate the bio-data of the applicants amongst the Council Members for obtaining their votes and the votes should be compiled by the Headquarters. The result should be scrutinized in the following way.

9.02.01 Each negative vote will cancel two positive votes.

9.02.02 In case of direct admission of fellow's votes recorded for Membership shall be considered negative and in considering application for Members vote given for Membership shall be considered affirmative in favor of the candidates.

The results tabulated as above will be placed before the Council for its appraisal.

10.00 **Members**

10.01 Every candidate for election as a Member shall be proposed and seconded by not less than 3 (three) Corporate Members of whom not less than 1 (one) shall be a Fellow.

10.02 Each completed application in the prescribed form shall be sent to the respective Centres by the candidate. The Honorary Secretary of the Centre shall forward the applications to the Chairman of the Application and Membership Committee. The recommendation of the Application and Membership Committee shall be placed before the Council Meeting for its consideration and results will be completed as in 9 above.

11.00 **Associate Members**

11.01 Even candidate for election as an Associate Member shall be proposed by one Corporate Member and seconded by another Corporate Member.

11.02 Each completed application in the prescribed form shall be sent to the respective Centres by the candidate. The Honorary Secretary of the Centre shall forward the applications to the Chairman of the Application and Membership Committee. The recommendations of the Application and Membership Committee shall be placed before the President for final decision.

12.00 **Students**

- 12.01 Every candidate for election as a Student shall be proposed by one Corporate Member and recommended by another Corporate Member.
- 12.02 Each completed proposal in the prescribed form shall be sent to the respective Centres by the candidate. The Chairman of the Centre will take the final decision about the requested enrolment after receiving independently a letter of recommendation in prescribed form from the Corporate Member under whose supervision the candidate is engaged in engineering activity. The Chairman of the Centre after realization of the requisite fees, will enter his name in the Register of the Centre and will simultaneously inform the Headquarters where also his name will be entered in the appropriate Register. The Headquarters will allot a Registration Number to the Student. Annual Report by the Corporate Member on the Student under his supervision will be obtained by the respective Centres.

13.00 **Affiliates**

- 13.01 Every candidate for election as an Affiliate shall be recommended by 3 (three) Corporate Members of whom not less than 2 (two) shall be Fellows.
- 13.02 Procedure for elections shall be same as Clause 11.02 of the Bye-Laws.

14.00 **Subscribers**

- 14.01 A subscriber to The Institution shall be proposed by one Corporate Member and recommended by another Corporate Member.
- 14.02 Procedure for election shall be same as Clause 11.02 of the Bye-Laws.

15.00 **Re-admission**

- 15.01 The Council may re-admit a candidate in the class to which he formerly belonged and any candidate whose Membership had terminated for any cause provided he satisfies the Council that he is worthy of re-admission and pays such amount in respect of entrance fee, arrear subscriptions and any other dues as the Council may determine.
- 15.02 The Council may in any special case, where in their opinion, it is desirable to do so, reduce the annual subscription or arrears of annual subscription for Fellows, Members, Associate members, Students, Affiliates and Subscribers.

16.00 **Cessation**

- 16.01 A member whose annual subscription remains unpaid for one year shall not be entitled to receive any notice or publication of The Institution that may be issued until he clears his dues. He

shall also not be entitled to stand for election for any office until he has cleared up his arrear dues by 30th June of the Election Year.

16.02 He who has not paid his subscription for the two consecutive years shall automatically cease to belong to The Institution and shall have to pay the full entrance fee for re-enrolment including two years subscription. If he wishes to retain his old membership number he shall have to pay all the arrear dues previous to the date of renewal of his membership; provided that he may be exempted from payment of the arrear dues in very special circumstances at the discretion of the Council.

16.03 Any Corporate Member resigning under the provision of Article 21 of the Constitution will do so after payment of the arrear Annual Subscription including that for the current year and any other dues outstanding in full.

17.00 **Disciplinary Action/ Expulsion from Membership**

17.01 Reference Article 21 of the Constitution & on recommendation from Ethics Committee, the Council shall have the Prefer to expel any member other than a Honorary Member who has been guilty of any conduct prejudicial to The Institution rendering him unfit to remain a member thereof; provided that the meeting of the Council deciding the expulsion of any member, shall pass a resolution to this effect by a majority of a two thirds of those present. Upon a resolution of expulsion being passed, the name of the person shall be removed from the roll and he shall cease to have any connection with The Institution. Neither the Council collectively nor any member of the Council individually shall be made liable for anything done under this Bye-Law. Every candidate applying for election or every member already elected to The Institution shall be deemed in so applying or in so being elected to agree to accept as final any decision of the Council under this Bye-Laws.

Every person who has ceased to belong to the institution shall be called upon by the Honorary General Secretary to return immediately his diplomas or certificates to the Honorary General Secretary and he shall not be entitled any longer to make use of any designation implying past connection with The Institution.

17.02 The Council shall also have the right to take any disciplinary action against any member who shall have, in the opinion of the Council acted in such a manner as to warrant disciplinary action but not expulsion. The procedure laid down in Bye-Laws 17.01 shall be followed in such cases also and decision of the Council shall be final, provided that before this action is taken the person in question shall also be granted an opportunity to state his case in writing if so desired by him within a reasonable time not exceeding four weeks. Pending final decision about his expulsion

the Council may suspend the Member from holding any office if he is an office bearer of The Institution and restrain him from taking any part in the affairs of The Institution during the period of suspension.

18.00 Fees and Annual Subscriptions

18.01 Entrance Fees, Diploma Fees and Subscription to Benevolent Fund. As may be modified from time to time, the entrance and other fees shall be payable as shown in Appendix-'B'.

18.02 Additional Fee

The Council may, if it considers necessary in the discharge of any important or special function of The Institution, levy an additional fee or fees and may raise subscriptions in case of war any natural calamity. Centres and Sub-Centres may also raise subscription for the convention or for any function approved by Local Council Centres may accept on behalf of The Institution moneys or goods from any source with the prior approval of the Council.

18.03 Composition Fees

Any Fellow or Member may compound for future subscription by a single payment depending on his age at the time in accordance with following table shown in Appendix-B. On transfer from Life Member to Life Fellow he may similarly compound by paying the difference between the compounding fee for Fellow and that for Member.

18.04 Life Subscription

Any Fellow or Member may pay his life subscription in accordance with the tables: Enclosed in Appendix-B.

Chapter-III
CENTRE, SUB-CENTRE, OVERSEAS CHAPTER, ENGINEERS
RECREATION CENTRE & STUDENT CHAPTER

19.00 Objects and Activities

- 19.01 The objects, procedure and activities of the Centres, Sub-Centres, Overseas Chapters, Engineers Recreation Centres & Student Chapters shall as far as practicable be the same as those of The Institution and the provisions of the Constitution and the Bye-Laws of The Institution in this regard apply mutatis mutandis to these also.
- 19.02 Rules of procedure and directions issued from time to time by the Council shall apply mutatis mutandis in the case of Centres and Sub-Centres.

20.00 Formation of Centre

- 20.01 Corporate Members residing in an area and desirous of forming a Centre under Article 29 of the Constitution shall first form a preliminary committee of not less than 5 (five) Corporate Members of whom one who is a Fellow should be elected Convenor. The Committee shall under the signature of the Convenor, and supported by altogether 150 (one hundred fifty) Corporate Members as signified by the original signature of each Member on the application, apply for the sanction of the Council for the formation of a Centre, specifying the location of the office and boundary of area proposed to be served. Before permitting formation of a new Centre the Council will consult existing Centres regarding such a step.
- 20.02 The Council shall consider the proposal and if found satisfactory sanction the formation of the Centre. Nominate a Corporate member who is a Fellow of that Centre as its Chairman for the remaining period of the term of the Council and accord recognition to the preliminary committee as the Committee of Management of the Centre. In this formation stage, the correspondence, as may be necessary shall be conducted by the Headquarter office with the Chairman of the Centre. The Chairman of the Centre may assign definite duties to any or more Members of the Committee of Management for the due discharge of the activities of the Centre and of The Institution on any honorary basis.
- 20.03 If at any time any Centre by itself is not having the requisite number of Corporate Members to have one representation the Council will be at liberty to join two or more Centres and form an Electoral College.

21.00 Formation of a Sub-Centre

21.01 Corporate Members residing in an area and desirous of forming a Centre under Article 33 of the Constitution shall first form a preliminary committee of not less than 3 (three) Corporate Members of whom one who is a Fellow should be elected Convenor. This Committee under the signature of the Convenor and supported by altogether by 25 (twenty-five) Corporate Members as signified by the original signature of each Member on the application, apply for the sanction of the Council for the formation of a Sub-Centre specifying the location of the office and boundary of the area proposed to be served. Before permitting formation of a new Sub-Centre, the approval of the Council will be taken by the Centre.

22.00 Formation of Overseas Chapter

22.01 Corporate Members residing in a country and desirous of forming an Overseas Chapter under Article 37 of the Constitution shall first form a preliminary committee of not less than 3 (three) Corporate Members of whom one should be elected Convenor. This Committee under the signature of the Convenor and supported by altogether by 10 (ten) Corporate Members, as signified by the original signature of each Member on application, apply to the Honorary General Secretary for the formation of the office and boundary of the area proposed to be covered for the proposed Overseas Chapter.

22.02 The Council shall consider the proposal and if found satisfactory sanction the formation of the Overseas Chapter and accord recognition to the preliminary committee as the Committee of Management of the Overseas Chapter for the rest of the period of the term of the Council.

22.03 The affairs of the Overseas Chapter shall be run by a Council elected locally by the Corporate Members which shall consist of the following:

- i) The Chairman
- ii) The Vice-Chairman
- iii) Secretary, and
- iv) At least 3 (three) Council Members.

The Chairman and Vice-Chairman of the Overseas Chapter shall be Fellows.

23.00 Formation of Engineers Recreation Centre:

With the approval of the Council, ERC can be formed at any Centre/Sub-Centre/Overseas Chapter of the institution of Engineers, Bangladesh. The Name of the ERC shall be: ENGINEERS RECREATION CENTRE, DHAKA/CHITTAGONG/ COMILLA ... etc.

23.01 **Location**

An ERC and its office shall be located/housed at the premises of the headquarters of The Institution of Engineers, Bangladesh for Dhaka Centre and at the premises of different Centres/Sub-Centres/Overseas Chapters for their respective jurisdictions.

23.02 **ERC Administration & Management**

The affairs of an ERC shall be attended to and administered by the EXECUTIVE COMMITTEE who shall manage the same to the best of their competence and ability. The EXECUTIVE COMMITTEE shall consist of the following :

23.02.01 **For Dhaka**

- i) The Chairman (Ex-Officio) - The President of IEB
- ii) Executive Vice—Chairman
- iii) Vice-Chairman (Ex-Officio) - Chairman of Dhaka Centre.
- iv) Vice-Chairman
- v) The General Secretary
- vi) Secretary (Finance)
- vii) Executive Members (Maximum 8)
- viii) One lady Council or other Member nominated by the Council (Ex-Officio)
- ix) Five Members (Ex-Officio)

23.02.02 **For other Centres/Sub-Centres/Overseas Chapters**

- i) The Chairman (Ex-Officio) - The Chairman of Centres/ Sub-Centres/Overseas Chapters except Dhaka Centre
- ii) Executive Vice-Chairman
- iii) Vice-Chairman (Ex-Officio) - Vice-Chairman of Centres/ Sub-Centres/Overseas Chapters
- iv) Vice-Chairman
- v) The General Secretary
- vi) Secretary (Finance)
- vii) Executive Members (Maximum 4)
- viii) One lady Council or another Member nominated by the respective Council (Ex-Officio)
- ix) Four Members (Ex-Officio)

23.02.02.1 Vice-President Services and Welfare Committee (S&W). Honorary Secretary of Dhaka Centre and the immediate past i) Executive Vice-Chairman, ii) Vice-Chairman and iii) the General Secretary shall be the Ex-Officio Members for Dhaka ERC.

23.02.02.2 Honorary Secretary' of respective Centres/Sub-Centres/ Overseas Chapters and the immediate past i) Executive Vice-Chairman ii) Vice-Chairman' and iii) the General Secretary shall be Ex-Officio Members of respective Centres/Sub-Centres/Overseas Chapters.

23.02.02.3 The Executive Vice-Chairman, Vice- Chairman, the General Secretary. Secretary (Finance) and the Executive Members will be directly elected by the eligible Members of respective ERCs as per provision of the Approved Constitution.

23.03 **Operation**

The Executive Vice-Chairman shall have overall control and supervision over the day to day affairs of ERC. He shall be vested with powers, duties and responsibilities as per provision of the Constitution of ERC.

The Vice-Chairman shall assist the Executive Vice-Chairman in discharging his duties as per provision of the Constitution of ERC.

The day to day management of ERC shall be exercised by the General Secretary under guidance of the Executive Vice-Chairman within the provision of the Constitution of ERC.

The duties & responsibilities of other members of the Executive Committee shall be as per provision of the Constitution of ERC.

23.04 **Election**

Elections for all posts mentioned in 23.02.02.3 above shall be held on the same date & time of the elections of The Institution of Engineers, Bangladesh within the provisions of the Approved Constitution of ERCs.

23.05 **Accounts**

All ERCs shall be integral bodies of The Institution of Engineer, Bangladesh. However, The Institution will not bear any liabilities for any of the ERCs. Respective ERCs will raise funds by means of subscriptions from its members, donations, special donations or contribution, charity or variety shows and all other lawful means, as would be necessary, both for the maintenance and also the costs & expenses of its activities.

However, annual audit reports of all ERCs will be carried out, at their own expenses, and submitted to the Honorary General Secretary for inclusion in his Annual Report.

23.06 **Constitution of ERC**

Approved Constitution of ERCs is enclosed in Annexure “O” of the Bye-Laws of The Institution of Engineers, Bangladesh.

No Changes or modifications in the operation or in the Constitution of ERCs shall be made without the approval of the Council.

24.00 **Formation of Student Chapter**

24.01 To ensure active participation of the maximum number of local engineering students in the students’ activities of The Institution, each Centre shall form Student Chapter under Article 38 or the Constitution.

- 24.02 Functions of Students Chapter
The functions of the Students Chapter shall be :
- 24.02.01 To acquaint the student members with the aims and activities of The Institution.
- 24.02.02 To motivate the student members to achieve these aims which are achievable at this level and to train them up in such a way that they will be able to discharge their duties and responsibilities properly as Corporate Members at a later stage.
- 24.02.03 To encourage those who are eligible to become student members, to get themselves registered as student members.
- 24.02.04 To inform them of professional code of ethics so that they abide by the same in their future professional conduct.
- 24.02.05 To arrange seminars and talks by eminent engineers, scientists and senior members and study tours to engineering projects, constructions, factors, workshops and laboratories.
- 24.02.06 To publish bulletins and journals to highlight different activities of The Institution and to communicate the technical information to others
- 24.02.07 To arrange jobs for the student members during their vacation.
- 24.02.08 To arrange coaching classes for those who are in need of the same.
- 24.02.09 To help the fellow students in their academic pursuits.
- 24.02.10 To encourage all sorts of co-curricular activities with a view to promoting social contacts and interactions among the members of the Chapters.
- 24.02.11 To facilitate participation of the Student Members in the Convention of The Institution, with the concurrence of the local Council.
- 24.02.12 To undertake any other activity which may be conducive to the technical and intellectual advancement of the members of the Chapters.
- 24.03 The activities of the student of each Students Chapter shall be planned, supervised and guided by a local Students Committee to be constituted as follows:
- 24.03.01 A teacher, who is also a Corporate Member of the Institution, not below the rank of Associate Professor-Chairman.
- 24.03.02 Honorary Secretary of the concerned Centre-Member.

- 24.03.03 One teacher to be nominated by the Vice-Chancellor/Director Principal-Member.
- 23.03.04 Four student members of the concerned Students Chapter to be nominated by the concerned Local Council in consultation with the Chairman of this Committee. The committee shall assign a member to act as the Member-Secretary.
- 24.04 The Local Students Committee shall endeavor to achieve the aims and objectives of The Institution related with the “Student” and “Student Chapter” as laid down in the Constitution, Bye-Laws and Rules and Regulations of The Institution under the overall supervision of the concerned Local Council to frame appropriate rules and regulations for smooth and effective running of the Chapter.
- 24.05 The concerned Centre shall provide adequate secretarial facilities to the committee and it is the responsibility of the Local Council to see that the Students Chapters are functioning according to the directives given by the Council.
- 24.06 A separate Register shall be maintained by the Headquarters for each Students Chapter. The Student Members, after enrolment shall be informed of the registration number through the concerned Centre and the Students Chapter.

Chapter-IV

ENGINEERING DIVISION

25.00 Formation of Divisions

- 25.01 The following Engineering Divisions shall be formed by the Council as per provisions of the Article 35 of the Constitution
- 25.01.01 Civil Engineering Division (CED)
 - 25.01.02 Mechanical Engineering Division (MED)
 - 25.01.03 Electrical Engineering Division (EED)
 - 25.01.04 Chemical Engineering Division (CHED)
 - 25.01.05 Agricultural Engineering Division (AED)
 - 25.01.06 Textile Engineering Division (TED)
 - 25.02.07 Computer Engineering Division (CoED)
- 25.02 To start with, each division will include the following disciplines
- 25.02.01 Civil Engg. Division
Civil Engineering:
Water Resources Engineering:
 - 25.02.02 Mechanical Engg Division
Aeronautical Engineering:
Industrial & Production Engg.
Mechanical Engineering:
Metallurgical Engineering:
Mining Engineering:
Naval Architecture and
Marine Engineering:
 - 25.02.03 Electrical Engg. Division
Electrical Engineering:
Electrical & Electronics Engg:
Electronics & Communication Engineering:
 - 25.02.04 Chemical Engg. Division
Chemical Engineering:
Gas Engineering:
Petroleum Engineering:
 - 25.02.05 Agricultural Engg. Division
Agricultural Engineering:
Irrigation Engineering:
 - 25.02.06 Textile Engg. Division
Textile Engineering :
 - 25.02.07 Computer Engg. Division
Computer Science & Engineering :
- 25.03 Each member of The Institution shall ordinarily become member of one of the above Divisions based on his engineering discipline. The initial placement of members in the' above divisions will be made on the basis of applicants discipline as reflected in their educational qualifications. Any member who is desirous of changing a division may apply along with

documentary evidence supporting his application. The Council on the recommendation of the Application and Membership Committee may consider such case.

- 25.04 As per provision of Article 35 (b) of the Constitution, the Council may establish a new Engineering Division in the event a minimum of 500 Corporate Members request the Council to create such a Division.
- 25.05 As per provision of Article 35 (C) of the Constitution the Council may form Groups to promote technical activities covering specific areas within one or more of the above Decisions.

26.00 Qualification of the Members of the Engg. Divisional Committees

Only Corporate members belonging to the respective Engineering Divisions are eligible to contest the Election. The qualification of the Members of the respective Engineering Divisional Committees shall be as stated below:

Members: The Members of the Engineering Divisional Committee shall be Corporate Members.

27.00 Functions and Activities of Engineering Divisions

- 27.01 All Engineering Divisions will function under the overall guidance of the Council of The Institution, with the aim of expanding the learning of engineering and professional activities and this may be achieved through the following activities relevant to the particular division, but not limited to :
- prepare long and short term programme of activities.
 - organise discussion programmes technical meetings.
 - organise national or international symposia. conferences:
 - organise continuing education programmes.
 - arrange technical publication.
 - undertake R & D activities on important national issues.
 - maintain constant liaison with Engineering Universities, Institutes of Technology, Colleges, R&D Centre and different Government, semi-Government and Private Bodies.
 - interact and liaise with different national bodies with a view to projecting effectively the view of The Institution at the national level.

28.00 Administration of Engineering Divisions

- 28.01 The activities of each Division shall be performed through the respective Engineering Divisional Committees formed as per provisions of Article 36 of the Constitution.
- 28.02 The Divisional Committees may from time to time take the assistance of experts in various fields of engineering and technology to supplement their efforts towards wider dissemination of latest development in specialised fields of engineering.

- 28.03 The Engineering Divisional Committees may constitute sub-Committees and task forces (including Joint Committees/ Task Forces) to achieve their aims and objectives.
- 28.04 Any vacancy in the office of Chairman or in any other elected post of any Engineering Division, arising out of death, resignation or any other reason, which may occur between two elections shall be filled up by the Council.
- 28.05 All correspondence regarding the activities of the Division including invitation for Seminar/Workshops will be signed by the Secretary of the Division but programmes to be finalised in consultation with the Honorary General Secretary. However, other correspondence for Annual Paper Meet. International Conferences & matters related to IEB affairs will be issued by the Honorary General Secretary where the Secretary.
- 29.00 **Finance & Accounts of Engineering Divisions:**
- 29.01 Engineering Divisional Committees shall prepare their annual budget in line with their programme of activities and place the same to the Administrative and Finance Committee.
- 29.02 Engineering Divisions may raise funds through donations, advertisements or any other legal means as decided by the Divisional Committees within the jurisdiction of Constitution & Bye-Laws.
- 29.03 Separate bank Accounts shall be maintained by each Engineering Division and the fund allocated by the Council will be transferred to respective Divisional Committees in maximum four equal quarterly installments. All other collections by the Divisional Committees shall be deposited in the respective Divisional accounts.
- 29.04 The Bank Account of a Divisional Committee shall be jointly operated by the Chairman and the Secretary of the respective Divisions and separate cash books will be maintained for each Division. In the absence of Chairman for a long period, Vice-Chairman may sign in place of Chairman. In the absence of the Secretary, the Divisional Committee may nominate a member to sign.
- 29.05 The respective Divisional Committees shall be responsible for proper utilisation of all funds made available to the Committee.
- 29.06 The Divisional Committees shall prepare monthly and yearly accounts and shall submit the same to the Honorary General Secretary regularly.
- 29.07 The accounts of different Divisional Committees will be audited regularly by the auditor appointed for the Institution.
- 29.08 For smooth functioning of the Division, respective Divisional Committees may adopt rules and regulations in conformity with the Constitution and Bye-Laws of The Institution.

Chapter-V ELECTION

30.00 Central Election Committee, Election Schedule and Procedure

Election to all offices of The Institution shall be held for tenure of one term of two years as per provisions of Article 45-48 of the Constitution and relevant provisions of Bye-Laws by direct secret ballot.

30.01 The Council shall constitute latest by 30th June of the election year an Election Committee called the Central Election Committee (CEC) from amongst the eligible voters, consisting of the following :

30.01.01 A Chairman, who shall have been a Council Member of The Institution for at least one term and who has been a Fellow for at least 7 years, and :

A Co-Chairman, who shall have been a Council Member of The Institution for at least one term and who has been a Fellow for at least 5 years and

30.01.02 At least six members, who shall be Corporate Members and at least 50 percent of whom shall be Fellows.

30.01.03 The Chairman of CEC shall nominate a Member-Secretary from amongst the members of CEC.

30.02 The CEC shall be responsible for conducting the elections for the posts of the offices of the Office Bearers of the Institution as well as the Engineering Divisions and the Members of the Council allocated to different Centers, other than the Chairman, the Vice-Chairman's and the Honorary Secretary of the various Centers who becomes Members of the Council by virtue of their holding offices at the Centers as per provisions of the Article 26.2 of the Constitution.

The Chairman and the Members of the CEC cannot be candidates for any post of the Council.

30.02. A The Council of each Centre, Sub-Centre. Overseas Chapter and Executive Committee of the ERCs shall constitute latest by 30th June of the election year an Election Committee called the Local Election Committee (LEC) from amongst the eligible voters, consisting of the following:

30.02.A.01 A Chairmen, who shall have been a Council Member of The Institution or a Member of any Local or Sub-Local Council and who have been a Fellow for at least 3 years.

30.02.A.02 At least four Members who shall be all corporate Members.

30.02.A.03 The Chairman of LEC shall nominate a Member-Secretary from amongst the members of LEC.

- 30.02.01 **Voter List**
 The Honorary General Secretary of The Institution will dispatch to all Centers and Sub-Centers and ERCs draft Voters Lists comprising names of all Corporate Members and members of Engineers Recreation Centers who have cleared their dues by 30th June of the year preceding the election and such lists will be prepared Centers and Sub-Centers-wise mentioning the Engineering Division of which the member belongs.
- The draft Voters Lists will be dispatched to all Centers, Sub-Centers and ERCs by 31 July.
- 30.02.02 Draft Voters' List will be available for inspection by the Members at the Headquarters as well as the Centers. Sub-Centers and ERCs.
- Members will be notified by the Honorary General Secretary through the Engineering News and/or any other suitable media like Web Site, Print, Electronic for inspection/checking for any correction, if needed. This will also include changes of Centres/Sub-Centres/Overseas Chapters of members due to change of their present address.
- The Honorary Secretary of the Centers/Sub-Centers shall also take appropriate measures to notify respective Members for such inspection of the draft voter list for correction if needed.
- Corrections will be allowed up to **14 August**.
- 30.02.03 The Honorary Secretaries of all Centres, Secretaries of Sub-Centres. Engineers Recreation Centres shall forward the Correction Memo received from eligible voters to the Honorary General Secretary, so as to reach him by **20 August**.
- 30.02.04 The Honorary General Secretary will then prepare Centre and Sub-Centre wise including ERCs final Voters List mentioning the Engineering Division for each voter on the basis of the corrections, if any, and hand over such Voters Lists to the Chairman of the CEC. Centres, Sub-Centers and ERCs along with the number of Council Members allocated to the respective Centers by the Council by **25 August**.
- By the same date the Honorary General Secretary will notify the voters staying outside Bangladesh about the Election Schedule as determined by the CEC asking to contact the CEC for postal ballot papers.
- 30.03 The CEC will determine polls schedule and take other actions as follows :
- 30.03.01 Last date for announcement through a minimum of two widely circulated national dailies and Engineering News and or any other suitable media

like Web Site for submission of nominations of candidates for election in the approved format only obtainable at Headquarters, Centres or Sub-Centres of The Institution: **14th October**

- 30.03.02 Last date of receipt of nomination papers by the **CEC: 24th Oct.**
The nomination papers of the eligible candidates shall bear the signature of the respective candidates as a token of his consent to stand for the election and should be accompanied by Bio-Data not exceeding 120 words for the Executive Office Bearers of Headquarters, Centers, Engineering Division and ERCs, 60 words for Council Members, Members of the Engineering Divisions, Executive Committee members of ERCs along with 2 (two) passport size photographs.
- 30.03.03 Last date of completion of scrutiny of nomination papers by the **CEC: 29th October.**
- 30.03.04 Last date of publication of 1st provisional list of candidates by the CEC: **1st November.**
- 30.03.05 Last date for submission of appeal, if any against the 1st provisional list of candidates to CEC: **4th November.**
- 30.03.06 Last date for disposal of appeal by CEC, if any- **7th November.**
- 30.03.07 Publication of 2nd provisional List by CEC after disposal of appeal, if any: **9th November.**
- 30.03.08 Last date of appeal against 2nd provisional list to the Council, if any: **12th November.**
- 30.03.09 Last date for disposal of appeal by the Council: **14th November.**
- 30.03.10 Publication of final provisional list by CEC after disposal of appeal by the Council: **16th November.**
- 30.03.11 Last date for withdrawal of nomination papers, if any: **18th November.**
- 30.03.12 Last date for publication of the final list of candidates by the CEC: **20th November**
- 30.03.13 Last date for finalizing the location of polling stations by the CEC which shall not be at any place other than an established Centre/Sub-Centre of the Institution: **25th October.**
- 30.03.14 A Corporate Member whose name has appeared in the Voters' List but has already changed his Centre/Sub-Centre due to transfer of service after the final Voters' List is published may apply to the CEC

- for changing the Voting Centre with a certification from the Chairman or Honorary Secretary of his original Centre/Sub-Centre about the transfer and voter number by: **31st October.**
- 30.03.15 The CEC will compile such transfer cases by 02 November correcting the Voters' List accordingly. The CEC then will notify the names to the Centers, Sub-Centers and Headquarters as well as the concerned voters by: **5th November.**
- 30.03.16 Last date for publication of the list of candidates along with their photographs and Bio-data, as mentioned in the Clause 30.04.02 above, in the Engineering News (Special issue) and/or in any other suitable publication or in any suitable media like Web Site by the CEC: **5th December.**
- 30.03.17 Last date for printing/ preparation of ballot and completion of adopting of necessary security measures, such as insertion of security signatures, special security embossing, machine numbering etc or any electronic or digital measures as determined by the CEC: **5th December.**
Separate Electoral Registers containing the names of Voters for each polling station shall be prepared mentioning the engineering division for each voter and sent by the CEC to the respective polling stations along with ballots and other election materials.
- 30.03.18 Last date for sending ballots and other election materials to all polling stations: **20 December.**
- 30.03.19 Last date of completion of polling: **24 December.**
- 30.03.20 Last date for receipt of applications for postal ballots: **15th November.**
- 30.03.21 Last date for dispatch of postal ballots: **30th November.**
- 30.04 The CEC will nominate the Representative who shall be a Fellow and not a candidate for any office of the Executive Office Bearers of the Council or any of the Engineering Divisions, to each polling station for conducting the elections as per Bye-Laws. It is provided that the Representative may appoint such officials and assistants as may be necessary for smooth conducting of the elections, such as appointing polling officers, persons for looking after security measures, counting of votes etc. Record of all such appointments shall be sent to the CEC along with the result sheets.
- The Local Councils and Sub-Local Councils shall extend necessary assistance to the Representatives of the CEC and co-operative with them for smooth conducting of the elections. The Representatives

shall arrange to count ballot's immediately after the polling is closed according to prior announcement of the CEC and shall prepare the unofficial result sheets. He will make a copy of the said result sheet available to the Centre/Sub-Centre. The original unofficial result sheet along with the ballot's shall be submitted in sealed covers to the Chairman of the CEC immediately after completion of counting of votes, for subsequent processing. The Chairman of the CEC after satisfying himself that the election procedures have been followed as prescribed and verifying the unofficial results shall forward the consolidated unofficial results along with all relevant documents to the Honorary General Secretary.

The Honorary General Secretary then place the unofficial result before the Council meeting prescheduled to be held not later than **30th December for declaration of the Official Result.**

30.05 If any of above dates of election schedule falls on a Weekly or National Holidays, the next working day will be effective.

30.06 The election for the Executive Office Bearers of the Headquarters. Centers, ERCs, Members of Central Council, Engineering Divisions as well as of the Local Council/Sub-Local Council shall be held at the same places and on the same day/days simultaneously within the same set hours for all places as determined by the CEC.

30.07 **Canvassing in the Election**

No candidate for any office shall make any canvassing in any manner, direct or indirect infavour of himself or against any other candidate except those are specifically mentioned in the following sub-clause 30.07.01.

No written statement/leaflet/card/any panel sheet of candidates etc. except those are specified in the sub-clause 30.07.01, shall be allowed to be circulated in support of the candidature of a candidate or against that of an opponent/competitor by any candidate or by any other member/members on their respective behalf.

30.07.01 In pursuance of the Clause 30.07 above and with a view to uphold the dignity, image and the reputation of the Institution, limited canvassing in support of a candidate may be made by the candidate himself and not by any Member/Members supporting him

- a) A candidate may circulate his Bio-data among voters to support his/her candidature in the form of one half of an A. size (8.5x4.15") leaflet printed in Black & White. The content of the Bio-data shall be same as it is printed in the Engineering News or any other media for circulation among the voters by CEC as per

Sub-clause 30.03.16. The leaflet may also Contain photograph of the candidate printed in mono color.

- b) A candidate may circulate a visiting card (of size 3.25x2.00 Inches) among voters to support his/her candidature. The visiting card may also contain photograph and ballot serial number of the candidate.
- c) Canvassing in any other means except those described above through any electronic or digital media by shall be strictly prohibited.
- d) Such canvassing as described above shall be strictly prohibited on the Polling date.

30.07.02 Any violation of the above, subject to verification and findings, may render the candidature of any member for any office to be cancelled or declared void by the CEC and action may also be taken against any other member, who will be found, subject to verification, to have violated the above provisions and/or the Code of Ethics of The Institution.

30.08 Any complaints regarding any irregularity in the election procedure may be made in writing to the Chairman of the CEC within one week of such occurrence supported by appropriate evidences.

30.09 The Council of The Institution of Engineers, Bangladesh will act as appellate body against any decision of the CEC and the decision of the Council in such matters shall be final and binding on all concerned.

30.10 **Procedure for casting of ballots**

30.10.01 Each eligible Corporate member shall have to produce to the Representative of the CEC his Identity Card issued by the Honorary General Secretary of The Institution or Chairman of the respective Centers/Sub-Centers or General Secretary of ERC, incorporating therein his photograph and signature.

30.10.02 The Representative of the CEC shall then allow the voter to the polling booth for casting vote(s) either electronically or manually.

30.10.03 The voter shall affix his full signature beside his name on the Electoral Register before proceeding for casting vote (s).

30.10.04 The voter with then enter into the polling booth to mark his vote in favor of the candidate (s) of his choice.

- 30.10.05 After marking his votes in the prescribed manner, he will fold the ballot paper (s) and will place the same into the sealed ballot boxes, if the voting is through conventional ballot paper(s).
- 30.10.06 A Representative of the CEC who does not belong to the Centre/Sub A Centre, for which he has been appointed a Representative, will be allowed to cast his vote to the CEC by **15th December**.
- 30.10.07 The CEC may permit a representative of a candidate for the post of the Executive Office Bearers of the Institution, Centers, Sub-Centers, Engineering Divisions, Overseas Chapters and ERCs to remain present during issuing and counting of ballots/votes. An application for nominating such representative who also must be a Corporate Member shall have to be made to the Chairman of the CEC/LEC with the name, photograph and attested copy of Membership Identity Card of the proposed representative at least 7 days prior to the date of polling.
- Without written approval of the CEC/LEC, the Representative of the CEC at any polling station shall not permit any unauthorized representative of any candidate for election to be present at the polling station.
- 30.11 **Procedure for voting by postal ballot(s) by voters living abroad**
- 30.11.01 Postal ballots may be issued to an eligible voter living abroad at his written request. The request shall be made on plain paper by post/courier/fax and must reach the Chairman, CEC as per schedule prescribed in the Bye-Laws.
- 30.11 .02 The postal ballots shall be sent to the voter by registered air mail at least 30 days prior to the date of holding elections.
- 30.11.03 After marking the postal ballot(s), the voter shall put the ballot(s) in an unaddressed envelope and will then put this envelope into a second outer envelope which shall be addressed to the Chairman, CEC and the voter must affix his full signature on the left side of this outer envelope giving his membership number. The postal ballot(s) shall reach the CEC not later than two days before election.
- 31.00 **Schedule Change & Results**
- 31.01 The CEC in consultation with the President of The Institution will be empowered to alter the polling schedules under extra ordinary circumstances.
- 31.02 In deciding election results if two or more candidates are found to have polled equal number of votes then the senior most of the

candidates based on the seniority of membership will be considered as elected.

31.03 If a Corporate Member is elected in more than one post of Executive Office Bearers, Chairman, Vice-Chairman and Secretary of Engineering Divisional Committee of The Institution and/or in the posts of Executive Office Bearers of the Centre he must choose only one post and vacate other elected post(s) as stipulated in Article 41 of the Constitution. After declaration of official results by the CEC, the member concerned shall communicate in writing his choice of retention of only one elected post, to the Honorary General Secretary of The Institution within 7 (seven) days. The Honorary General Secretary shall then place the issue before the Council. The council shall declare the contestant(s) who polled next highest votes in the election, to be elected for the particular post (s) vacated by the Corporate Member.

31.04 In case there is no other contestant(s) in the election for the vacated post(s), the Council shall fill in the vacancy as per provision of Clause 34 of the Bye-Laws, as the case may be.

32.0 Taking over and vacation of the offices of the Executive Committee of the Institution

32.01 The incoming and outgoing Executive Office Bearers of The Institution. e.g. President, the Vice-Presidents, the Honorary General Secretary, the Honorary Assistant General Secretaries shall take over or relinquish offices respectively at the end of the Annual General Meeting in which the Council Members are declared elected. But the Honorary General Secretary shall officially take charges of his office within 21 days from the end of the Annual General Meeting from the outgoing Honorary General Secretary who will be bound to hand over the charges within the said period.

32.02 Honorary Secretary of Centres, Secretaries of Divisional Committees, Sub-Centres & Overseas Chapters and General Secretary of Engineers Recreation Centres will hand over charges within 21 days of the Annual General Meeting of Headquarters.

33.0 Taking over and vacating of Council Members except the President, the four Vice-Presidents, the Honorary General Secretary and the four Honorary Assistant General Secretaries

The Council Members shall take over the charges or relinquish offices at the end of the Annual General Meeting of the election year. The post of any Member of the Council shall ipso facto be vacated if:

33.00.1 By notice in writing to The Institution he resigns his office provided the Council accepts his resignation.

33.00.2 He ceases to be a Fellow or a Member of The Institution.

34.00 **Casual vacancies of the Council except the President, the Vice-Presidents, the Honorary General Secretary and the Honorary Assistant General Secretaries.**

Any casual vacancy occurring in the Council may be filled up by the Council by nomination from the Centre concerned for the rest of the term.

35.00 **Powers and duties of the Executive office Bearers of The Institution**

35.01 President

35.01.01 The President, as Head of The Institution, shall have general control over the affairs of The Institution, he will guide other Office Bearers in discharging their respective duties.

35.01.02 He shall preside over all Meetings of the Council and its Executive Committee, General Meetings, Extra Ordinary General Meeting, etc. with authority of casting vote. He shall confirm & sign the Minutes of meetings presided over by him.

35.01.03 He may, if he feels it necessary, delegate some of his powers to the Vice-Presidents.

35.01.04 He will take account of major activities of The Institution from other Office Bearers, take remedial measures as and when necessary for efficient performance of these activities.

35.01.05 He shall have the powers to approve expenditures as delegated by the Council subject to the specific provision in the approved budget.

35.02 **Vice-Presidents**

35.02.01 The four Vice-Presidents shall assist the President in running the affairs of The Institution and perform their responsibilities under the guidance of the President.

35.02.02 In the absence of the President, the senior most (determined on the basis of seniority of enrolment as Fellow of The Institution) Vice-President will discharge the functions of the President.

35.02.03 Vice-Presidents shall have the powers to approve expenditures as delegated by the Council within the provision of the approved budget of their respective functional areas.

35.02.04 The individual duties and powers of the four Vice-Presidents shall be as follows.

35.03 **Vice-President (Academic and International Affairs)**

35.03.01 He shall assist the President.

35.03.02 He shall be responsible for all academic activities of The Institution. Activities of Institution related to the Academic and International Affairs, Membership, Examination, Accreditation, BPERB, Student Chapter, Professional Bodies of Overseas Countries, Degree Equivalence, Research and Development, Innovation and Technological Advancements. He shall also be responsible for keeping liaison with other Institutions and

- International Bodies for all activities related to academic pursuits.
- 35.03.03 He shall look after the affairs of the library and all publications of The Institution.
- 35.04 **Vice-President (Administration and Finance):**
- 35.04.01 He shall assist the President.
- 35.04.02 He shall be responsible for all administrative and financial affairs of The Institution.
- 35.04.03 He shall be the Chairman of the Administrative & Finance Committee.
- 35.04.04 He shall prepare the Annual Budget for Headquarters and all Centres/Sub-Centres/Engineering Divisions/Overseas Chapters and arrange timely auditing of all accounts for approval by the Council and subsequently by the Annual General Meeting. Such accounts shall also include the income/expenditure of the Headquarters as well as of the concerned Centres incurred for hosting Convention.
- 35.04.05 He shall monitor regularly all income and expenditure of The Institution and report positions to the Council.
- 35.04.06 He shall be responsible for general administration of the Headquarters office and shall exercise administrative powers as delegated by the Council within, the provisions of approved organogram and Service Rules of The Institution, in force from time to time.
- 35.05 **Vice-President (Human Resources Development)**
- 35.05.01 He shall assist the President.
- 35.05.02 He shall be responsible for all Human Resources Development activities of The Institution. He will coordinate & regulate the function of the Engineering Divisions including publication of journals, Engineering Staff College, National Seminar, Memorial Lectures, Technical Session organized during convention etc.
- 35.05.03 He shall be responsible for Organizing national and international seminars/symposia/technical sessions/ conferences, workshops, training courses etc. regularly through the Respective Engineering Division or through Special Committees.
- 35.05.04 He shall arranging to organize Annual Paper Meets & International Conferences of Engineering Division. He shall also be responsible for organizing Memorial Lectures.
- 35.06 **Vice-President (Services & Welfare)**
- 35.06.01 He shall assist the President.
- 35.06.02 He shall be responsible in the activities of the Institution related to the Member's general welfare, Employment of the engineers, service matters, recreational activities, Occupational Safety related activities, benevolent activities, Engineers Day, all

- National Days, ERC activities, professional bodies of the country, community service-oriented programmes of IEB etc.
- 35.06.03 He shall be responsible for promoting the professional interests and social welfare of the members of The Institution both in the public and private sectors.
- 35.06.04 He shall be the Chairman of the Services and Welfare Committee (S&W).
- 35.06.05 He will generally represent the Institution in Councils 'Committees formed jointly with other professional bodies for promoting common professional interest.
- 35.07 **Honorary General Secretary**
- 35.07.01 The Honorary General Secretary shall be responsible for managing the day to day affairs of The Institution.
- 35.07.02 He shall assist the President and the four Vice-Presidents in discharging their respective duties.
- 35.07.03 He shall be responsible for co-ordination of activities of all Centres, Sub-Centres, Overseas Chapters, Engineering Division, Services and Welfare Committee (S&W) and all other Standing Committees and other committees and Sub-Committees formed as per Constitution Bye-Laws or any special committee, task force formed by the Council or the General Meeting.
- 35.07.04 Unless otherwise determined by the Council the Honorary General Secretary shall have charge of all the correspondence proceedings of the Council and the General Meetings, elections, documents and deeds and records of The institution, he shall take such steps and speak in the interests of the Institution as may be deemed expedient and necessary in his judgment and in consultation with the President or the concerned Vice-President or as per instruction of the Council. He shall exercise all powers and discharge the duties laid down by and incidental to the enforcing of the Constitution, Bye-Laws, the Rules and Regulations thereof.
- 35.07.05 He shall prepare the Annual Report of The Institution and review the problems of the profession in consultation with the Vice-Presidents and the President and place it to the Council well ahead of the Annual General Meeting. The report on approval of the Council shall be printed and circulated among the Corporate Members two weeks before the Annual General Meeting.
- 35.07.06 He shall circulate among members notices and other information. He may delegate powers to any paid officer of The Institution to enforce discipline over all staff in the employ of the sanctioned posts and assign duties to all members of the staff and supervise and control them.
- 35.07.08 He shall exercise the administrative and financial powers as delegated by the Council in respect of leave increment, discipline etc. of staff members and expenditure of The Institution. He shall

maintain the service records of the employees and disburse salaries and allowances.

- 35.07.09 He may incur contingent expenses up to Tk. 5000 on each individual case and order for purchase of stationery, repairs to equipment and machinery of The Institution and for any other items of urgent nature out of contingency or impress money at his disposal.
- 35.07.10 He shall represent The Institution for all purpose whenever and occasion arises before the Court of Justice in any suit or proceedings instituted by or against the Institution but shall not be competent to compromise suit or proceedings without the sanction of the Council. He shall initiate and take all such measures as are deemed to be necessary in urgency to maintain administration or in furtherance of the objects of The Institution or conducive to its interest on approval of the Vice-President (Admn. & Finance) and the President.
- 35.07.11 He shall keep the Vice-President (Admn. & Finance) and the President informed of the position of realization of the subscription and other dues. He shall place the financial position of The Institution at the Annual General Meeting.
- 35.07.12 He will act as the Member-Secretary of the Services and Welfare Committee (S&W).
- 35.07.13 He shall also be responsible for keeping proper records and maintenance of the properties of Headquarters including the Auditorium.

35.08 **Honorary Assistant General Secretaries**

The four Honorary Assistant General Secretaries shall be responsible to the Honorary General Secretary for their day-to-day activities.

- 35.08.01 Honorary Assistant General Secretary (Academic & International Affairs) He shall assist the Honorary General Secretary in all academic and international affairs of the institution.
- 35.08.02 Honorary Assistant General Secretary (Administration & Finance) he shall assist Honorary General Secretary in all administrative and financial affairs of the Institution.
- 35.08.03 Honorary Assistant General Secretary (Human Resources Development): he shall assist the Honorary General Secretary in all Human Resources Development activities.
- 35.08.04 Honorary Assistant General Secretary (Services & Welfare): He shall assist the Honorary General Secretary in all service and welfare affairs of the Institution. He shall also act as the Joint Member-Secretary of the Services and Welfare Committee (S&W).

- 35.09 **Positions of Vice-Presidents & Honorary Assistant General Secretaries**
The Vice-Presidents & Honorary Assistant General Secretaries have been named in Alphabetical order. But for all notifications etc. it will follow on seniority based on membership number.
- 35.10 **Powers of the Executive Committee of the Council**
Powers of the Executive Committee of the Council herein after called Executive Committee (EC), constituted under the Article 28 of the Constitution shall be as follows :
- 35.10.01 The Executive Committee shall prepare the policy outlines, papers on different issues for furtherance of the objectives of the Institution and for approval of the Council.
- 35.10.02 The Executive Committee shall form Special Committees. Task Force as it deems necessary for the furtherance of the objectives of the Institution and shall fix up their terms of reference (TOR) and shall inform in the following meeting of the Council.
- 35.10.03 The Executive Committee shall present the recommendation or report of the Special Committees or the Task Force to the Govt. or any other body if the recommendation or the report does not need any policy decision of the Council or the AGM or the Extra ordinary GM. or the recommendation or the report is prepared in line with the policy decision of the council or AGM or Extra Ordinary GM. The EC shall inform the Council in the following meeting on such matters.
- 35.10.04 The Executive Committee shall monitor the implementation of the decisions of the Council or AGM or Extra ordinary GM. The EC shall also take necessary action for implementation of the decisions of the Council or AGM or Extra Ordinary GM and shall report to the Council on regular basis or to AGM as the case may be.
- 35.10.05 The Executive Committee shall monitor and evaluate the activities performance of the different Centres. Sub-Centres, Overseas Chapters. Divisional Committees, Special Committees. Task Force Committee on regular basis and shall report to the Council.
- 35.10.06 The Executive Committee shall evaluate the performance of the H.Q. Office on regular basis.
- 35.10.07 The Executive Committee shall evaluate the financial position of the Institution Centre, Sub-Centre, Divisions, Chapters and report it to the Council on regular basis.
- 35.10.08 The Executive Committee shall constitute the Tender Committee(s) as it feel expedient and fix up their terms of reference (TOR).
- 35.10.09 The Executive Committee shall take such initiatives or such actions as it may feel expedient to carry out the decisions of the Council or AGM or Extra ordinary GM and for furtherance of the objectives of the Institution.

- 35.10.10 The Executive Committee shall give sanction to the re-appropriation of any or all budget line/lines or shall give administrative approval to any expenditure outside the budget Line on the recommendation of the Administrative and Finance Committee in case of emergency situation. All such cases shall be placed to the Council for approval.
- 35.10.11 The Executive Committee shall recommend the Annual Report of the Council Annual Budget both original and revised Audited Accounts. Constitutional Amendments and Bye-Laws to the Council which shall be placed in the following AGM, Extra Ordinary GM.
- 35.10.12 The Executive Committee shall frame such Rules and Regulations as it feels expedient for efficient management of the institution and shall present to the Council for approval.
- 35.10.13 The Executive Committee shall nominate representative(s), to the different committee(s) constituted by the Govt. or to other bodies. Such nominations shall be informed to the Council.
- 35.10.14 The Executive Committee shall nominate the representative (s) or delegation(s) to seminar(s) conference(s), convention(s) at home and abroad on the basis of the Rules/Guidelines approved by the Council.
- 35.10.15 The Executive Committee shall take such initiative(s) or action(s) as it deems expedient efficient management of the estate and property of the Institution.
- 35.10.16 The Executive Committee shall take such decision(s) in matters of management of the AMIE Courses or Examinations on the basis of the recommendation of the Examination Committee or the Honorary Controller of Examinations and such decisions shall be informed to the following meeting of the Council.
- 35.10.17 The Executive Committee shall prepare all Draft Agreement(s) for approval of the Council.
- 35.10.18 The Executive Committee shall take decision(s) on temporary charge(s) of the office bearers.

Chapter-VI MEETINGS

- 36.00 Procedure for conducting Council Meeting**
- 36.01 Quorum for a Council Meeting shall be 25 (twenty-five).
- 36.02 A meeting of the Council shall be convened subject to the article 45 of the Constitution. At any meeting of the Council each member of the Council shall have one vote. The Chairman shall have a casting vote. If two members present demand, the voting shall be by a secret ballot.
- 36.03 On the demand of any four members present at any meeting of the Council any item of agenda of the meeting shall be adjourned to the next meeting for consideration.
- 36.04 Any member of the Council may give notice in writing to the Honorary General Secretary to move a certain matter in the next meeting of the Council. Such notice if received earlier than the dispatch of notice of the next meeting of the Council shall be included in the agenda; but any such notice received after the dispatch of notice shall be placed before the next meeting.
- 36.05 Where a meeting of the Council fails for want of quorum, the meeting shall be deemed adjourned for the following day, at the same time and place to transact the business on the same agenda but the quorum shall not be needed for such adjourned meeting. Where any member is unable to attend, he may send his views on any agenda in writing and such views shall be placed in the Council during the discussion of the agenda.
- 36.06 For matters of extreme urgency, the view of the members of the Council on a draft resolution shall be obtained by circulation and put up before the President who will take the final decision which will form a part of the proceedings of the Council as if a duly convened meeting was held on the date of the draft resolution or resolutions was or were sent for circulation by the Honorary General Secretary duly countersigned by the President.
- 36.07 Minutes of all resolutions and proceedings of the meeting of the Council shall be recorded in the Minutes Book to be provided for

the purpose. Every minute signed by the Chairman of the meeting to which it relates or by the Chairman of the subsequent meeting shall be sufficient evidence of the facts stated therein. But nevertheless, in the next meeting of the Council the minutes of the previous meetings shall be placed for confirmation by the Members present in the meeting to which it relates and shall be confirmed under the signature of the Chairman of the meeting of the Council where it is placed. The minutes shall be circulated to all Council Members and Centres within 15 (fifteen) days.

36.07.01 The President is authorized to bring up before the Council without sufficient notice only such matters as he considers urgent. The Honorary General Secretary may bring up routine matters in which no question of principle is involved or on which it is not likely that there will be serious difference of opinion without notice.

36.07.02 Provided, however, no question which has once been decided shall be brought up for re-consideration unless at least three more meetings are over in the meanwhile, unless it is introduced with due notice by the President and agreed to by all the members present at the meeting in which it is introduced or a requisition for re-discussion signed by a majority of the members of the Council as received by the President explaining the reasons thereof in the said requisition.

37.00 **Procedure for Meeting of the Executive Committee of the Council**

Procedure of meeting of the Executive Committee of the Council constituted under Article 28 of the Constitution shall be as follows:

37.01 President shall preside over the meeting of the EC and in case of absence of the President the senior most Vice-President (in order of membership number.) shall preside over the EC meeting.

37.02 Meeting of the Executive Committee shall generally be held at the H.Q. at Dhaka but in case of exigencies it may also be held in other places at the Centre or at the Sub-Centre.

37.03 Honorary General Secretary in consultation with the President shall fix up the time venue and agenda for the Executive Committee Meeting. EC may also adopt any important agenda at the beginning of the meeting.

37.04 At least 3 days' notice shall be required for the EC Meeting but in case of emergency the Honorary General Secretary in consultation with the President may call EC meeting with 6 hours' notice and in such case all the members of the EC shall be informed of the meeting over telephone or fax or e-mail or sending message by a special messenger.

- 37.05 Quorum for the EC meeting shall be the presence of minimum of 5 (five) members.
- 37.06 Decision may generally be taken on conscientious basis but if situation arises the President may call for a division. In such cases the President shall have a casting vote. Any member dissenting with the decision may record his distention.
38. **Procedures for Meeting of Councils of Centres/Sub-Centres & Overseas Chapters**
- 38.01 Quorum for Council meetings shall 1/4 (one fourth) or next round number of the Councils of the Centres/Sub-Centres/Overseas Chapters respectively.
- 38.02 Chairman of the Centre/Sub-Centre/Overseas Chapter will preside over the meeting and in case of absence of the Chairman the senior most Vice-Chairman or on their absence senior most Council Member present (in order of membership number) shall preside over the meeting.
- 38.03 At least 14 days which shall be required for meetings but in case of emergency the Honorary Secretary/Secretary in consultation with the Chairman may call such meetings with 5 days notice.
- 39.00 **Procedures for conducting Annual General Meeting, Extra Ordinary General Meetings and Requisition Meeting**
The proceedings at all Annual General Meeting, Extra-Ordinary General Meetings and Requisition Meeting shall be regulated as follows:
- 39.01 The President, if present and in his absence the senior of the Vice- Presidents and in their absence the senior most member of the Council present shall take the Chair. If neither the President an Vice-President or any member of the Council be present on the expiry of 15 minutes after the hour fixed for the meeting, the Fellows and members present shall proceed to elect a Fellow as Chairman from amongst them.
- 39.02 The quorum for Annual General Meeting shall be 250 (Two hundred fifty). In the absence of quorum not being present on time, the meeting may be adjourned up to 60 (sixty) minutes after which the meeting will be called to order irrespective of quorum. The quorum for Extra Ordinary General Meeting shall be 250 (Two hundred fifty). In the absence of quorum not being present on time, the meeting may be adjourned up to 60 (sixty) minutes after which the meeting will be cancelled for want of quorum.
- 39.03 The quorum for the requisition meeting shall be 400 (four hundred)
- 39.04 The Chairman shall regulate and keep Order in the proceedings in conformity to General Rules and as under:
- 39.04.01 No motion or resolution of which due notice has not been given may be moved at the Annual General Meeting.

- 39.04.02 No amendment of which due notice has not been given shall be moved to motion or resolution unless the Chairman rules it to be in order and arising out of the debate, or permission to move the amendment is given by the majority of the members present.
- 39.04.03 Not more than one motion and one amendment thereto shall be placed before the meeting at the same time.
- 39.04.04 Any Authentic omission in recording the minutes of the meetings may be amended.
- 39.04.05 No amendment shall be proposed which would in effect constitute a direct negative spirit relative to the original motion. Every amendment must be relevant to the motion upon which it is moved.
- 39.04.06 No amendment shall be proposed which substantially raises a question already disposed of by the meeting or which is inconsistent with a resolution already passed by it.
- 39.04.07 When the debate is concluded, the Chairman shall after summing up, if he so desires, put the question to the vote.
- 39.04.08 The member who first rises to speak at the conclusion of speech has the right to be heard. When two or more members rise to speak at the same time the Chairman shall decide who will speak first.
- 39.04.09 A member who has spoken to a motion or amendment is not at liberty to speak again to such motion or amendment.
- 39.04.10 No member, except with the permission of the Chairman of the meeting, shall speak for more than the time allotted by the Chairman.
- 39.04.11 The Chairman shall be the sole judge any point of order and may, if necessary, dissolve the meeting, or adjourn it to same house on the same or the following day.
- 39.04.12 If no division is demanded, any member shall have the right to dissent and have the fact of his dissent recorded provided such dissent be announced as soon as the Chairman shall have declared the result of the voting.
- 39.05 The business of an ordinary meeting shall be to discuss, consider and decide upon as may be applicable to the general affairs and works of the Institution of matters specifically brought it by at least 20 Corporate Members or the Council.

39.06 **Annual General Meetings of Centres & Engineers Recreation Centres**

The Annual General Meetings of Centres & Engineers Recreation Centres will normally be held before the Annual General Meeting of the Headquarters.

39.06.01 Quorum for Annual General Meetings of Centres will be

- Dhaka Centre - 75
- Chittagong Centre - 50
- Other Centres - 25

39.06.02 Quorum for Annual General Meeting for Engineers Recreation Centres will be 25 or one-fourth of the number of Members. Whichever is less.

39.06.03 In the absence of Quorum on time, the rules as in 39.02 will follow.

39.07 **Signing of Minutes of Meetings**

Minutes of all Meetings of The Institution will be authenticated by the Chairman of the meeting which will also be signed by the person recording the minutes.

40.00 **Voting at Meeting**

At all General Meetings every Fellow and Member whose dues are upto date shall have one vote and save as otherwise hereinafter expressly provided. votes shall ordinarily be taken from those only personally present at the meeting and by show of hands but a division may be demanded by any person entitled to vote. The Chairman shall be entitled to a vote and when votes are equal, he shall have a casting vote.

41.00 **Cost of Meeting**

41.01 All members of the council shall be allowed railway/bus/River Transport fair at actual for attending central council meeting. Taka 2,500 (Two Thousand Five Hundred Taka) will be paid to each member for attending the central council meeting. If any council member Travels by air 50% of the fair will be paid by IEB.

41.02 The President & All members of the Executive Committee shall be paid for any Bonafide journey by Air by Railway or as the case may be and actual living and conveyance expenses.

41.03 The Members of the Examination Committee shall be paid for their journeys for attending meeting of the Committee at the same rate as allowed to members attending the Council Meetings and the cost will be met out of the Examination fund.

41.04 The President, the Vice-Presidents, the Honorary General Secretary, the Honorary Assistant General Secretaries and members shall be paid for bonafide journeys outside Bangladesh at the following rates excluding the cost of air, land, sea journeys:

President and Vice-Presidents & HGS	US \$ 150 per day for all countries
For other Members	US \$ 100.00 per day for all countries

41.05 The members of the Admin & Finance committee shall be paid for their journey for attending meeting/sub-meeting of the committee at the same rate as par 41.01 and all other standing committee members shall be paid taka 500/- (Five hundred taka) as honorarium for attending each meeting/Sub-meeting.

42.00 **Convention**

The convention of the Institution shall be held as per provisions of Article 54 of the Constitution.

The business of the Convention shall be transected as per provision of the approved convention Manual in Appendix-C of the Constitution and Bye-Laws.

42.01 The speeches of the President, The Honorary General Secretary, the Chairman and the Honorary Secretary of the host Centre/Sub-Centre in the inaugural and Closing Session shall have to be approved by the Council.

42.02 The Declaration of the Convention shall relate to the convention theme and shall contain the recommendations of National Seminar and Memorial Lectures as well as extracts from the speeches in the inaugural and closing session and deliberations of the Annual General Meeting.

The same shall be published in general to reflect the concerns of the engineering professionals and the Institution to the public interest.

42.03 Adoption of the Declaration of the Convention and publication of the proceedings of the Technical Sessions shall be done by two separate Editorial Committee constituted by the Executive Committee of the Council before the Convention.

The Executive Committee may decide to remunerate the Editorial Committee members for the purpose mentioned above.

42.04 The declaration of the convention and the proceedings of the technical sessions shall be widely circulated among concern government organizations, agencies and stakeholders as well as the Members of the Institution.

Chapter-VII

EXAMINATION

43.00 Examinations

The Institution shall conduct the following examinations under the direct control of the Examination Committee defined hereinafter:

43.01 Membership Examination - Section 'A' - Preliminary Examination for Membership of The Institution.

43.02 Membership Examination - Section 'B' - Academic requirement for enrolment as an Associate Member of The Institution.

43.03 Membership Examination - Section 'C' - This is an alternative requirement for becoming a Member of The Institution.

44.00 Examination Committee

44.01 The Council shall form the Examination Committee consisting of the following members to administer the affairs of the examination of The Institution

1. The President
2. The Vice-President (Academic & International Affairs)
3. The Honorary Controller of Examinations
4. The Honorary General Secretary
5. The Immediate Past President
6. 2 (two) Member from each of the Engineering Divisions, one from academic field and another from engineering profession.

44.02 The President shall be the Chairman and the Honorary Controller of Examinations shall be the Member-Secretary of the Committee.

45.00 Functions of the Examination Committee

45.01 The Examination Committee shall frame review amend the Rules & Syllabus relating to Examinations from time to time and formulate the Rules for exemption, subject to the approval of the Council.

45.02 The Examination Committee shall appoint Paper Setters and Examiners, moderate Question papers or appoint a Moderation

Board for the purpose appoint scrutinizers for scrutinizing the question, stencil and Answer Scripts, appoint Discipline Committee for examining the unfair means and irregular cases publish amid approve the results of the different examinations on behalf of the Council and take proper disciplinary action against the examinee violating the Examination Rules with the recommendation of the discipline Committee.

45.03 The Examination Committee shall have the authority to suggest to the Council a substitute for a member of the Examination Committee who has not attended at least three consecutive meetings of the Committee.

46.00 **Procedure of the Meeting of the Examination Committee**

At least 7 days' notice shall be required to convene the meetings of the Examination Committee. An emergency meeting may be convened by the Chairman of the Examination Committee with a 3 days' notice.

5 (five) members shall form the quorum of the meeting of the Examination Committee. No quorum shall be required for any adjourned meeting.

47.00 **Honorary Controller of Examinations**

As per Article 60 of the Constitution. the Council shall appoint an Honorary Controller of Examinations from amongst the Corporate Members of The Institution who shall carry on the routine work of conducting the Examinations, convene the meetings of the Examination Committee as and when necessary, public all notifications relating to examinations, collect the Question Papers, get them printed after modification by the Moderation Board, furnish all Examination materials including Question Papers to all the Examination Centres, collect all Answer Scripts and send them to the respective Examiners, collect all the Mark Sheets and arrange for publication of results in due time. The Examination Section of The Institution shall work under hid direct control. He shall prepare the budget of the Examination Section and place the same to the Honorary General Secretary for the purpose of approval by the Council.

48.00 **Examination at Centres**

The Honorary Controller of Examinations may arrange holding the Examinations of The Institution at different Centres where the Centres function and each examine will appear for examination at the Centre attached to the Centre within the jurisdiction of which he resides provided that the Honorary Controller of Examinations can allow him to appear at any other station considered more convenient.

49.00 **Rates of remuneration for the works relating to the Examination:**

Appendix -D

Rates of different fees to be charged from the Examinees:

Appendix -D

50.00 **Grading System for AMIE Examination:**

Appendix -E

51.00 **Refund and Remission of Examination fees**

Examination fees paid for one examination is neither refundable nor adjustable for any subsequent examination. The Examination Committee may decide otherwise in special circumstances. Those students who have paid to The Institution not less than three Annual Subscriptions may be allowed to present themselves once at the AMIE Examinations of payment of half the prescribed examination fees.

52.00 **Re-Scrutiny of Answer Scripts**

In case when any student demands re-scrutiny of his answer-script he shall submit an application stating his case along with a fee of Taka 500/- (Taka five hundred) only in Bank Draft for each subject of examination within 30 (thirty) days from the date of publication of examination results. On receipt of the application the Honorary Controller of Examinations shall re-scrutiny or cause to re-scrutiny the script. If the claims of the Examinee are found correct re-scrutiny fee will be refunded and the result shall be declared.

53.00 The Council reserves to itself the right to cancel the result of a candidate at any examination without assigning reason, on the recommendations of the Examination Committee. In such cases the marks sheet will not be supplied.

Chapter- VIII

STANDING COMMITTEES

54.00 As per provision of Article 43 of the Constitution the Council shall form following standing Committees, but not limited to for achieving the aims & objectives of The Institution.

The Standing Committees thus formed shall remain valid during the tenure of the Council.

The Council may replace any member of any Standing Committee for a valid reason.

All Standing Committee shall report to the Council through the Executive Committee of the Council.

Executive Committee shall meet all standing committees as and when it feels necessary.

The Honorary General Secretary on behalf of the Council shall report to the AGM about achievement, progress and performance of the Standing Committees in the Annual Report of the Council.

54.01 The Composition of the Administrative and Finance Committee

- | | | |
|------------------------|---|---|
| Chairman | - | Vice-President (A&F) |
| Member Secretary | - | Honorary General Secretary |
| Joint Member Secretary | - | Honorary Asstt. General Secretary (A&F) |
| Members | - | 4 Corporate Member from those Centres having valid Members more than 5000 including Vice-Chairman/ Honorary Secretary of that Centre. |
| | - | 2 Corporate Member from those Centres having valid Members > 1000 but up to 5000 |
| | - | Honorary Secretary of each those centres having valid members >149 but up to 1000 |
| | - | Chairman or Secretary of each Engineering Division |
| | - | The Executive Vice-Chairman or General Secretary of each ERC. |

54.02 The functions of the Committee shall be as follows:

54.02.01 To review continuously the detailed administrative functions and duties of the different organs of The Institution and review the organizational structure of The Institution and make recommendations to the Council as appropriate.

54.02.02 To review the employment policies, personnel policies. compensation policies, fringe benefit programs and other benefits affecting the working conditions of the institution staff and to advise the

Executive Office Bearers of The Institution and the Council

- 54.02.03 To review the overall financial rules and procedures of The Institution and to suggest any modification or improvement:
- 54.02.04 To work with the strategic plan and the programmes therein and identify and develop income generating sources to fund both one time and continuing programmes and activities of The Institution:
- 54.02.05 To prepare the annual budget of The Institution for all aspects of budget management and control:
- 54.02.06 To monitor regularly the liabilities of The Institution and to plan for phased settlement of liabilities:
- 54.02.07 To monitor income and expenditure against budget accounts, and to report findings to the Executive Committee and the Council on a regular and timely basis:
- 54.02.08 To establish investment guidelines and to recommend to the Council investment strategies and policies consistent with The Institution's goals:
- 54.02.09 To be responsible for continual review of assets held in the investment folio:
- 54.02.10 To invest such funds as may be made available for investment by the Council.

54.03 **Bank**

All funds of The Institution must be deposited with a scheduled Bank and all withdrawals from The Institution funds shall be by means of cheques signed by the Honorary General Secretary and countersigned by the Vice-President (Administration and Finance). In the absence of either of the above mentioned Executive Office Bearers, the president/council shall make alternative arrangements. The Council may direct payments to be made into an account standing in the name of the Honorary General Secretary for the purpose of paying current expenses in accordance with instructions to be given by it.

54.04 **Auditors**

A firm of Auditors shall be appointed by a resolution at each Annual General Meeting for the ensuing year for auditing the accounts of The Institution. The Auditors shall have access at all times to the accounts of the Institution and they shall verify and sign the annual statement of accounts before it is submitted by the Honorary General Secretary to the Annual General Meeting. The Council shall draw up a yearly report of affairs of The institution for presentation before the Annual General Meeting.

- 54.05 **Receipts and Expenditure of Cash**
The Honorary General Secretary shall receive all the cash receipt due by members and others to the Institution and in respect of each receipt, issue a machine numbered printed receipt from his bound Receipt Book for the time being in use. Only one Receipt shall be in use at a time. He may delegate powers to an Officer to handle the cash, on his behalf being responsible to the Council for all such transactions.
- 54.06 **Maintenance of Cash Book**
The Honorary General Secretary shall maintain a Cash Book for the record of his daily receipts and expenses and the procedure for maintenance to the Cash Book shall be accordingly to P.W.D. practices.
- 54.07 **Maintenance of Accounts by the Centre**
- 54.07.01 Besides the Cash Book, ledger Account shall be maintained for each individual Member, and the same shall be grouped separately for each of the members of The Institution. The Ledger Accounts shall clearly exhibit the accounts position of each Member, viz, the amount assessed, the amount realized and balance due at any time.
- 54.07.02 Centres are authorized to collect any dues for registration of the Members when asked by the Honorary General Secretary with the approval of the Council. They shall, however, deposit all the money to the Bank and shall not use the same for their expenses. The Accounts of the money thus received by each Centre shall be submitted by the Honorary Secretary of the Centre to the Honorary General Secretary at the Headquarters.
- 54.07.03 All contributions and donations realized by any Centre in connection with the Convention or for any other special occasions shall be accounted for and statement of such receipts and expenses shall be submitted to the Council for approval and audit.
- 54.07.04 Expenditure on account of any undertaking beyond the budget limits of the Centre not initiated by the Headquarters shall be covered by the previous sanction of the Council. The Centres shall submit their budget by the 31st may each year and statement of receipts and expenditures by 1st of August to the Honorary General Secretary.
- 54.07.05 The Honorary General Secretary' shall cause regular notices to be issued to each member defaulting in the payment of subscriptions and other dues with a view to effecting speedy recovery.

55.00 **Publications**

55.01 **Board of Editors for Divisional Board of Editors**

The Council of The Institution shall constitute Board of Editors for each Engineering Division for publication of technical journals.

The Board of Editors shall be responsible for the proper selection, editing and publication of materials submitted to The Institution for publishing in the technical journals, in a manner determined by its members in consultation with the referees. The composition of the Divisional Board of Editors shall be as follows:

Chairman

The Vice- President (Human Resources Development).

Vice-Chairman

The Chairman of respective Engineering Divisional Committees.

Members

- i. The Honorary General Secretary
- ii. The Vice-Chairman and the Secretary of respective Engineering Divisional Committees
- iii. 3 (three) Corporate Members nominated by the Council from amongst the respective Engineering Divisions, who have to their credit considerable number of publications in the field of engineering science and practice.

Editor

The Editor of the Board, who shall be a Corporate Member nominated by the Council from amongst the respective Engineering Divisions and who shall have considerable experience and proven expertise in the similar type of publications.

55.02 **Special Board of Editors for Journals (Multidisciplinary)**

The Council of The Institution shall constitute a Special Board of Editors for publication of a multidisciplinary journal comprising the following members:

Chairman

The Vice-President (Academic & International Affairs).

Vice-Chairman

A Chairman of any of the Engineering Divisional Committees nominated by the Council.

Members

- i. The Honorary General Secretary
- ii. The Chairman of all Engineering Divisional Committees
- iii. 5 (five) Corporate Members nominated by the Council from amongst all Engineering Divisions, who shall have to their credit considerable number of publications on engineering science and practice.

Editor

The Editor of the Board, who shall be a Corporate Member having considerable experience and proven expertise in similar type of publications, nominated by the Council of The Institution.

55.03

Board & of Editors for The Engineering News

There shall be a separate Board of Editors constituted by the Council of The Institution for publication of The Engineering News and any other Bulletin, Periodical Newsletter as the Council may think proper. This Board of Editors shall consist of the following:

Chairman

The Vice- President (Academic & International Affairs).

Members

- i. The Honorary General Secretary (By name);
- ii. The Honorary Assistant General Secretary (Academic & International Affairs) (By name)
- iii. 3-5 Corporate Members nominated by the Council

Editor

Honorary General Secretary will be the Editor of the Board. The Editor will be empowered to nominate/appoint Editorial Assistants, Correspondents, Editorial Associates etc according to the need and fix their honorarium 'remuneration subject to approval of the Council.

All the Boards of Editors as mentioned above, shall be constituted for an approximate period of 1 (one) term i.e. with the tenure of the Council and shall continue functioning until the new Board of Editors are constituted. The members of the Board of Editors shall be eligible for re-appointment. The Editors and other Members of the Editorial Boards may be entitled to honorarium remunerations as may be determined by the Council.

55.04

Special publications

The Council of The Institution as and when it thinks necessary, shall constitute Committee for publication of Convention Digest. Membership Directory as well as proceedings of different national and international seminars, symposia conferences workshops. etc. organized time to time by The Institution and its Centres reports of various committees and task forces constituted by the Council of the specific purpose.

55.05

The Referees

Each Board of Editors shall from time to time, nominate Referees from amongst the respective Engineering Divisions to whom the technical papers and other materials to their specialization shall be referred for determining their suitability for publication by the institution.

- 55.06 **The Editors**
The Council shall appoint Editor, for each of the Boards of Editors from amongst the Corporate Members of The Institution who shall act as the Secretary to the respective Boards of Editors and shall manage and supervise all the publication works under the concerned Board. The Editors shall function under the direct control of the respective Boards of Editors and shall ensure that all publication works are done properly and timely.
- 55.07 **Journals/Newsletter/Periodicals**
- 55.07.01 There shall be one Journal which shall be exclusively devoted to the publication of and discussions on original technical papers submitted to The Institution for publication. The Board of Editors, along with the referees, shall try to maintain international standard with respect to the materials published in this Journal.
- 55.07.02 For the purpose of disseminating engineering news items from within the country and around the world and activities of the Institution and its members, a monthly Bulletin and or any other Newsletter/Periodical may be published which will be given wide circulation among members, and other interested agencies. The institution may accept advertisements at suitable rates for this newsletter.
- 55.07.03 Outstanding paper from the Journal will be selected for presentation at the Convention for further discussion. For this purpose, a “Convention Digest” containing the salient features of the papers to be presented at the Convention will be printed.
- 55.07.04 The opinion expressed by individual authors/reporters/ corresponders shall not normally be those of The Institution itself unless clearly mentioned. The opinion expressed in any editorial and report published in the Engineering News or in any periodical of The Institution shall be considered as the official version of The Institution if the same is published after proper editing/scrutiny by the respective Boards of Editors of The Institution.
- 56.00 **Library and Research Laboratories**
- 56.01 The Council will prescribe rules and regulations for proper use and administration of its Library and Research Laboratories.
- 56.02 **Library Rules**
- 56.02.01 All classes of Members of The Institution are entitled to read the books of The Institution Library in the Library Reading Room from 2-00 p.m. to 8-00

p.m. on all days excepting Friday another holidays. Students of any educational Institution and members of the public can also do so with the prior permission of the Librarian.

- 56.02.02 No book shall be issued to the readers for being taken out of The Institution premises unless, in special cases, against a security deposit of Taka 25 per book to be deposited to the head “Library, The Institution of Engineers, Bangladesh” in crossed cheque to the Bank of The Institution. This sum is refundable to the readers on a clearance from the Librarian that the reader owes no book to the library.
- 56.02.03 Encyclopedia, dictionaries, handbooks, manuals and other reference books shall not be issued for being taken out of The Institutions premises.
- 56.02.04 The books shall be issued only for a maximum period of 14 days after which the issue may be renewed by the Librarian provided that no other reader has demanded the books. Readers retaining a book for a period exceeding 14 days shall be charged a defaulting fee of Taka 5.00 per day from another 14 days and Taka 10.00 of every additional day thereafter. On the expiry of the 30th day retainment of any book the case shall be referred by the Librarian to the Honorary General Secretary for taking necessary steps. The fine shall be charged until the date of return.
- 56.02.05 In case of any damage of any book, which the Librarian will check up at the time of return, and in case of any loss, a replacement shall be demanded. On failure of replacement, double the cost of the book has to be realized from the borrower. Any case of loss or damage shall be immediately reported to the Honorary General Secretary for action.

57.00 **Ethics Committee**

Reference Article 22 of the Constitution the Council shall form an Ethics Committee with a Chairman, who shall be a Fellow of The Institution for 10 years. The Committee will have four other members to be nominated by the Council from Corporate Members.

Members of The Institution or any Bonafide citizen may submit their complaints about alleged breach of Code of Ethics by any Member to the Ethics Committee. The Committee will inquire into the allegations as per provisions laid down and submit its findings and recommendations to the Council.

58.00 **Application and Membership Committee**

- 58.01 The Composition of the Application and Membership Committee
- Chairman - Vice-President(Academic & International)
 - Vice-Chairman - A Fellow of IEB for at least 10 years
 - Member-Secretary - Honorary Asstt. General Secretary (Academic & International)
 - Members
 - 5 Council Members
 - 2 Academician who shall be a Corporate Member of IEB
 - 3 Corporate Member from Govt. Sector
 - 4 Corporate Member from Semi Govt. Autonomous Organization, Corporations State owned companies.
 - 4 Corporate Member from Private Sector

58.02 The functions of the Committee shall be as follows:

- 58.02.01 To obtain all applications for membership from the Honorary General Secretary.
- 58.02.02 To scrutinize all applications against the relevant provisions of the Constitution, Bye-Laws, rules and regulations of The Institution.
- 58.02.03 To Submit recommendations on membership to the Honorary General Secretary who will finally place the recommendations for approval of the Council, where necessary.

59.00 **Codes and Standard Committee**

59.01 **The Composition of the Codes and Standard Committee**

- Chairman - An Eminent Engineer who shall be a Fellow of IEB for at least 15 years.
- Vice-Chairman - An Eminent Engineer who shall be a Fellow of IEB for at least 10 years
- Member-Secretary - HAGS (A&F)
- Members
 - Vice-President (A&F)
 - Honorary General Secretary
 - 5 Council Member
 - 1 Eminent Engineer from Power Sector who shall be a Fellow of IEB for at least 10 years.
 - 1 Eminent Engineer from Energy Sector who shall be a Fellow of IEB for at least 10 years.
 - 1 Eminent Engineer from BSTI who shall be a Corporate Member of IEB.
 - 1 Academician from BRTC, BUET who shall be a Fellow of IEB.
 - 1 reputed Engineer from Industrial Sector who shall be a Fellow of IEB.
 - 1 reputed Engineer from PWD who shall be a Fellow of IEB for at least 10 years.
 - 1 reputed Engineer from RHD who shall be a

Fellow of IEB for at least 10 years.

- 1 reputed Engineer from Building & Research Institute who shall be a Fellow of IEB.
- 1 reputed Engineer from Consultancy Sector who shall be a Fellow of IEB for at least 10 years.
- 1 reputed Engineer from Construction Sector who shall be a Fellow of IEB for at least 10 years.
- 1 Agricultural Engineer from Government sector who shall have been a Fellow of IEB for at least 10 years.

59.02 **The function of the Committee shall be as follows:**

- 59.02.01 To furnish guidance to the Council in co-ordination with Engineering Divisional Committees on policy and all other matters relating to codes and standards.
- 59.02.02 To coordinate all activities of the Institution related to the establishment, use or discontinuance of national/international technical standards and codes.
- 59.02.03 To act on the development and/or endorsement of standards and codes to boards or committees operating jointly with other professional institutions.
- 59.02.04 To develop detailed procedures and guidelines in the development and maintenance of standards and codes.

60.00 **Internal Audit Committee**

60.01 **The Composition of the Internal Audit committee**

- Chairman - A Council Member who shall be a Fellow of IEB for at least 15 years.
- Vice-Chairman - A Council Member who shall be a Fellow of IEB for at least 10 years.
- Member-Secretary - A Corporate Member of IEB
- Member - 5 Council Member
- 1 Corporate Member from Bank or Financial Institution

60.02 **The functions of the Committee shall be as follows:**

- 60.02.01 To conduct internal auditing of all financial transactions of The Institution on a periodic basis, and to submit periodic reports to the Council as to the conformity with the rules and regulations of The Institution and the order and directions of the Executive Office Bearers of The Institution and the Council.
- 60.02.02 To make recommendation on the selection on an external auditor, to identify the scope of annual audit, to review the audited financial statements and to make recommendations to the Council for its action.

61.00 **Policy & Strategic Planning Committee**

61.01 **The Composition of the Policy & Strategic Planning Committee**

- Chairman - President IEB
- Vice-Chairman - Vice-President (Administration & Finance)
- Member-Secretary - Honorary General Secretary
- Joint Member-Sec. - Honorary Asstt. General Secretary (Administration & Finance)
- Members - 5 Council Member which includes Two immediate past Presidents of IEB
 - Chairman, BPERB
 - Chairman, BAETA
 - Chairman, OSBB
 - Chairman, BoE
 - Rector, ESCB
 - Immediate past Honorary General Secretaries, IEB
 - Vice-Chancellor, BUET
 - 1 Head of the department from a Govt. Organization who shall be a Fellow of IEB.
 - 1 Head of the department from a Semi-Govt. Autonomous, Corporation, Govt. Owned Companies, who shall be a Fellow of IEB.
 - 3 Head of organization from Private Sector, which includes 1 from construction sector, 1 from Consultancy/ Research Sector, 1 from entrepreneur who shall be a Fellow of IEB.

61.02 **The functions of the Committee shall be as follows:**

- 61.02.01 To monitor and evaluate on a continuing basis, the activities conducted by The Institution and ensure that the activities and priorities of The Institution are consistent with its goals and objectives.
- 61.02.02 To develop and modify policy and strategic plans for The Institution in response to the changing needs and long term technical and **professional** interest of engineers.
- 61.02.03 To undertake policy initiatives and prepare position prepares on policy issues that concern the engineering profession and community.
- 61.02.04 To review the various national policies of the government related to national development and

concerned engineering profession and prepare suitable recommendations to be presented to the government with the approval of the Council.

62.00 **Estate & Properties Management & Maintenance Committee (EPMMC)**

62.01 **The Composition of the Estate & Properties Management & Maintenance Committee (EPMMC)**

- | | |
|------------------------|--|
| Chairman | - Vice-President (Admin & Finance) |
| Member-Secretary | - Honorary General Secretary |
| Joint Member-Secretary | - HAGS (Admin & Finance) |
| Members: | - 5 Council Member |
| | - 1 Corporate Member from PWD having Civil Engineering Background |
| | - 1 Corporate Member from PWD EM having Electrical Mechanical Engineering Background |
| | - 1 Corporate member from BTCL/ICT Sector |
| | - 1 Corporate Member from WASA |
| | - 1 Corporate Member from DPDC |
| | - 1 Corporate Member from TITAS Gas |
| | - 1 Corporate Member from RHD |
| | - 1 Corporate Member from Private Sector having experience in Air-conditioning. |
| | - 1 Architect to be nominated by the Institute of Architect, Bangladesh. |

The Standing Committee may form Sub-Committee(s) for (i) IEB Auditorium O&M (ii) Rest House O&M (iii) IEB Bhaban O&M if deemed necessary with the approval of Executive Committee, IEB. Each Sub-Committee shall consist of (3-5) Corporate Members.

The Sub-Committee shall submit their recommendation to the Standing Committee. The standing committee members are also eligible to be a member of any sub-committee(s).

62.02 **The functions of the Committee shall be as follows:**

62.02.01 Shall supervise and monitor they day to day operation & maintenance activity of the IEB Auditorium. IEB Rest House, IEB Old Building, IEB Bhaban and all other immovable properties at IEB Headquarters for smooth functioning.

62.02.02 Shall supervise and monitor the activities and services of the officers and staffs related to sate and property management for better control, co-ordination and to ensure quality service.

62.02.03 Shall communicate suggestions, observations, findings, recommendations to the Council through the Executive

Council for better management and development of IEB Institutions.

62.02.04 Shall ensure and maintain a smart friendly and quality management system at IEB Headquarters specially management of IEB auditorium, halls, rooms rental.

62.02.05 Upon assigned by the Executive Committee or the Council the committee shall perform any other function of similar nature.

62.02.06 Upon assigned by the Executive Committee or the Council the committee shall perform similar function in other integral organizations and autonomous bodies of IEB.

63.00 **Research & Development (R&D) Committee**

63.01 The Composition of the Research & Development (R&D) Committee

Chairman - An eminent Engineer and shall be an Academician or experienced in Research oriented work who shall be a Fellow of IEB for at least 15 years not below the rank of a Professor or equivalent.

Vice-Chairman - An eminent Engineer and shall be an Academician or experienced in Research work who shall be a Fellow of IEB for at least 10 years not below the rank of a Professor or equivalent.

Member-Secretary- An eminent Engineer and shall be an Academician or experienced in Research oriented work who shall be a Fellow of IEB for at least 10 years not below the rank of an Associate Professor or equivalent.

Members

- Vice-President (academic and International Affairs), IEB.
- HAGS (Academic and International Affairs), IEB.
- 3 Academician with research background.
- 3 Eminent Professional with research background who shall be Fellow of IEB for at least 7 years.
- The Standing Committee may form Sub-Committees if deemed necessary with the approval of the Executive Committee of the Council in respective areas field for R&D work. The standing Committee Members are also eligible to be a member of any sub-committee (s).
- The Sub - Committee (s) shall submit their recommendations to the Standing Committee.

63.02 **The functions of the Committee shall be as follows:**

The Research & Development (R&D) Committee shall carry out Research Works, survey, investigations, study on various Engineering aspects relevant to the aims & objectives of the Institution or relevant to national development and public interest.

The Institution may forward recommendation of the Committee to the Government or relevant authorities for follow up or implementation as the case may be.

63.03 Trust Fund

63.03.01 In accordance with article 63 (b) and 63 (c) of the Constitution the Council may create a Trust Fund for the advancement of engineering for research work.

63.03.02 The Council of the Institution shall constitute Board of Trustees for operation of the Trust Fund for research work.

63.03.03 Only after receiving requisition from the Chairman of R&D Committee fund may be allocated against particular research work and day to day operation.

64.00 Equivalence Committee

64.01.01 The Composition of the Equivalence Committee

Chairman A senior Professor who shall be a Fellow of IEB for at least 15 years.

Vice-Chairman A senior Professor who shall be a Fellow of IEB for at least 15 years.

Member Secretary A senior Professor who shall be a Fellow of IEB for at least 10 years.

The Committee may form sub-committee(s) on respective Engineering discipline consisting of (3-5) Member for each sub-committee with the approval of the Executive Committee of the council.

The sub-committee(s) will submit their recommendations to the Standing Committee.

64.01.02 The functions of the Committee shall be as follows:

To determine equivalence of the academic Certificate(s) obtained from any foreign Educational Institute of each and individual discipline/ Development/ Division of an Institution when such Certificates are submitted as a proof of qualification for IEB membership or any other purpose.

64.02 IEB Prizes, Medals & Certificates

IEB Prizes and Gold Medals

As per provision of Article 64(b) of the Constitution of the Institution the objective of IEB Prizes and Gold Medals is to recognize eminent engineer of Bangladesh for furthering the noble objectives of the engineering profession, research and development and for strengthening friendship and professional understanding among engineers at home and abroad. Outstanding and Remarkable contributions in the following category shall be considered during selection of a recipient:

- a) Engineering Innovations
 - Research Works
 - Outstanding Publications in the International Professional Journals
 - Extra-ordinary academic achievements

- b) Professional development activities
- Outstanding social works
 - Remarkable contribution to the Institution
 - Leadership in Institution activities
 - Remarkable contribution in protecting professional rights of the Engineering Professionals.

IEB Certificate

The objectives of the IEB Certificates for best performance are to recognize a Centre, Sub-Centre, Engineering Division, Overseas Chapter and ERCs for their performances during a year under consideration. Certificates may also be awarded to individual Member as per provision of Article 64 (d) of the Constitution.

64.02.01 **Eligibility for IEB Prizes & Medals**

64.02.01 The candidate must be a Member of the Institution of Engineers, Bangladesh, unless otherwise decided by the Council.

64.02.02 The candidate must be an eminent engineer who has earned a name for himself in his profession and is widely respected.

64.02.03 He must have personally contributed towards the enhancement of knowledge in his own discipline.

64.02.04 He must have exhibited commendable leadership qualities including innovation in the discharge of his duties.

64.02.05 He must have also contributed to furthering understanding and friendship among professionals of his country and abroad in conformity with the objectives of the Institution of Engineers, Bangladesh.

64.02.06 He must have exhibited commendable leadership and have outstanding contribution in the activities of the Institution and/or of a Centre, Sub-Centre, Overseas Chapter, Engineering Division or Recreation Centre.

64.03 **Eligibility for IEB Certificates**

64.03.01 Centre/Sub-centre/Engineering Division/Overseas Chapter/ERC/individual Member are eligible to receive Best Performance Certificates for a year under consideration.

64.03.02 Recommendation for Best Performance Certificates will be based on performances in line with the aims & objectives of the Institution.

64.03.03 Centre, Sub-Centre, Overseas Chapter and Engineering Division may award Certificates for Training courses or continuing Professional Development (CPD) programmes where CPD means as the systematic maintenance, improvement and broadening of knowledge and skill, and the development of personal qualities necessary for execution of professional and technical duties throughout one's working life.

Activities

1.	Conference/seminar/symposium/round table discussion/meeting on technical issues etc.
2.	Training/workshop/short course/technical meeting/conducting & contributing in technical issues/technical tour
3.	Organize Annual Paper Meet (APM)
4.	Publication of recognized technical journals or publishing technical books
5.	Others

64.04 **No. of Prizes, Medals, Certificates to be awarded.**
IEB Gold Medal shall be awarded to two eminent engineers as per provisions of Article 64 (b) only.

IEB Certificates may be awarded to 1 (one) Centre, One-Sub-Centre, One Overseas Chapter, One Engineering Division, One ERC and one eminent IEB Member only as per provision of Article 64(a) and 64(d) of the Constitution.

64.05 **Search Committee**

64.05.01 The Council shall form a Search Committee by 31 August which will recommend eligible candidates/ Centres/ Sub-Centres/ Engineering Divisions/ Overseas Chapters/ ERCs to nominate recipients of IEB Prizes, Gold Medals and Certificate as per provisions of Constitution and Bye-laws.

64.05.02 **Search Committee shall consist of**

- A Member of The Institution who is a Fellow for at least 10 years and must have been a Council Member for one term - Chairman
- Three members who are Fellows of the IEB - Members
- Honorary General Secretary - Member-Secretary

64.05.03 **Proposals for Prizes, Medals and Certificates**
Proposals for Prizes & Medals and Certificates signed by at least five Corporate Members, three of whom will be Fellows will need to be submitted to the President by 30 September

which will be forwarded to the Search Committee by 7 October.

Honorary General Secretary will submit the reports of the individual member/Engineering Divisions for best paper/research work and performances of Centres/ Sub-Centres/ Overseas Chapters to the Search Committee by 30 September.

The proposals shall be supported by necessary documents such as performance reports, certificates, testimonials Bio-Data (as per format in 64-04.04 etc.)

The Search Committee will complete their evaluation and forward their recommendation to the President by **30 October**.

If no proposal is received from Members, the Search Committee may make their own searching for award of Prizes & Medals, Certificates and forward their recommendation to the Award Committee.

64.05.04 Format for Bio-Data for Prizes/Medals

- Name
- Educational Qualification
- Profession Affiliation: Membership/
Fellowship No.
- Awards received/distinctions (if any)
- Last 5 positions held
- Details of significant Design, Research Development
- Contributions towards professional development both national and international
Contribution towards professional understanding and international co-operation
Involvement in IEB activities and remarkable achievements

64.06 Award Committee

64.06.01 The Award Committee will be formed by 31st August and will consist of:

- | | |
|---|----------|
| - President, IEB | Chairman |
| - Vice-Chancellor. BUET | Member |
| - Vice-President (Academic) &
Vice-President (H R D) | Member |
| - One of the past President of
IEB nominated by the Council. | Member |
| - One past HGS of
IEB to be nominated by the Council | Member |

- One active Fellow of the IEB working in the Private Sector to be nominated by the Council Member
 - One of the Heads of Organization Govt./Autonomous/ Corporation etc who is an active Fellow of the IEB to be nominated by the Council Member
 - Honorary General Secretary Member-Secretary
- 64.06.02 On recommendations of Search Committee, the Award Committee will finalize the recipients of Prizes, Medals and Certificates by 01 December. The Council shall be apprised of the recipients before the Convention.
- 64.07 **Time for Awards**
- 64.07.01 The IEB Awards shall be administered only during the inaugural session of the Convention. The Certificates shall be administered only during the Closing Session of the Convention.
- 64.07.02 The printed citations of the recipients will be read out before the Audience.
- 64.08 **Engineers Day**
 The Institution of Engineers. Bangladesh (Formerly the Institute of Engineers. Pakistan) was registered as a Professional Body on 7th May, 1948. This day is observed as “Engineers Day”.
 National and Institution flags will be hoisted in the morning at the Headquarters, Centres, Sub-Centres and Overseas Chapters followed by rallies. Press Conference will be arranged at the Headquarters. Seminars Workshops. Memorial Lectures and other programmes will be arranged at the Headquarters. Centres, Sub- Centres and Overseas Chapters.
 Engineers Day Medals may be awarded as per Clause 64.08
- 64.09 **Engineers Day Memorial Medals**
 Engineers Day Memorial Medals may be awarded to the Members for special services to the Engineering Profession and contributions in the activities/development of The Institution of Engineers. Bangladesh. The Medals will be as follows:
- 64.09.01 **Engr. M.A. Jabbar Memorial Medal**
 For special contribution in the activity’s development of IEB
- 64.09.02 **Engr. B.M. Abbas, A.T. Memorial Medal**
 For special contribution in Planning, Design & Construction in engineering profession
- 64.09.03 **Engr. M.F.A. Siddiqui Memorial Medal**
 For special contribution in Professional Services. Welfare & Self-employment of Engineers

- 64.09.04 **Dr. Engr. M.A. Rashid Memorial Medal**
For special contribution in the development of Engineering education
- 64.09.05 **Dr. Engr. M. Shahjahan Memorial Medal**
For special contribution in Research & Development of engineering science
- 63.09.06 **Dr. Engr. F.R. Khan Memorial Medal**
For special contribution in development of new innovative enterprises by fresh engineers
- 64.09.07 **Engr. Kamruzzaman Memorial Medal**
For special contribution in Social Services

64.10 The Executive Committee will form a committee for selection of candidates for receipt of Engineers Day Memorial Medals by 15th April which will be approved by the Council. Memorial Awards will be awarded during a function on the occasion of Engineers Day.

64.11 **Committee and Task Forces**

The Council may constitute committees task forces, etc. as and when necessary for the purpose of carrying out specific functions of The Institution. The members of such committee task forces shall be corporate Member of such committee/task forces may not necessary be Council Member and shall be chosen in accordance with the qualifications and experience demanded of them to be member of such a committee task force.

The Council shall spell out specific Terms of Reference (TOR) of such Committee/task forces specifying a definite timeframe within which the committee would complete its task. The committee task force shall stand dissolved completion of its task.

Chapter-IX
ACADEMIC & PROFESSIONAL ACTIVITIES

65.00 **Services and Welfare Committee (S&W)**

65.01 **Composition of the Services and Welfare Committee (S&W)**

The composition of the Services and Welfare Committee (S&W) shall be as follows:

Elected Members

- (i) The Chairman
- (ii) The Member-Secretary
- (iii) The Joint Member-Secretary

Ex-Officio Members

- (iv) The Immediate Past Chairman, Services and Welfare Committee (S&W)
- (v) The Immediate Past Member-Secretary. Services and Welfare Committee (S&W)
- (vi) The Chairman of each Centre and Sub-Centre of the Institution
- (vii) The Honorary Secretary of each Centre and Sub-Centre of The Institution.

65.02 **Nominated Members**

1-5 members to be nominated by the Council of The Institution of Engineers, Bangladesh from amongst the Corporate Members of The Institution.

65.03 **Representative Members**

65.03.01 2-8 Members from each of the Engineering Services Association to be nominated by the Association in accordance with Clause 65.03.04 of the Bye-Laws.

65.03.02 In pursuance of the Article 72(c) of the Constitution the Vice-President (Services and Welfare), the Honorary General Secretary' and the Honorary Assistant General Secretary (Service and Social Welfare) of The Institution shall be the ex-officio Chairman, Member-Secretary and the Joint Member-Secretary respectively of the Services and Welfare Committee (S&W).

65.03.03 The Engineering Services Associations shall be represented in the Services and Welfare Committee (S&W) on the basis of their membership strengths as follows:

65.03.04 Membership Strength Number of Representatives
Members

Upto	200	-	-	2 (two)
	201	to	500	3 (three)
	501	to	1000	4 (four)
	1001	to	1500	5 (five)
	1501	to	2000	6 (six)
	More than 2000	-	-	8 (eight)

- 65.03.05 The Engineering Services Associations represented in the Services and Welfare Committee (S&W) at the time of adoption of Article 72 of the Constitution shall continue to be its members. Membership may be conferred on any other Engineering Services Association intending to be a member of the Services and Welfare Committee (S&W) provided it fulfils the conditions laid down by the Services and Welfare Committee (S&W).
- 65.03.06 In all cases of the Representative Members (under Clause 65.03.04 shall include the President and the Secretary or the General Secretary or the Secretary General of the Association. Names of the Representative Members shall be communicated to the Chairman, Services and Welfare Committee (S&W) in writing along with the decision of the meeting of the concerned Association at the beginning of each term.
- 65.03.07 Any Association shall have the authority to replace their Representative Members at any time and the replacement shall be communicated to the Chairman, Services and Welfare Committee (S&W) in writing.

66.00 Composition of the Executive Committee of the Services and Welfare Committee (S&W):

- 66.01 There shall be an Executive Committee of the Services and Welfare Committee (S&W) to conduct day-to-day business and other functions between the meetings of the Services and Welfare Committee (S&W).
- 66.02 The Executive Committee shall be composed of 21 members as follows:
 - (i) The Chairman
 - (ii) The Member-Secretary
 - (iii) The Joint Member-Secretary
 - (iv) 18 (Eighteen) Members to be nominated by the Services and Welfare Committee (S&W) on the recommendation of the Chairman.
- 66.03 In pursuance of Article 72 (c) of the Constitution, the Vice-President Services and Welfare Committee (S&W), the Honorary General Secretary and the Honorary Assistant General Secretary Services and Welfare Committee (S&W) of The Institution shall be the ex-officio Chairman, the Member-Secretary and the Joint Member-Secretary respectively of the Executive Committee.

67.00 Functions of the Services and Welfare Committee (S&W)

The Services and Welfare Committee (S&W) shall, under the overall guidance of the Council of The Institution.

- 67.01 act as a Central Body of the Engineering Services Associations of the different departments, autonomous bodies, sector corporations, consulting /contracting /private firms and self-employed engineers;
 - 67.02 safeguard and promote the professional and service interest of the members;
 - 67.03 promote the social welfare of the members;
 - 67.04 work together and in liaison with other professional bodies having similar objectives and purposes;
 - 67.05 identify the professional bottlenecks and problems prevailing in various engineering organisations, departments, enterprises, industries, firms, etc. and shall strive to solve the same in the best interest of the engineering services and the profession;
 - 67.06 advise The Institution in respect of promotion of professional interest and administrative reforms and re-organization;
 - 67.07 carry out any other activity as assigned by the General Meeting or the Central Council of The Institution.
- 68.00 **Functions of the Executive Committee of the Services and Welfare Committee (S&W)**
- 68.01 The Executive Committee shall perform the day-to-day business of The Services and Welfare Committee (S&W);
 - 68.02 The Executive Committee shall have the power to take decision and actions as shall be deemed necessary for the furtherance of the cause of the Services and Welfare Committee (S&W);
 - 68.03 The Executive Committee may form sub-committees, task forces as and when necessary, assessing specific terms of reference.
- 69.00 **Duties of the Chairman, the Member-Secretary and the Joint Member-Secretary**
- 69.01 The Chairman, as the Principal Office-Bearers of the Services and Welfare Committee (S&W), shall provide overall guidance for running the affairs of Services and Welfare Committee (S&W) and shall preside over the meetings of the Services and Welfare Committee (S&W). In the absence of he Chairman, the members present shall elect one of the senior members to preside over the meeting;
 - 69.02 The Member-Secretary shall carry out the day-to-day function in close consultation with the Chairman;
 - 69.03 The Member-Secretary shall present a report on the activities of the Services and Welfare Committee (S&W) under a separate agendum to the Annual General Meeting with the approval of the Executive Committee of Services and Welfare Committee (S&W) and the Council of The Institution;
 - 69.04 The Joint Member-Secretary shall assist the Member-Secretary in discharging his duties for smooth functioning of the activities of

the Services and Welfare Committee (S&W). In the absence of the Member-Secretary, he shall perform the duties of the Member-Secretary of the Services and Welfare Committee (S&W).

70.00 Meetings

- 70.01 The Services and Welfare Committee (S&W) shall meet at least quarterly with a notice of 7 (seven) days.
- 70.02 The Meetings of the Executive Committee shall be held at least once every month with a notice of a least 3 days. In case of emergency the meeting may be called with a notice of 6 hours.
- 70.03 All Meetings of the Services and Welfare Committee (S&W) and the Executive Committee shall ordinarily be held in Dhaka at the Headquarters of The Institution.
- 70.04 All activities of the Services and Welfare Committee (S&W) shall be reported regularly (on a monthly basis) to the Central Council.
- 70.05 The Services and Welfare Committee (S&W) or its Executive Committee may request the President of The Institution to convene an Extra-Ordinary General Meeting to discuss and decide on important issues relating to the Services and Welfare Committee (S&W).
- 70.06 The quorum of the meetings of the Services and Welfare Committee (S&W) and the Executive Committee shall be 21 and 5 respectively.

71.00 Fund and Accounts of the Services and Welfare Committee (S&W)

- 71.01 The fund of the Services and Welfare Committee (S&W) shall consist of the following:
 - (i) Yearly recurring grant from members subscription fund as reflected in budget of The Institution.
 - (ii) Regular yearly subscription from the Engineering Services Associations, the amount of which shall be decided by the Executive Committee and approved by the Council.
 - (iii) Donations, subscriptions or any other fund raised by the Services and Welfare Committee (S&W).
- 71.02 A separate bank Account for the Services and Welfare Committee (S&W) shall be opened with any schedule Bank of Bangladesh.
- 71.03 The bank account of the Services and Welfare Committee (S&W) shall be operated jointly by the Chairman and the Member-Secretary the Services and Welfare Committee (S&W).
- 71.04 The Services and Welfare Committee (S&W) with assistance from its Executive Committee shall prepare its annual budget and place it to the Administrative and Finance Committee for incorporation in the annual budget of The Institution indication the sources of income and expenditures. Re-appropriation on the

budget lines may be done by the Services and Welfare Committee (S&W) (with the approval of the Administrative and Finance Committee), if deemed necessary.

71.05 The Executive Committee shall apprise the Services and Welfare Committee (S&W) and the Council of The Institution of its income and expenditure position regularly.

71.06 The Executive Committee shall prepare annual income and expenditure report which shall be audited along with the annual audit of The Institution and shall be incorporated in the annual audit report of the Institution.

72.0 Engineers' Welfare and Benevolent Fund Short title and commencement

(i) These Bye-Laws shall be called the Engineers Welfare and Benevolent Fund Bye-Laws, 1995.

(ii) These Bye-Laws shall come into force with immediate effect.

(iii) It shall apply to all Corporate Members and Associate Members of The Institution of Engineers, Bangladesh.

73.00 Definitions

Unless otherwise mentioned in or repugnant to the provision of the Constitution the following definitions will be used for the purpose of these Bye-Laws:

(i) "Welfare" means Social Welfare of Engineers under Article 4 (g) of the Constitution of The Institution of Engineers, Bangladesh.

(ii) "Fund" means Benevolent Fund create under Article 73 of the Constitution.

(iii) "Board" means the Board established under the Bye-Laws.

(iv) "Engineer" means the Corporate and Associate Members of The Institution.

(v) "Family" means the family of the Engineer consisting of wife/husband and children, wholly dependent upon him/her.

74.00 The provision of this Bye-Laws shall have effect notwithstanding anything contained in any rules, order, notification, contract or other document or instrument but nothing herein contained shall affect the right to receive any pension, provident fund, gratuity or other benefits accruing to the engineer on his retirement or invalidation or to his family upon his death, otherwise than under this Bye-Law.

75.00 Board

75.01 There shall be a Board to regulate Engineers Welfare and Benevolent Fund. The Board shall consist of the following:

- i) The Chairman : Vice-President (S&W)
- ii) The Member-Secretary : Honorary General Secretary
- iii) The Joint Member-Secretary : Honorary Assistant General Secretary (Services and Welfare Committee (S&W))

- iv) Members :
 - v) Immediate past Chairman of the Board
 - vi) Immediate Past Member-Secretary of the Board
 - vii) 2 (two) Corporate Members nominated by the Council
- 75.02 Tenure of the Board shall be same as the tenure of the Council of The Institution.
- 76.00 **Office**
The office of the Board shall be at The Institution of Engineers. Bangladesh, Headquarters, Ramna, Dhaka-1000.
- 77.00 **Power of the Board**
The Board shall have power
- i) to settle grants.
 - ii) to receive application & sanction grant from the fund to the Engineer or his family in accordance with the provisions of the Bye-Laws.
 - iii) to do things necessary for proper administration and management of the fund.
 - iv) to sanction expenditure connected with the administration and management of the Fund.
 - v) to invest money of the fund in any profitable concern.
- 78.00 **Meetings of the Board**
- 78.01 The meeting of the Board shall be held at such time and place as may be determined by the Chairman and the Member-Secretary will issue the notice of the meeting giving at least 3 (three) days time.
 - 78.02 To constitute a quorum at a meeting of the Board, the number of members shall be at least 5 (five).
 - 78.03 Each member of the Board shall have one vote and in the event of equality of votes the Chairman of Board shall have a second and casting vote.
 - 78.04 The meeting of the Board shall be presided over by the Chairman of the Board and in his absence by the person decided by the members present.
 - 78.05 All orders and decision of the Board shall be authenticated by the signature of the Chairman.
- 79.00 **Delegation of Powers**
The Board may for facilitating the discharge of its function and ensuring efficient operation of the Fund, by a resolution delegate and re-delegate to any member of the Board, subject to such conditions and limitations, if any as may be specified therein, such of its powers and duties under these rules as it may deem necessary.
- 80.00 **Operation of Welfare and Benevolent Fund**
- 80.01 There shall be a fund to be called Engineers Benevolent Fund.
 - 80.02 The above fund shall have two components, Permanent Fund and Operational Fund.

- 80.03 50% of the sum paid by the Engineers as subscription to the benevolent fund shall accrue to the Permanent Fund from which no Benevolent grant shall made. Profit or interest of the permanent fund shall be transferred to the operational fund.
- 80.04 For the credit of the operational fund, the following funds shall be placed:
- 80.04.01 50% amount of Benevolent Fund of The Institution on the date of commencement.
 - 80.04.02 50% of the sums paid by the Engineers in accordance with clause 82 and 83.
 - 80.04.03 All grants made by the institution. Government. Organizations. Institutions or other Authorities.
 - 80.04.04 Donations made by the private individuals or institutions.
 - 80.04.05 All income, profit or interest accruing from the assets belonging to the Benevolent Fund or from investments made out of money of the fund.
 - 80.04.06 All Benevolent grants shall be made only from the operational fund available at the time it is granted.
 - 80.04.07 The money credited to the Benevolent Fund shall be kept in any scheduled Bank as may be decided by the Board.
 - 80.04.08 The accounts of the fund shall be operated under joint signature of the Chairman and the Member-Secretary of the Board.

81.00 Subscription to be paid by the Engineers

25% of Annual Subscription paid by the Members shall be transferred to the Benevolent Fund Account as subscription to Benevolent Fund.

82.00 Payment of Benevolent Grant

- 82.01 Benevolent grant to be paid to the members eligible under the Bye-Laws.
- 82.02 Family of Engineers qualified under Clause 82.01 of this clause shall also be entitled to the Benevolent grants.

83.00 Payment of Benevolent Grant

The Board shall consider applications in prescribed forms for Benevolent grants, received from any Engineer (an eligible member of the IEB) or his family, if the Engineer:

is declared by the prescribed medial authority to have been completely incapacitated physically or mentally to discharge his duties and is for that reason removed from service.

Or

is financially incapable of undergoing medical treatment in the country or abroad provided that for treatment abroad his case is referred by the appropriate medical authority.

84.00 The Board shall cause to maintain the accounts properly and it shall submit its accounts report monthly and audited accounts report yearly to the Council. The Board shall report all cases of grant to the Council.

85.00 The Institution shall provide necessary officer and staffs for efficient management of the Board.

86.00 **Accreditation Board for Engineering & Technical Education**

86.01 The Institution of Engineers, Bangladesh the only professional body of the Engineers of Bangladesh having its membership at WFEO, CEC, FEISCA, FEIIC and having bi-lateral agreement with ASCE, ASME, IEEE, ICE (UK), CSE (CANADA), JSCE (Japan), KSCE (Korea), Malaysia, IE (India) etc. countries formed the Board of Accreditation for Engineering & Technical Education (BAETE) in the year July, 2000 in order to oversee the growth and quality of engineering and technical education of Bangladesh. The BAETE will assess and assure the quality of the various constituent elements of these educational institutions of engineering & technology, such as academic ambience, administrative infrastructure, physical resources and avenues for molding and developing the student's knowledge, skills, attitudes and learning characteristics as per national and international standards and guidelines.

86.02 **ACCREDITATION**

The accreditation of a program recognizes and acknowledges the value of transforming a student into a capable engineer with sound knowledge of fundamentals and an acceptable level of professional competence. The accreditation process is also significant as a means of promoting quality by encouraging healthy competition among different degree programs at the same institution and among similar programs at different institutions.

The specific objectives of accreditation are as follows:

- a. To ensure that graduates acquire the attributes required to meet national and international standards;
- b. To assist all stakeholders in identifying specific engineering education programs that meet national and international standards; and
- c. To provide a mechanism for the continual improvement of existing engineering programs through evaluation and feedback.

86.03 **FORMATION, AUTHORITIES AND FUNCTIONS OF BAETE**

The Board of Accreditation for Engineering and Technical Education (BAETE) was established by IEB in accordance with provision enshrined in IEB constitution. BAETE is empowered

to function as an independent and autonomous body to establish the policy, procedure, criteria, and related systems to conduct engineering program accreditation by enacting manuals, guidelines and standard operation procedures.

86.04

COMPOSITION AND TERMS OF OFFICE

The Council of IEB nominates the Chairman and the members of the first Board. Nominations to subsequent Board positions may be made by the president of IEB in consultation with the outgoing Chairman of the Board and other professionals/experts in the field. The structure of the BAETE is as follows.

Chairman	1
Vice-Chairman	2
Vice-president (Academic and International Affairs), IEB [Ex-Officio]	1
Honorary General Secretary, IEB [Ex-Officio]	1
Chairman, BPERB, IEB [Ex-Officio]	1
Vice-chancellor BUET or his nominee at the level of Senior Professor	1
Chairman/Member of UGC (with background in Science/Technical Education)	1
Two Vice-chancellors from DUET/RUET/KUET/CUET/BUTex/BAU or their nominees at the Senior Professor level	2
Two members from private universities with at least one BAETE-accredited program	2
One representative of Ministry of Education not below the rank of Additional Secretary (with a background in Science/Technology) in the Government of Bangladesh	1
Representation from Industry	2
R&D establishments	1
Eminent educationists	5
Member Secretary	1
Total	22

The term of office for the Chairman, Vice-Chairman and members who are not “ex-officio” is four years. The Board meets to discuss administrative issues at a time, place and frequency chosen by the Chairman. The Board meets three times per calendar year, in January, May and September, to make decisions regarding accreditation applications.

86.05

Accreditation Procedure

Generally, application for the accreditation of an engineering program must be made formally in writing through the head of the institution or the concerned program. The application must be accompanied by an SAR duly completed in accordance with the format described in the latest version of BAETE Accreditation Manual. The accreditation process commences upon verification of the accreditation fee payment and receipt of the SAR.

The accreditation decision is made by the Board following a rigorous evaluation process involving a review of the SAR, an on-site visit by the Evaluation Team and a review of the Evaluation Team report by the Sectoral Committee.

86.05.01 Steps in the Accreditation Process

The steps involved in the accreditation process are as follows. All communications at every step should occur through the Registrar, BAETE under the guidance of the Board.

1. Submission of the application
2. Formation of the Evaluation Team
3. Communication to the institution about the formation of the Evaluation Team
4. Communication of the institution's reservations about any member of the Evaluation Team, if any
5. Review of the SAR
6. On-site visit
7. Submission of Evaluation Team report
8. Scrutiny by the Sectoral Committee
9. Response of the institution to factual matters
10. Recommendation of the Sectoral Committee
11. Decision of the Board
12. Communication of the decision to the institution

86.05.02 Application and Submissions

The institution must submit separate application(s) in the prescribed format for the accreditation of each of its eligible programs. The application must accompany a completed SAR and other information/documents as stated in the BAETE Accreditation Manual.

If a program's accreditation is about to expire, the institution must apply for reaccreditation by submitting an application at least six months before the current accreditation expires.

86.05.03 Formation of the Evaluation Team

An Evaluation Team consisting of a Chairperson and two members will be formed by a sub-committee of the Board within three (3) weeks of receiving a completed application package for accreditation. The Chairperson will be a senior academic or a practicing professional in a relevant engineering discipline with adequate experience in the accreditation process. At least one of the members will be from the industry. The Chairperson and team members shall be selected from a pool of qualified evaluators. Upon notification of the formation of the Evaluation Team, the institution may express reservations in writing about any member who may have a conflict of interest within one (1) week. The specific reason must be cited. The Evaluation Team members are required to declare possible conflicts of interest with the program and the institution, if any, and to abide by the code of confidentiality and professional conduct.

86.05.04 **Pre-visit Activities**

The Evaluation Team will first review the submitted SAR. If the SAR indicates significant deficiencies in the program and/or the institution, the Evaluation Team may decide not to recommend the program for accreditation without performing the on-site visit. When the SAR indicates that the program is eligible for accreditation, the Chairperson of the Evaluation Team will contact the institution through the BAETE Registrar to arrange the accreditation visit.

86.05.05 **Accreditation Visit**

The Evaluation Team will conduct a three-day visit within twelve (12) weeks of its formation.

The on-site visit allows the Evaluation Team to assess factors related to the accreditation criteria that may not be adequately described in the SAR and to obtain further clarifications from the educational institution. Although it is not possible to adequately describe all the factors to be assessed during the on-site visit, some common factors include the following:

- a. Objectives and outcomes of the education provided
- b. Quality assurance processes, including internal reviews
- c. Assessment of student learning outcomes
- d. Student activities and work
- e. Entry standards for admission and student selection
- f. Faculty members' motivation and enthusiasm
- g. Faculty members' qualifications and activities
- h. Facilities
- i. Industry participation

To assist the Evaluation Team in its assessment, the educational institution should arrange the following:

a. Meetings with:

- i. The Head of the institution, the Dean and Head of the Department, and relevant program and course coordinators
- ii. A member of the senior administration/management, preferably the Head of the institution, to discuss how the program fits into the university's overall strategic direction and focus and the management support available for the continued resourcing and development of the program
- iii. A group of faculty members
- iv. A group of supporting staff and heads of the support/service departments
- v. A group of employee representatives
- vi. A group of alumni
- vii. A group of students

b. Availability of the following documents for examination:

- i. Curriculum vitae of all program faculty members
Evidence that the results of the course and program outcome assessment are
 - ii. being used to review the program and ensure ongoing improvement
 - iii. Lists of publications by all program faculty members
 - iv. Sample teaching materials
 - v. Sample examination papers, quizzes and class tests for all subjects
 - vi. Sample examination scripts, including at least one excellent, one good and one marginal pass for each examination
 - vii. Transcripts of immediate past graduates, including those granted advanced standing and those who were in the part-time program if applicable
 - viii. Sample student project and design reports (excellent, good and marginal pass)
 - ix. Sample student feedback form
 - x. Results of other internal or external reviews of the program, department and faculty
 - xi. Quality assurance review results
 - xii. Records of meetings of committees relevant to the program
 - xiii. Records of meetings with stakeholders
 - xiv. Graduates' employment records
 - xv. Any other documents that the Evaluation Team may request
- c. Visits to:
- i. Faculty office rooms
 - ii. Classrooms
 - iii. Laboratories, especially those used for undergraduate courses
 - iv. The library
 - v. IT facilities
 - vi. Career/placement center, co- and extra-curricular facilities, medical facilities
 - vii. Canteen
 - viii. Washrooms/toilet facilities

At the end of the on-site visit, the Evaluation Team will hold an exit meeting to present its preliminary findings to key personnel of the educational institution, including the Head of the institution and the Head of Department/Chair of School for the program being evaluated.

86.05.06 **Post-visit Activities of Evaluation Team**

The Evaluation Team will submit its evaluation report to the BAETE Registrar within three (3) weeks of the visit. In finalizing its report with findings and recommendations, the Evaluation Team may consider additional submissions requested from the institution during the on-site visit. The Evaluation Team will make a holistic quality judgment of each criterion against the benchmark requirements stipulated in the BAETE Accreditation Manual in terms of compliance, concern, weakness and deficiency. These terms are defined as follows.

Compliance: A criterion, policy, or procedure has adequately satisfied the benchmark requirements stipulated in the manual. No corrective measure is required to strengthen compliance prior to the next review.

Concern: A criterion, policy, or procedure is broadly in compliance but requires improvement to avoid compromising the quality of the program or is currently in compliance but the potential exists for the situation to change, resulting in future noncompliance. Progress on the corrective measures is required prior to the next review.

Weakness: A criterion, policy, or procedure lacks compliance, compromising the quality of the program. Corrective measures are required to strengthen compliance prior to the next review.

Deficiency: A criterion, policy, or procedure either does not exist or is in the elementary stage. Compliance is required.

The findings and recommendations of the Evaluation Team must be supported with evidence. Although the Evaluation Team should not prescribe the details of the corrective measures to be taken, some broad-level recommendations and suggestions are required. The evaluation report may briefly highlight the strengths of the program and the institution as encouragement and in recognition of good practices.

86.05.07 **Scrutiny by Sectoral Committee**

The Evaluation Team's report will be moderated for consistency and procedural discrepancies by the relevant Sectoral Committee within two (2) weeks of submission. If the Sectoral Committee identifies areas of inconsistency or procedural discrepancies, the Evaluation Team will be asked to provide clarification and/or revise the report.

86.05.08 **Response of Institution**

The moderated report will be shared with the institution, which may submit a written response regarding any factual error in the report within one (1) week. The educational institution does not have the right to require a change in the report but may note any statement that may be incorrect or provide comments. The Sectoral Committee will submit the institution's response along

with the Evaluation Team's report and its recommendation to the Registrar of BAETE to table for decision making at the next BAETE board meeting. The Evaluation Team will receive a copy of the moderated report along with the institution's response and the Sectoral Committee's recommendation.

86.05.09 Decision Process

The Board will make the final decision regarding the application for accreditation primarily based on the findings and recommendations of the Evaluation Team, with moderation by the Sectoral Committee. In making its decision, the Board will adhere to the published accreditation policy and procedure and ensure the consistency of discipline-specific program criteria across different institutions.

The Board will make a decision within sixteen (16) weeks from the date the recommendation of the Sectoral Committee is submitted. The accreditation decision will be communicated to the concerned institution.

86.05.10 Follow-up Action as a Requirement for Accreditation

If follow-up action is required as a condition for accreditation, the BAETE will require the educational institution to submit a report within a specified period. The specified period will vary depending on the nature of the requirement and whether the follow-up actions can be developed and implemented within a short time frame. The BAETE may also require a follow-up visit to review the actions taken by the educational institution. The educational institution must meet all direct costs associated with the follow-up visit.

86.05.11 Dispute Resolution

An institution may appeal the accreditation decision in writing within two (2) weeks of receiving the decision and paying a prescribed fee. An appeal may include a request for reconsideration or a revisit and should be accompanied by a report to substantiate the request. The appeal will be submitted to the Appellate Committee for deliberation.

The Appellate Committee may invite the institution filing the petition and the members of the Evaluation Team to present their positions. Appellate Committee itself will determine its methods of operation, giving due consideration to the substance of the appeal petition. The Appellate Committee may ask the BAETE to consider the appeal based on the SAR submitted by the institution. BAETE should respond to its recommendations within one (1) month. The Appellate Committee will make the final decision within three (3) months after receiving the appeal petition. If the petition is denied, the Appellate Committee will provide the institution with reasons for the denial.

86.06 **ACCREDITATION CRITERIA**

The criteria or standards, by which individual Program in any institution will be judged, have been carefully formulated so as to give a clear transparent indication of the strengths and weaknesses of the Programs.

86.06.01 Organization and Governance

Major positions should be filled, and the statutory bodies/committees of the institution should be formed in accordance with the applicable rules and guidelines. These positions include Vice Chancellor, Pro-Vice Chancellor, Treasurer, Dean, and Chairperson and bodies/committees such as the Board of Trustees, Syndicate, Academic Council, Admission Committee, Finance Committee, Curriculum Committee and the Faculty Selection Committee. The position appointees and committee members should function effectively as per the roles defined in the relevant act/statute.

The institution should have published policies, including a mechanism for addressing grievances, regarding academic and administrative matters involving students, faculty members and non-teaching employees. These policies should be put into practice.

86.06.02 Financial and Physical Resources

The financial resources of the institution should be adequate to fulfill its mission and vision. The financial resources committed to the program should also be sufficient for the appropriate functioning of the program, including recruiting and retaining qualified faculty members, and procuring the necessary lab equipment and equipment and tools to support teaching and learning.

The institution should have a process for budget planning and allocate resources to the priority areas as required. The campus infrastructure, such as the extent of the land and built-up area, extra- and co-curricular facilities, and support facilities, including maintenance support for infrastructure and facilities, should be adequate for the total number of students and employees at the institution.

The possibility of any risk from manmade or natural hazards should be properly assessed and addressed in the Safety Plan. All labs shall have their own plans to prevent and manage incidents and accidents. Fire detection and firefighting facilities should be adequate. An action plan is required to address safety issues as the situation demands. Adequate measures should be in place to make the campus safe for students, employees and visitors.

86.06.03 Faculty

The department should have a sufficient number of full-time faculty members to ensure that the faculty are not overloaded with courses and that the program does not become overly dependent on part-time faculty members.

The faculty members should have adequate academic qualifications with specializations in areas closely related to the program(s) offered by the department. The proportion of senior faculty members and junior faculty members should be appropriate. Adequate interaction between students and faculty members both within and outside classes is essential. The teacher-student ratio, class size and teaching load should not compromise opportunities for interaction.

Faculty members should be motivated to improve their pedagogy and assist the students in achieving outcomes. They should be committed to the continuous quality improvement activities of the department. Faculty members should have the responsibility and authority to design and update the curriculum, establish course and program outcomes, and select and use appropriate assessment tools for evaluating student performance in classes and the achievement of outcomes.

Faculty members should be engaged in research, development and professional activities such as consulting. They should also be involved in relevant professional societies. The results of these activities should benefit the students. The institution or department should periodically arrange training for the faculty members on outcome-based education and assessment. All the faculty members should be adequately trained on how to establish course outcomes, conduct teaching-learning activities that are appropriate for the outcomes and assess the level of outcome achievement.

86.06.04 Students

There should be a published policy for the admission and transfer of students into the program. The admission or transfer requirements should be appropriate for the selection of students with the potential to achieve the program's outcomes. The policy should be implemented in practice. Transfer students must also show the attainment of program outcomes from courses in the institution.

Students' academic performance should be continuously monitored in terms of the achievement of outcomes, and feedback should be provided to the students. There should be provisions for remedial or corrective measures when necessary. Every student should be assigned an advisor. The advisor should counsel, guide and mentor the student on all academic and professional matters.

Students should have opportunities to participate in extra- and co-curricular activities and the activities of relevant professional societies. The institution should ensure the participation of a significant number of students.

86.06.05 Academic Facilities and Technical Support

The institution should have a well-stocked library. The books, e-books, journals and other resources available in the library should be adequate for the program and the faculty members. The number of classrooms available should be adequate to properly run the program. The classroom facilities and the environment should be conducive to learning.

The number of labs and equipment should be adequate for conducting the program's various laboratory courses. Every student should have the opportunity for hands-on activity in the laboratories. Each lab should have adequate safety and health measures.

Students and faculty members should have access to adequate computing and Internet facilities, including hardware, software tools and support.

86.06.06 Curriculum and Teaching-Learning Processes

The curriculum should satisfy the relevant program-specific criteria described in the latest BAETE Accreditation Manual.

The breadth and depth of the curriculum and the teaching-learning activities should be appropriate for solving complex engineering problems in the relevant discipline. The curriculum should contain an adequate number of courses on mathematics, physical science, humanities and non-engineering subjects. The teaching-learning processes and activities selected for each course should be effective and appropriate for achieving the outcomes. Student participation and learning should be enhanced. Hands-on activities in the lab should be an integral part of teaching and learning. The program should include adequate activities in the lab.

The program should demonstrate the culmination of program outcomes (POs) at the level of solving complex engineering problems, preferably through a final-year design project or capstone project extending over a period of one year.

86.06.07 Program Educational Objectives

Program Educational Objectives (PEOs) are broad statements that describe the career and professional accomplishments that the program is preparing graduates to achieve. PEOs are assessable based on the attributes and accomplishments of graduates, preferably those who have worked for 3 to 5 years after graduation. Each engineering program should have published PEOs that are clear, concise, assessable and realistic within the context of the available resources. The PEOs should

be consistent with the vision and mission of the department offering the program. They should be supported by a curriculum and teaching-learning processes that lead to the attainment of these objectives. Justifications should be provided for how the curriculum and the outcomes contribute to the attainment of the PEOs.

A process should be developed to assess the level of attainment of each PEO to evaluate the academic program's effectiveness. Adequate evidence and documentation on the assessment of PEO attainment should be provided. The assessment tools should be indicated, and the way in which these tools are used should be explained. PEO assessment should lead to the periodic review of PEOs. Feedback from the various program stakeholders, including employers, alumni, students and faculty, should be considered during the review.

86.06.08 Program Outcomes and Assessment

Program Outcomes (POs) or graduate attributes are narrower statements that describe what students are expected to know and be able to do by the time of graduation. These statements relate to the knowledge, skills and attitudes acquired by students while progressing through the program. The program must demonstrate that by the time of graduation, students have achieved an acceptable minimum level of certain knowledge, skills and behavioral traits, as stipulated in the applicable version of BAETE Accreditation Manual.

For each course, a course file must be maintained. The course file should include the assessment of outcomes, curriculum, examination questions and answer scripts, the results of other assessments, and a summary of performance and attainment of course outcomes with suggestions or feedback for future development.

POs should be assessed using direct methods. Direct methods of assessment are accomplished through the direct examination or observation of students' knowledge or skills against measurable performance indicators or rubrics. In addition, indirect methods may also be used for PO assessment. Indirect methods of assessment are based on opinions or self-reports from different stakeholders. The way in which various assessment tools, including examinations and rubrics, contribute to the evaluation of attainment of each PO should be described. The results of the evaluation of PO attainment should be shown.

86.06.09 Continuous Quality Improvement

The program should have a continuous quality improvement mechanism. It should demonstrate an established system for periodically compiling the level of attainment in terms of PEO, including a mechanism for tracking and obtaining feedback from

graduates and their employers. The outcomes of these exercises should be evaluated, and the identified shortcomings and limitations should be used to refine and improve the program.

POs should be assessed on a regular cycle. The program should prepare CQI file for each of the POs to review. Each teaching module should have clear quality requirements and facilitate the achievement of COs through teaching and evaluation methods. Students should provide feedback in every course on the appropriateness of the COs, course content, delivery of content, assessment and the attainment of the COs. The concerned course instructor should prepare course review reports including CQI files for the courses he/she is teaching. The program should also evaluate the curriculum and teaching quality on a regular basis while considering feedback from faculty members and students. The program should demonstrate that the results of this periodic evaluation are used for continuous improvement.

86.06.10 Interactions with the Industry

A communication channel between the educational institution and the industry should be in place. The industry should be encouraged to provide feedback concerning the quality of the teaching-learning process. There must be industry participation in the development of the curriculum to ensure that it is relevant, regularly updated, and meets the needs of the industry, particularly in areas experiencing rapid changes. An engineering program should have an Industry Advisory Panel (IAP) and an alumni association (AA) for this purpose. The IAP or AA may meet at certain intervals with the department to provide feedback.

The program should provide students with the opportunity to obtain industrial experience through internships, industry visits or design projects conducted by practicing engineers and faculty members with industrial experience.

87.00 The Bangladesh Professional Engineers Registration Board (BPERB)

87.01 Objectives:

Whereas it is expedient to provide for regulating the profession of Engineers and matters concerned therewith as well as development and maintenance of the profession of Engineers, and whereas the institution are to establish a regulating Body for this purpose, The Bangladesh Professional Engineers Registration Board has been established as per provisions of Article 68 and 69 the Constitution.

88.00 Terms of Office and filling of casual vacancies:

88.01 The Ex-officio members will hold the offices of the Board during the tenure of their appointment as Vice-President (Academic and International Affairs), Honorary General Secretary of the IEB and Chairman, BAETE. Any casual vacancies originated from resignation or any other valid reason

shall be filled in by nomination from the Chairman of the Registration Board.

88.02 The person nominated to hold a casual vacancy, as allowed for in clause 88.01 above shall hold office for the remaining period of the term.

89.00 Meeting of the Board

89.01 The Board shall meet at least four times in a year at such time and place as may be decided by the Chairman. In case of emergence the Registrar of the Board, with the consent of the Chairman may call a meeting. The notice period of meetings of the Board shall be 15 days except, in cases of emergency, when the notice period shall be at least 7 days.

89.02 Every meeting of the Board shall be presided over by the Chairman or, if absent, by a Chairman to be elected by the members of the Board present amongst themselves.

89.03 Unless otherwise provided by Regulation one third of the Board members shall form a quorum and all the Acts of the Board shall be decided by the majority of the members present and voting.

89.04 Any decision taken in any meeting of the Board shall immediately be communicated to the Honorary General Secretary of the Institution for information and/or approval of the Council as per provision of the Article (69.e) of the Constitution.

89.05 Upon request or instruction of the Council of the Institution any decision taken by the Registration Board shall be subject to review by the BOG.

90.00 Incorporation of The Engineer's Registration Board:

The Bangladesh Professional Engineer's Registration Board of The Institution of Engineers, Bangladesh shall be a body corporate by the same name having perpetual succession and common seal, with power to acquire, hold and dispose of property, both movable and immovable, and to contract, and shall be the said name sue and be sued.

91.00 Administration and Management of the Registration Board

The Board shall:

- (i) Appoint or nominate such other officers and employees or engage such consultants, contractors, etc. As the Board deems necessary to carry out the purposes of these Bye-Laws.
- (ii) Constitute from amongst its members or outside such Committee. Sub-Committees. Tribunals and other bodies for general or special purposes as it deems necessary to carry out the purposes of these Bye-Laws.
- (iii) Fix remuneration, allowances, honoraria as well as other terms and conditions for its office bearers, employees, advisers, consultants, contractors and others as the case may be for services rendered to the Board.
- (iv) Require and take from any officer or servant of the Board such security for the performance of his duties as the Board may deem fit.
- (v) Appoint a Registrar.

- (vi) All officers and other person appointed or employed by it on a full or part time basis, on payment of salaries or otherwise, shall be deemed to be public servants within the meaning of Section 21 of the Bangladesh Penal Code (The Act XLV of 1860).
- (vii) No other Act of the Board orally Committee or Tribunal set by it shall be called into question on the grounds merely of existence of any vacancy in or any defect in the constitution of such Committee, Tribunal, etc.
- (viii) Manage the funds and properties of the Board and account for them to the Council.

92.00 Headquarters of the Board and Branches:

- 92.01 The Headquarters of the Board shall be at IEB Headquarters, Ramna, Dhaka.
- 92.02 The Bangladesh Professional Engineers Registration Board may establish branch offices at home and abroad if it finds so necessary to carry out the purpose of these Bye-Laws.

93.00 Indemnity

The Board will not be liable for anything which is in good faith done or intended to be done under these Bye-Laws.

94.00 Functions of the Registration Board

- 94.01 The responsibilities for carrying out the purpose of these Bye-Laws shall be vested in the Board.
- 94.02 In particular, and without prejudice to the generality of the foregoing provision, the responsibilities of the Board shall include:
 - 94.02.01 The pursuit of international recognition for Professional Engineers who are registered with the Board including:
 - The establishment of standards for enrolment as Professional Engineers.
 - Ensuring that the prescribed standards are maintained.
 - Development of these standards such they eventually become accepted internationally.
 - Negotiating with other overseas provisional bodies the mutual recognition of standards.
 - 94.02.02 Prescribing of conditions for permanent, temporary and provisional enrolment as Professional Engineers, including:
 - Mandatory Continuing Professional Development (CPD)
 - Training under Agreement
 - Professional Reviews.

- 94.02.03 Recognition of foreign and local qualifications and training for purposes of permanent, temporary and provisional enrolment in the Register
- 94.02.04 Promotion to Government of legislation regulation the performance, conduct and standards of Professional Engineers;
- 94.02.05 Promotion of reforms in the engineering profession:
- 94.02.06 Establishment of levels of fees for registration as a Professional Engineer;
- 94.02.07 Granting or refusal of registration for practice under these Bye-Laws;
- 94.02.08 Maintenance and publication of a Register of persons qualified to practice within the jurisdiction of Bangladesh as Professional Engineers and issuance of certificates confirming registration;
- 94.02.09 Removal of names from the Register and restoration of the names which have been removed;
- 94.02.10 Regulation and maintenance of the status and standards of professional qualifications of professional Engineers;
- 94.02.11 Exercise of such disciplinary powers over Professional Engineers and servants of the Board as may be prescribed;
- 94.02.12 Formation of such Standing Committees, ad-hoc Committees, Enquiry Committees and Tribunal for carrying out the purposes of these Bye-Laws. taking disciplinary actions and hearing of complaints against Professional Engineers as the Board deems necessary;
- 94.02.13 Levy and collecting of annual Registration fees and CPD assessment fees from the Institution or individuals for all enrolled Professional Engineers;
- 94.02.14 Delegation of powers to its Officers and Committees as necessary for smooth discharge of its functions;
- 94.02.15 Exercise of such other powers and taking such other steps as may be necessary for efficient functioning of the Bangladesh Professional Engineers Registration Board and carrying out the purposes of these Bye-Laws;
- 94.02.16 Prescribing Rules of Conduct for Professional Engineers;
- 94.02.17 Accreditation of graduate and post graduate engineering qualifications;
- 94.02.18 Establishment of budgets for the financial management of the Board and presentation to Council annually of the following approval:

- Audited accounts
- Annual report
- Budget for the coming year
- Proposals for appointment of auditors

95.00 Power to Make Regulations

95.01 The Board may make regulations generally to carry out purposes of these Bye-Laws and without prejudice to the generality of this power, such Regulations may provide for :

- (i) The management of the property of the Board and the maintenance and audit of its accounts.
- (ii) The summoning and holding meetings of the Board conducting of the business in such meetings and maintenance of records and decisions thereof.
- (iii) The powers and duties of the Chairman, Registrar and other officers of the Board.
- (iv) The mode of appointment of ad-hoc Committees, Sub-Committees, Standing Committees, Enquiry Committees, Tribunals, Complaints Committees, etc.
- (v) The mode of engaging employees, advisers, consultants, contractors, etc.
- (vi) The method of enrolment and the procedure for maintenance and compilation of the Register and publication of the list of practicing Professional Engineers intending to practice in engineering within the jurisdiction of Bangladesh.
- (vii) The procedure for holding enquires and taking disciplinary actions should the institution fail to resolve the complaints about the professional conduct of Professional Engineers including those having provisional or temporary registration.
- (viii) Any other matter. for which under these Bye-Laws provision may be made by Regulations.

95.02 Notwithstanding anything contained in the above Sub-section, the Board in consultation with the concerned agencies and the Institution may make regulations provide for the recognition of academic qualifications and other matters as follows :

- (i) Prescribing the conditions and standards to be achieved and maintained for permanent, temporary and provisional enrolment as Professional Engineers.
- (ii) Prescribing a uniform minimum standard of courses of training for obtaining accredited graduate and postgraduate Engineering qualifications.
- (iii) Prescribing minimum requirements for the content and duration of courses of stud as aforesaid.

- (iv) Prescribing the minimum requirements for admission to courses of training as aforesaid.
- (v) Notifying which Engineering qualifications granted by the Engineering Institutions in Bangladesh and outside are recognized by the Board.
- (vi) Prescribing the qualifications and experience required for professional qualifications in all branches of Engineering antecedent to granting of recognized Engineering qualifications.
- (vii) Suggesting model terms of contract for providing professional services in different disciplines.
- (viii) Prescribing professional conduct for individuals, groups and enterprises engaged in Engineering works in Bangladesh.

96.00 Liaison with Engineering Institutions and the Public Service Commission

- 96.01 The Board shall maintain liaison with Engineering Educational Institutions, the Public Service Commission, the Institution of Engineers, Bangladesh and such other bodies which hold examinations for grant of academic and professional degree and selecting persons for entry into public and other services in order to ensure that a uniform standard is maintained in prescribing the professional qualifications as mentioned in section 96.02
- 96.02 In matters of registration of Professional Engineers, the decision of the Board about prescribing the examination standards, or the recognized qualifications or such qualifications possession of which may exempt a person from passing a prescribed examination shall be final.

97.00 Maintenance of Register of Professional Engineers

- 97.01 The Board shall maintain a Register of Professional Engineers.
- 97.02 The names of only those Engineer's who possess recognized qualifications and maintain the standards of professional development as prescribed in these Bye-Laws and the regulations provided for in clause ii, will be entered into the said Register and as a result of which they will be called Professional Engineer's.
- 97.03 The Board may also enter provisionally or for a temporary period of specified duration, names of such persons in the Register who may qualify for such provisional and temporary registration as may be provided in the Regulation framed under this document.
- 97.04 The register shall include the following particular about every Professional Engineer:
- (i) His or her full name, date of birth, domicile, residential and professional address;

- (ii) The date on which his or her name is entered in this Register;
 - (iii) His or her qualification;
 - (iv) Professional disciplines in which he or she intends to practice Engineering;
 - (v) Any other particulars that may be prescribed.
- 97.05 The Board shall cause to be published in the national press, in manner may be prescribed, a list of the new Professional Engineers as on the first day of July of each year.
- 97.06 The Register may be in separate volumes and separate Registers may be maintained for the regular Professional Engineers and the provisional and temporary entries.
- 98.00 Registers to be public documents**
The Register maintained under Clause 98 shall be deemed to be a public document.
- 99.00 Removal of names from the Register**
- 99.01 The Board may remove from the Register the name of any Professional Engineer:
- i. Who is dead, or
 - ii. From whom a request has been ‘received to that effect:
 - iii. Who has not paid within a period to be defined by the Board. any prescribed fee required to be paid by him/her and prescribed by the Board
 - iv. Who after enquiry is found to have broken the Rules of Conduct
 - v. Who has not attained the required level of CPD in the given time period, as prescribed in 95.02 (ii)
- 99.02 The Bangladesh Professional Engineers Registration Board may also remove the name of any person from the Register who suffers disabilities in the following respects: -
- i. Is of “nso” nd mind and stands so adjudged by a competent court; or
 - ii. Is an undischarged insolvent; or
 - iii. Having been discharged of insolvency, has not obtained from the Court a certificate confirming that his/ her insolvency was caused by misfortune, without an misconduct from his or her part; or
 - iv. Has been convicted by a competent court, whether within or without Bangladesh of an offence involving moral turpitude and punishable with imprisonment and/or responsible for an offence, not of a technical nature, committed by him/her in his/her professional capacity unless in respect of the offence committed, he/she has either been granted a pardon or on an application made by him/her in this behalf the Government has, by an order in writing removed the disability.

99.03 The Boards in its discretion may remove from the Register the name of any person who has been adjudged guilty of infamous conduct in any professional respect, after holding an enquiry at which opportunity has been given to such person to be heard in person or through advocate or pleader and dealing with the case in the manner prescribed in the regulations framed for this purpose under this Bye-Laws. For the purpose of enquiry in this respect, the Board shall be deemed to be a Court within the meaning of the Evidence of the Act 1972 (I of 1972) and shall exercise all the powers of a Commissioner appointed under the Public Servant's (Inquires) Act 1850 (XXXVII of 1850).

99.04 The name of any person whose Corporate Membership of the Institution of Engineers, Bangladesh or any other Professional Engineering body is withdrawn or suspended shall also be removed from the register for the duration of suspension or withdrawal of such corporate membership.

100.00 **Privileges of the Professional Engineer**

A person who has fulfilled the prescribed requirements and whose name has been entered and remains in the Register at the order of the Board will be called a Professional Engineer and will be entitled to use the abbreviations P.Eng. after his or her name, and will be able to use such insignia, emblems etc. as the Board may prescribe and award.

101.00 **Responsibilities of a Professional Engineer**

101.01 Every Professional Engineer shall notify any transfer of his or her residence or practice to the Board within 60 days of such transfer.

101.02 No professional Engineer shall use or publish in any way whatsoever any name, title, description or symbol indicating or calculated to lead persons to infer that he or she possesses any professional qualification unless the same has been conferred upon him by a legally constituted authority within or outside Bangladesh.

101A.00 **Submission for Registration of Professional Engineers**

- i. Applicants shall enclose the following with submissions:
- ii. Details of previous seven years of service record in engineering profession of which at least two years must be in a responsible capacity where s/he has taken independent decisions.
- iii. Evidence of academic qualifications
- iv. Evidence of membership of IEB
- vii. Statement of five (5) days or thirty (30) hours of CPD record during previous twelve (12) months

101A.01 **Checking of Submission**

The Application will be checked by a committee headed by the Registrar, BPERB as described in the BPERB Manual.

An incorrect submission may have scope for resubmission.

101A.02 Formation of Assessor Panel and Preliminary Selection

Once satisfied that the complete Application in order, the Registrar will place the relevant documentation before the Board. For preliminary selection the Board will form an Assessor Panel of two members nominating from the BPERB list of assessors.

The assessor will follow the selection criteria as described in the manual.

101B.00 Award of Professional Engineer Registration

i. The nominated assessor panel of two members will check the followings:

- CPD Report
- Work Experience
- Training under Agreement
- Sponsor's Report
- Competence and Commitment Report

After checking the assessor will opine whether the

- Application is accepted
- Application is rejected

ii. On the recommendation of the respective Assessor panels, the Registrar will place the recommended list in the Board meeting after getting clear statements from Ethics Board of IEB for the award of the Professional Engineer status to the applicants and allow them to use the abbreviated title P.Eng. as post nominal. After the approval of Board, the result will be notified by the Registrar, BPERB.

iii. In case of rejection, decisions of Assessor Panel should be conveyed in written to the Registrar who will inform the applicants accordingly.

101C.00 Renewal of P.Eng. Registration

For the renewal of registration of the P.Eng. the applicant will be required to provide evidence of :

- i. Continuation in the engineering profession at the same or higher level of responsibility;
- ii. An average of not less than 5 (five) day or 30 (thirty) hours CPD undertaken for the previous year;
- iii. Payment of the prescribed registration fees.

101C.01 Re-sitting the Professional Review:

The unsuccessful candidates at the oral interview or the Professional essay writing (Writing Assignment) will need to undertake the whole process again. In case of resist/he has to demonstrate all the required attributes fresh.

101C.02 Annual Registration:

Annual registration fees are due on 1st January of each year. If registration fees are not paid by 31st October of a year, the names of such engineers be removed from the Register of Professional Engineers, after giving a period of one month's notice, by a letter sent by Registered Post. The registration fees for a particular year will be accepted only if the Professional Engineer has submitted his/her CPD requirements of the previous year for verification and declares that s/he is actively engaged in the practice of engineering.

101C.03 **Re-Registration:**

Engineers whose names have been taken off from the Register can get themselves re-registered after paying arrears of registration fees and submitting their updated CPD records for verification. If the arrears of registration fees are due for more than two preceding years, a surcharge of 25% of the fees will be levied.

101D.00 **Appeals by aggrieved Candidates**

Candidates **will** have the right to appeal to BPERB where they feel **aggrieved** in cases of unforeseen events. If a candidate is aggrieved about the assessment process and the grading, s/he may appeal for justice.

101D.01 **Ground for appeal:**

An appeal may be made by a **Candidate** on one or more of the following grounds:

- i. that the assessor panel has not considered all relevant material presented.
- ii. that irrelevant information was taken into account
- iii. that due process has not been followed
- iv. that the conduct of the assessment has demonstrated bias that has affected the applicant.

101D.02 **Lodging an appeal:**

An appeal by a candidate must;

- i.) be in writing
- ii.) set out the grounds for appeal
- iii.) be lodged with the Chairman BPERB within 2 months of the date of notification of the Assessor Panel's decision.
- iv.) pay the prescribed fees for reassessment.

101E.03 **Processing Appeals:**

- i.) The Chairman BPERB will constitute an Appeal Panel. The Appeal Panel shall be constituted with at least three Professional members (P.Eng.) of IEB, preferably from the same discipline/area of practice as the appellant, one of whom will be nominated by the Chairman, BPERB as Chair.
- ii.) The members involved in the process of rejection of a candidate should not be included in the Appeal Panel.
- iii.) Proposed Appeal Panel members should declare any prior knowledge of association with the appellant before being appointed to the Panel. If a conflict of interest arises then he will be declared withdrawn from the Appeal Panel.
- iv.) An Appeal Panel should conduct its proceedings as promptly as proper consideration of the matter(s) permits, should declare and take action to remove any conflict of interest, should conduct its assessment in private.
- v.) The Appeal Panel will take decision on Majority votes, if arise.
- vi.) The decision of an Appeal Panel is final.
- vii.) The Registrar, BPERB will provide the appellant with a written statement of the decision of an Appeal Panel, including the statement of reasons.

CHAPTER-X MISCELLANEOUS

102.00 Women Engineers Chapter, IEB

102.01 Objective :

- a) The Women Engineers Chapter, IEB will empower women to achieve their full potential in careers as engineers and leaders for all activities of the Institution; expand the image of the engineering and technology professions as a positive force to cater for the country's need for continuous improvement of socio-economic standards, and demonstrate the value of diversity and inclusion.
- b) The Women Engineers Chapter, IEB will create a comfortable environment where women engineers can demonstrate their own abilities in terms of leadership qualities, communication, and presentation skills, so that they are prepared to face the challenges of the world.
- c) The Women Engineers Chapter, IEB will encourage the women engineers to get involved in different activities within the society and contribute their professional knowledge to the national development.
- d) The Women Engineers Chapter, IEB will promote networking and friendship among members, and discuss matters of importance in their careers.
- e) The Women Engineers Chapter, IEB will provide career guidance and leadership development through mentoring of junior female engineers.

102.02 Functions off Women Engineers Chapter, IEB

- 1. Women Engineers Chapter, IEB will raise awareness of the transformative work engineers engage in, provide solutions to problems, and improve the quality of life.
- 2. It will be a prime facilitator for creating personal relationships, support systems, and networking between women in engineering and technology. It will share best practices and new technologies and bring awareness to issues that affect women and the engineering profession.

3. Its members will show women and girls of all ages that engineers work to solve real-world problems and improve the quality of life. By demonstrating the impact that engineering can have on lives around the globe, engineering will be seen as a top choice of education and an attractive profession for women.
4. Women Engineers Chapter, IEB will be recognized for building leadership skills, providing leadership experience, and creating opportunities for exposure to top industrial and educational leaders for both students and professional members. Women will be recognized for their contributions to their schools and workplaces.

102.03 **Qualification of the office bearers and members of the Women Engineers Chapter, IEB shall be as follows :**

- (i) A Chairman should be a Fellow of IEB
- (ii) Vice-chairman, Secretary and Members shall be Corporate Members of IEB

103.00 **Young Engineers Chapter, IEB**

103.01 **Objective :**

To be acknowledged and celebrated as the global leaders for the young voices of the engineering profession.

103.02 **Functions of Young Engineers Chapter, IEB**

1. **Observing IEB Day**

As part of its commitment to fostering excellence in engineering education, Young Engineers Chapter, IEB may launch an initiative to enhance awareness among university students. Through a series of engaging events, including informative sessions and workshops. Young Engineers Chapter, IEB would aim to inspire students to consider engineering as a career path. Additionally, program may be taken to introduce membership specifically tailored for students offering them valuable opportunities for networking, skill development and professional growth.

2. **Field visits**

Field visits will fill the gaps between the university education and industry expectations. The program will be conducted by senior and junior engineers in the industry who will share their experiences to motivate fresh graduates to acquire necessary technical and soft skills that are expected from the industry. This will encourage fresh graduates to get involved in IEB activities and to obtain Associate Membership.

3. Young Journal and National Engineering Conference

Young Journal and National Engineering Conference may give virtuous opportunities to publish Young Engineers Chapter, IEB members' research findings.

4. Talk to School/College/Universities

As a part of social responsibility program, Young Engineers Chapter, IEB may commence an awareness program to promote school children to choose engineering as a career. This program aims to educate school students on how the subject matters in mathematics and physics are being applied in creative and useful ways. For college and university students, the main objective of this program will be to enrich students with the right set of attitude that is expected by the industry. This will educate the students about the new trends, challenges, and career opportunities.

5. Awareness on the impact of globalization

The Young Engineers Chapter, IEB will increase understanding of international, national, and regional awareness on the impact of globalization on young engineers.

6. Sustainability

The Young Engineers Chapter, IEB will address the issue of sustainability for the wellbeing of the engineering profession.

103.03 Qualification of the office bearers and members of the Young Engineers Chapter, IEB shall be as follows :

- (i) Chairman, Secretary and Members shall be Corporate Members of IEB.

104.00 The Occupational Safety Board of Bangladesh (OSBB), IEB

104.01 Objectives

- i.) The Occupational Safety Board of Bangladesh (OSBB) has been established as per article 74,75 and 76 of the Constitution of The Institution of Engineers, Bangladesh (IEB). The purpose of the Occupational Safety Board of Bangladesh (OSSB) hereinafter called the Safety Board is to render advisory and support service to industries, organizations and other stakeholders to improve overall occupational safety and health situation in general and also to minimize occupational accidents with the objectives of overall productivity growth of the Country.
- ii.) The Safety Board shall take every initiative to establish themselves as a Certifying and Regulatory Authority for

introducing and maintaining standards in safety management, safety engineering and occupational health management.

- iii) It shall maintain liaison with internationally accepted Certifying and Regulatory body for the purpose of achieving its aims and objectives.

104.02 **Definitions**

- a. Government: “Government” means Government of the People’s Republic of Bangladesh.
- b. Board: “Board” means Occupational Safety Board of Bangladesh constituted under article 74, 75 and 76 of the Constitution of the Institution.
- c. Bye laws: “Bye Laws” mean the Bye-Laws of the Occupational Safety Board of Bangladesh framed under the provision of the Constitution.
- d. Industry: “Industry” means organizations generating products with men and machines either in the form of goods, services or works as recognized by the Ministry of industries, Bangladesh and shall also include all hazardous constructions and works in critical environment.
- e. Occupation: Occupation means organizations generating products with people and machinery either in the form of goods, services or works as recognized by the Ministry of Labor and employment (MOLE), Ministry of Works, Ministry of Shipping, Communication, Roads and Highways, LGEB, Public Health Engineering Department, Rajuk, City Corporations, BIWTA\BIWTC and on under the Government of the People’s Republic of Bangladesh and under the control of private entrepreneurs.

104.03 **Functions of the Safety Board:**

The OSBB may perform the following functions, but not limited to:

- i) OSBB shall render services to industries and other organizations to manage and improve overall safety of the people in occupation and also of the assets and properties of the installations of the Organizations.
- ii) OSBB may organize training courses/workshops as awareness program for individuals on Safety and occupational health, (e.g. General Safety and Occupational health, Construction and Road Safety, Safety in hazardous and critical work situations and high rise building construction etc.) OSBB may award Certificates to the participants.
- iii) OSBB shall introduce certification program (OSHAS, ISO 18001 or similar) on safety in organizational level and shall introduce safety compliance certification program with industries/ organizations.

- iv) OSBB shall form one or more expert groups to render expertise advisory services to the Government or any other organizations in any national crisis that may arise from natural calamities or any other act of God.
- v) OSBB shall perform any other related functions as it may deem necessary for the purpose of establishing herself as a Certifying and Regulatory body.
- vi) Any other functions as the Council may decide to be performed by them.

104.04 Administration & Management of the Safety Board:

- i) OSBB shall be administered by its Broad constituted by the Council as per provision of the Article 75 of the Constitution.
- ii) The Board shall frame and execute the policies of the OSBB for its management, functioning and development.
- iii) Board shall prepare the Annual Budget, Audit Report etc. for the approval of the Council or AGM as the case may be.
- iv) Board shall nominate the Registrar and appoint other Officers subject to the approval of the Council and fix their remuneration, salary etc. as the case may be.
- v) The Board may constitute Expert Groups, Standing Committees, and other Special Committees and Task Forces as and when needed for the purpose of achieving its aims and objectives.
- vi) The Board shall frame rules & regulations for conducting the business in accordance with the provisions laid down in the Constitution and Bye-laws subject to the approval of the Council.
- vii) The Board shall delegate powers to the Registrar and other officers of OSBB as it may feel necessary.
- viii) The Board shall recommend to the EC and the Council for signing the memorandum, agreements with similar organizations, Government and Non-government agencies, Institutions, international organizations, donors etc. for the purpose of achieving its aims and objectives.
- ix) The Board shall have the power to raise fund.
- x) Board shall frame the organizational structure and appoint corresponding manpower subject to the approval of the Council.
- xi) The Board shall perform any other functions referred to it by the Council.

104.05 Responsibilities of the Registrar

- i) He shall be the Chief Executive Officer of the OSBB.
- ii) He shall act as the Secretary of the Board.
- iii) He shall implement the policies & decisions of the Board.

- iv) He shall prepare Annual Activity Plan, Annual Budget and Development Plan of OSBB.
- v) He shall prepare Annual Report of the activity of OSBB for presentation and approval of the AGM.

104.06 Meetings of the Board:

- i. The Board shall meet at least in every two months. In case of emergency the Register of the Safety Board with the consent of the Chairman may convene meeting with a shorter notice.
- ii. The notice period of the meeting shall be at least 5 days, in case of emergency; the notice period shall be 2 days. Every meeting of the Board shall be presided over by the Chairman and in absence of the Chairman the Vice Chairman will preside.
- iii. One third of the Board members present shall form the quorum in a meeting; in absence of quorum the meeting shall be dissolved.
- iv. All the resolutions of the Board shall be taken with the consent of the majority of the members present.
- v. Any decision taken in any meeting of the Board shall immediately be communicated to the Honorary General Secretary of the Institution for information and/or approval of the Council as per provision of the Article (77. e) of the Constitution.
- vi. Upon request or instruction of the Council of the Institution any decision taken by the BOG shall be subject to review by the BOG.

104.07 Funds of the Safety Board:

- i) All funds provided by the Government of Bangladesh and the institution in any manner.
- ii) All fees and other charges received by the OSBB.
- iii) All funds received by the OSBB in the form of grants, gifts, donations, benefactions, bequests and transfer, and
- iv) All funds received by the OSBB in any other manner or from any other source.

104.08 Accounts of the Safety Board:

- i) The Registrar or any other official nominated by the Board shall cause to maintain proper accounts and other relevant records and an annual statement of accounts, including balance sheet prepared in such form as may be decided by the Board.
- ii) The Accounts of the OSBB shall be audited by an approved firm of Chartered Accountants appointed by the Board.
- iii) The annual audited accounts of the OSBB shall be forwarded to the Headquarters of the Institution for presentation and approval of the AGM.

- iv) Generally all Bank accounts of OSBB shall be operated jointly by the Registrar and an officer nominated by the Board. In absence of the second signatory, Board shall nominate another officer as the second signatory.

105.00 **The Engineering Staff College of Bangladesh (ESCB)**

105.01 Meeting of the Board of Governors (BOG):

- i) The BOG shall ordinarily meet four times during a Calendar Year.
- ii) The meetings of BOG shall be normally convened by the Rector on the concurrence or direction of the Chairman of BOG
- iii) Five members of BOG shall form a quorum for any meeting. An adjourned meeting does not require any quorum.
- iv) Generally, the decisions in a meeting shall be made on the basis of consensus, but in case of division, decision shall be made on the basis of opinion of majority members. In case of equal votes, the chairman will have a casting vote.
- v) At least five days' notice (exclusive of the day on which the notice is deemed to be served, but exclusive of the day for which notice is given) shall require to be served for holding a meeting. Emergency meetings may be called with one day notice and shall transact only one agenda for which it is convened.
- vi) The minutes of a meeting shall be recorded by the Rector and shall be circulated to all members of BOG after authentication by the Chairman.
- vii) Any decision taken in any meeting of the Board shall immediately be communicated to the Honorary General Secretary of the Institution for information and/or approval of the Council as per provision of the Article (77. e) of the Constitution.
- viii) Upon request or instruction of the Council of the Institution any decision taken by the BOG shall be subject to review by the BOG.

105.02 **Academic Council**

The Board of Governors of the ESCB shall constitute an Academic Council consisting of the following members:

- a) **Chairman:** Rector of ESCB.
- b) **Members:**
 - i. Vice-President (Academic & International Affairs), IEB
 - ii. Vice-President (Human Recourse Development), IEB
 - iii. Dean, ESCB
 - iv. At least 5 (five) members representing the following organizations (not below the rank of a Joint Secretary), one from each of the following organizations:

- 1) Vice-Chancellor, BUET or his representative not below the rank of a senior professor.
 - 2) Bangladesh Public Administration Training Centre (BPATC), Savar.
 - 3) National Defense College, Bangladesh
 - 4) Directorate of Training, Roads and Highways Department.
 - 5) Directorate of Training, Local Government Engineering Department.
 - 6) Directorate of Training, Bangladesh Water Development Board.
 - 7) BTCL Staff College, Gazipur.
 - 8) Bangladesh Planning Academy, Dhaka.
 - 9) Directorate of Training, Bangladesh Rural Electrification Board.
 - 10) Training Institute for Chemical Industries (TICI), BCIC.
- v. Two members from reputed organization having experience in providing Continuing Education Programs to be nominated by BOG.
 - vi. Three members from the faculty (Visiting/Regular) of ESCB to be nominated by the Rector.
 - vii. Secretary of the Academic Council, to be nominated by the Chairman of the Academic Council.

One-third of the total number of members of the Academic Council shall form quorum of a meeting.

The term of office of a nominated member shall be two years, but shall continue till his replacement.

The functions and conduct of business of the Academic Council of ESCB shall be as prescribed by the BOG.

106.00 **The Board of Ethics, IEB**

In pursuance of Article 22 and 23 and as per provisions of Article 82, 83 and 84 of the Constitution, the Council shall constitute the Board of Ethics (BOE), herein after called the Ethics Board. The Ethics Board shall supervise the professional conduct and Code of Ethics to ensure that all Members of the Institution are in order to uphold the image and reputation of the Institution and dignity of the Engineering Profession.

106.01 **Breaching of Code of Ethics**

Members of the Institution or any Bonafide citizen of the Country may submit their complaints about alleged breach of Code of Ethics by any Member to the Ethics Board through the Honorary General Secretary.

Upon request by the Honorary General Secretary, the Board will inquire into the allegations as per provisions laid down allowing

the alleged Member to defend himself and submit its findings and recommendations to the Council through the Honorary General Secretary.

The Honorary General Secretary will then place the same before the next meeting of the Council. The Council after due consideration will take appropriate action as per provision of Article 23.00 of the Constitution and Bye-Laws.

However, in case of permanent suspension of membership or expulsion from the Institution, the Council decision shall need to be confirmed in the next Annual General Meeting failing which the suspension or expulsion shall be void after that AGM.

106.02 Breaching of Code of Ethics or Conduct Prejudicial to the Institution

With reference to and as per provisions of Article 23.00 of the Constitution and on recommendation from Ethics Board, the Council shall take appropriate action to the Member who has been found guilty of breach of the Code of Ethics or of any conduct prejudicial to the Institution rendering him unfit to remain a member thereof; provided that the meeting of the Council deciding the expulsion of any member, shall pass a resolution to this effect by a majority of a two thirds of those present.

Upon a resolution of expulsion being passed by the Council, the name of the person shall be removed from the Members Register and he shall cease to have any connection with the Institution. Neither the Council collectively nor any member of the Council individually shall be made liable for anything done under this Bye-Law.

Pending final decision about his suspension or expulsion the Council may suspend the Member from holding any office if he is an office bearer of The Institution and restrain him from taking any part in the affairs of the Institution during the period of suspension.

106.03 Other Disciplinary Action

The Council shall also have the right to take any other disciplinary action against any member who shall have, in the opinion of the Council, acted in such a manner as to warrant disciplinary action but not suspension or expulsion. The procedure laid down in Bye-Laws 104.01 shall be followed in such cases, and decision of the Council shall be final, provided that before this action is taken the person in question shall also be granted an opportunity to state his case in writing, if so desired by him within a reasonable time not exceeding four weeks.

Pending final decision about the disciplinary action the Council may suspend the alleged Member from holding any office if he is an office bearer of the Institution and restrain him from taking any part in the affairs of the Institution during the period of suspension.

106.04 **Conviction by any Tribunal or Competent Law Authority**
Any Fellow, Member, Associate Member, Student or Affiliate convicted by a competent tribunal of felony, embezzlement, larceny, misdemeanor or other offence will stand suspension of membership from the Institution from the date of judgment by the competent tribunal/authority.

The honorary General Secretary of the Institution shall bring the case before the Council with the findings and recommendation of the Ethics Board immediately after it is brought to his notice. The same procedure shall apply in this case as in 104.01, above. However, in case of permanent suspension of membership or expulsion from the Institution, the Council decision shall need to be confirmed in the next Annual General Meeting failing which the suspension or expulsion shall be void after that AGM.

106.05 **Return of Certificate**
Every person who has ceased to belong to the Institution shall be called upon by the Honorary General Secretary to return immediately his diplomas or certificates to the Honorary General Secretary and he shall not be entitled any longer to make use of any designation implying past connection with the Institution.
Any such expulsion from the Institution shall be liable for public information.

107.00 **Bye-Laws**
Notice of making revocation, alteration or amendment of any of the Bye-Laws shall be published in the appropriate publication of The Institution as soon as reasonable practicable. Notice so published shall be deemed to be duly served on the Fellows, Member, Associate Member, Students, Affiliates, Subscribers and Honorary Member and such service shall be deemed to be effected, unless a later date is specifically stated in the notice, on the date of issue of the publication in which the notice appears.

108.00 **Inspection of Records**
The Minutes of all General Meetings of The Institution shall be open to all Fellows and Members, at all reasonable times on a previous notice to the Honorary General Secretary in writing. The Minutes of any Meeting of the Council shall be open to the inspection of any member of the Council, at all reasonable times. The accounts of The Institution shall be open to any member of the Finance Committee or the Council and on a previous notice in writing to the Honorary General Secretary by any Fellow and Member.

109.00 **Access of Property**
All Books, Drawings, Communications, etc. the property of The Institution not being on loan with the consent of the Council, shall be accessible to Fellows, Members, Associate Member, Students, Affiliate and Subscribers at all reasonable times. None of the property of The Institution shall be taken out of the premises of The Institution without the consent of the Council.

110.00 **Interpretation**
The Council shall, where no provision is found in the Constitution or Bye-Laws for its guidance in the matters of administration of the affairs of the

Institution normally look to the provisions in the Societies Act XX1 of 1860 and in the regulation of other Societies or Associations for promoting Educations. Art, Science, Charity or any other useful object, and shall not frame any Bye-Laws or regulations purporting to give any person a right to participate in any income which solely be applied towards promotion of the objects of the Institution.

111.00 Arbitration

For the purpose or setting any dispute by arbitration under Article 57 of the Constitution the parties in dispute shall until regulations in this behalf are framed by the Council will be governed by the provisions of the Arbitration Act subject to the provision that the Board of Arbitration shall consist of one representative from each party and an umpire who shall be the President or his nominee.

112.00 Absentees

A Fellow, Member, Associate Member, Student, Affiliate or Subscriber who shall have given due notice to the Honorary General Secretary in writing before his departure shall be entitled during his non-residence within the limits of Bangladesh territory for a period of not less than six months, retain his connection with The Institution and to receive his copies of the publications provided he continues to pay his Annual Subscription and other dues.

113.00 Dissolution

If upon winding up or dissolution of The Institution at any time, there remain after satisfaction of all its debts and liabilities any property whatsoever the same shall not be parted with or distributed among members of The Institution but shall be given or transferred to some other Institution or Institutions having objects similar to the objects of The Institution of Engineers. Bangladesh, to be determined by the members of The Institution at or before the time of dissolution and in default thereby such Judge of the High Court in Dhaka or any Court of Law in Bangladesh as may have or acquire jurisdiction over the matter.

114. Operation of BAETE and BPERB Bank Account

BAETE and BPERB will maintain separate bank accounts. Each of the accounts will be jointly operated with any 2 (two) members of the following 3 (three) signatories : (i) Chairman of the respective Board, (ii) Member-Secretary of the respective Board and (iii) Honorary General Secretary, IEB.

115. Mohila Committee, IEB

115.01 Objective :

- a) To organize social, cultural and recreational functions and events for children to create a comfortable environment where engineers can free their minds and body to demonstrate their full potential in careers as engineers and leaders for all activities of the Institution to face the challenges of the world.

115.02 Functions of Mohila Committee, IEB

- a) Mohila Committee, IEB will arrange befitting functions to commemorate different national/international days in line with the objectives of IEB.
- b) Mohila Committee, IEB will assess different social perspective and arrange programmes relevant to those fulfilling social responsibilities of IEB.
- c) Mohila Committee, IEB will extend all possible cooperation in situations where humanitarian grounds deserve help for distress people within IEB perspective.
- d) Mohila Committee, IEB will take necessary steps to highlight the contribution of the wives of the engineers for a successful IEB.

115.03 Qualifications of office bearers of the Mohila Committee, IEB shall be as follows :

- (i) The posts of the office bearers of the Mohila Committee, IEB shall be filled up by the wife of the elected office bearers of the Central Committee of IEB by virtue of their positions. In case, any office bearers has more t han one wife, then the office bearers will nominate one of his wives for the said post.
- (ii) If the President or any Vice-President of IEB Central Committee is a widower, then the corresponding post of Chairperson or Co-Chairperson of Mohila Committee, IEB shall be filled up by the wife of senior-most Vice-President based on the IEB membership number; if the Honorary General Secretary or any Honorary Assistant General Secretary of IEB Central Committee is a widower, then the corresponding post of Member-Secretary or Assistant Member-Secretary of Mohila Committee, IEB shall be filled up by the wife of senior-most Honorary Assistant General Secretary based on the IEB membership number.
- (iii) In case, any office bearer of IEB Central Committee is a woman, then she herself shall also hold the corresponding post in the Mohila Committee, IEB.

Checklist

The various amendments made by the Council to the IEB's constitution and by-laws at different times, adding some additional clauses to one chapter, make it imperative to change the sequence of existing clause numbers in the next chapter. Some sub-clauses have to be introduced instead of adding new clause numbers to keep the next sequencing intact. A checklist related to this is attached below;

Sl No.	Brief description	Clause no as per old version	Clause no as per new version	Remarks
1.	The Occupational Safety Board of Bangladesh (OSBB), IEB	102.00	104.00	
2.	The Engineering Staff College of Bangladesh (ESCB)	103.00	105.00	
3.	The Board of Ethics, IEB	104.00	106.00	
4.	Bye-Laws	105.00	107.00	
5.	Inspection of Records	106.00	108.00	
6.	Access of Property	107.00	109.00	
7.	Interpretation	108.00	110.00	
8.	Arbitration	109.00	111.00	
9.	Absentees	110.00	112.00	
10.	Dissolution	111.00	113.00	
11.	Operation of BAETE & BPERB Bank Account	112.00	114.00	

THE INSTITUTION OF ENGINEERS, BANGLADESH

CODE OF ETHICS

(Approved in the 476th Central Council Meeting IEB held on 6.8.2003)

1. I solemnly promise that as a member of The Institution of Engineers, Bangladesh I shall uphold and advance the integrity, honor and dignity of the engineering profession using my knowledge and skill and shall hold paramount the safety, health and welfare of the public and shall try to comply with the principles of sustainable development in the performance of my professional duties.
2. I shall be honest and impartial and serve with complete fidelity the public, employer and clients I shall not accept remuneration for services rendered other than that from my employer or with my employer's permission
3. I shall perform services only in areas of my competence
4. I shall build my professional reputation on the merit of my services and shall not compete unfairly with others
5. I shall act in professional matters for my employer or client as faithful agent or trustee and shall avoid conflict of interest and avoid deceptive acts.
6. I shall issue public statements only in an objective and truthful manner, and shall not in a self-laudatory language or in any manner derogatory to the dignity of the profession, or professional bodies, neither advise or write articles for publication, nor shall authorize such advertisements to be written or published by any other person
7. I, without disclosing the fact to my employer in writing shall not be director of or have a substantial financial interest in. nor be an agent for any company, firm or person carrying on any contracting, consulting or manufacturing business which is or may be involved in the work to which my employment relates, nor shall I receive directly or indirectly any royalty, gratuity or commission or any article or process used in or for the purpose of the work in respect of which I am employed unless or until such royalty. gratuity or commission has been authorized in writing by the employer

8. I shall support the professional and technical societies of my discipline
9. I, in connection with work in country other than my own shall order my conduct according to these rules, as far as they are applicable but where the country has recognized standards of professional conduct. I shall adhere to them
10. I shall not offer, guide, solicit or receive, either directly or indirectly any political contribution in an amount intended to influence the award of a contract by the public authority
11. I solemnly Promise I shall avoid bribery and extortion in any form. If I encounter such acts done by any member. I shall be ethically bound to report it to the Ethical Review Board (ERB) of IEB (ERB is to be formed)
12. I shall continue my professional development throughout my career, and shall provide opportunities and support for the professional development of the engineers under my supervision
13. A member who shall be convicted by a competent tribunal of a criminal offence, which in the opinion of the disciplinary body renders him unfit to be a member, shall be deemed to have been guilty of improper conduct.

Signature _____

Name _____

Membership no F/M/AM _____ (to be filled up by office)

Appendix-B

18. a) Entrance Fees, Diploma Fees, Benevolent Fund : Tk./US

Member	Entrance Fee	Annual Subscription	Diploma Fee	Total	Re-Enrolment
Honorary Members	No. fee	No fee	No fee	No fee	No fee
Fellow 400/15	600/15	100/5	1100/50	400/15	
Member 200/10	400/10	100/5	700/35	250/10	
Associate Member	125/5	225/5	50/5	200/20	150/5
Amie Student	600	200	100	900	200
Student not appearing In amie exams	15	40	20	75	15
Affiliate 2000/100	2000/100	100/5	4000/105	2000/50	
Subscriber 25000/500	25000/500	-	50000/1000	25000/1000	

Persons transferred from one class to another shall not be required to pay the entrance fee any more.

LIFE SUBSCRIPTION

Members Composite fee		Fellows Composite fee	
Age Limit (Year)	Amount in Taka	Age Limit (Year)	Amount in Taka
27	12,050.00	37	14,350.00
28	12,000.00	39	14,250.00
29	11,950.00	39	14,100.00
30	11,900.00	40	13,950.00
31	11,800.00	41	13,800.00
32	11,750.00	42	13,650.00
33	11,700.00	43	13,500.00
34	11,650.00	44	13,350.00
35	11,600.00	45	13,200.00
36	11,500.00	46	12,950.00
37	11,400.00	47	12,750.00
38	11,300.00	48	12,500.00
39	11,200.00	49	12,300.00
40	11,100.00	50	12,100.00
41	11,000.00	51	11,800.00
42	10,900.00	52	11,600.00
43	10,800.00	53	11,400.00
44	10,650.00	54	11,100.00
45	10,500.00	55	10,900.00
46	10,350.00	56	10,600.00
47	10,200.00	57	10,300.00
48	10,000.00	58	10,000.00
49	9,900.00	59	9,700.00
50	9,700.00	60	9,400.00
51	9,500.00	61	9,100.00

52	9,300.00	62	8,800.00
53	9,100.00	63	8,500.00
54	8,850.00	64	8,200.00
55	8,600.00	65	7,800.00
56	8,300.00		
57	8,000.00		
58	7,700.00		
59	7,400.00		
60	7,100.00		
61	6,700.00		
62	6,300.00		
63	5,900.00		
64	5,500.00		
65	5,100.00		

- (i) Every Member/Fellow will pay the first subscription and then pay life subscription.
- (ii) Life subscription cannot be paid retrospectively.
- (iii) Current subscription will be allowed to be merged with life subscription as per time scale.
- (iv) If at the age of 66 any Member/Fellow has been associated with the Institution for at least 20 years, he will not have to pay subscription any more.

CONVENTION MANUAL

- 1.00 The Convention of The Institution of Engineers, Bangladesh shall normally be held every year concurrently with the Annual General Meeting unless the Council decide otherwise.
- 2.00 The Convention of IEB will be held at any of the Centres or Sub-Centres as decided in the Annual General Meeting.
- 3.00 The Centre organizing the Convention will be the “Host Centre” or “Host Sub-Centre” and they will work for and on behalf of the Headquarters.
- 4.00 The Convention will be Inaugurated by the Head of the Government while in the Closing Function, the Head of the Opposition in Parliament will be the Chief Guest. In case of non-availability of any of the two, the Council may decide to invite some other person(s) as Chief Guest(s).
- 5.00 The “Host Centre” will prepare the programme of the Convention in consultation with Headquarters which will be approved by the Council.
- 6.00 The Council will finalize the “Theme” of the Convention and subject of “National Seminar” for the Convention.
- 7.00 Honorary General Secretary will invite foreign delegations and will issue cards for the Inaugural, Closing Ceremonies, Memorial Lectures, National Seminar and Annual Dinner.
- 8.00 Seating arrangements for the Inaugural & Closing Function will be. Facing the audience :
 - Chairman of Host Centre or Host Sub-Centre
 - President, IEB
 - Chief Guest
 - Honorary General Secretary
 - Honorary Secretary of Host Centre/Host Sub Centre.
- 9.00 Programme for Inaugural Function
 - Welcome Address by Chairman of Host Centre/Host Sub-Centre
 - Address by Honorary General Secretary. IEB
 - Address by President, IEB
 - Award of AMIE Degrees
 - Award of PEng. Holders
 - Award of Prizes, Medals
 - Address by the Chief Guest
 - Presentation of Convention Crest to the Chief Guest
 - Vote of thanks by Honorary Secretary of Host Centre/Host Sub-Centre
 - Refreshment.
- 10.00 Programme for Closing Function
 - Welcome Address by Chairman of Host Centre/Host Sub-Centre

- Address by Honorary General Secretary, 1EB
 - Address by President, 1EB
 - Award of Certificates for best papers & best
 - Award of Certificates
 - Address by the Chief Guest
 - Presentation of Convention Crest to the Chief Guest
 - Vote of thanks by Honorary Secretary of Host Centre/ Host Sub-Centre
 - Refreshment.
- 11.00 Reception of Chief Guest
Executive Committee of the Council and Chairman, two Vice-Chairman and Honorary Secretary of the host Centre will receive and see off the Chief Guest.
In case the Chief Guest arrives by Helicopter/Plane, two of the Senior most Vice-Presidents will receive at the Helipad/Airport
- 12.00 Following Memorial Lectures will be arranged during the Convention :
- M.A. Jabbar Memorial Lecture
 - Shaheed Engineers Memorial Lecture
 - Dr, M.A. Rashid Memorial Lecture
 - Dr. Jamilur Reza Choudhury (JRC) Memorial Lecture
- All other memorial Lectures will be arranged on the death anniversary of respective engineers. VP (HRD) will arrange.
- 13.00 The Executive Committee Members will form a Committee as follows :
- | | |
|---|------------------------|
| - Vice-President (HRD) | Chairman |
| - Chairman of each Engineering Divisional Committee | Members |
| - Two Members from the Council | Member |
| - Honorary General Secretary | Member-Secretary |
| - Hony. Asstt. General Secretary (HRD) | Joint Member-Secretary |
- This Committee will finalize the Speakers; Chief Guest etc. for the National Seminar & Memorial Lectures and finalize the same.
- 14.00 Honorary General Secretary will arrange preparation of Prizes/Medals & Certificates for award in the Inaugural & Closing Function.
- 15.00 Host Centre will try to arrange Technical Exhibition during the Convention.
- 16.00 Meena Bazar, Cultural Function & Picnic may be arranged by Host Centre/Host Sub-Centre/Engineers Recreation Centre.
- 17.00 Visits to important engineering projects will be arranged after the Annual Dinner.

Appendix-D

49.00 Rates of remuneration for the works relating to the Examination :

1. Setting full of Question Papers :
 - a. Section 'A' Taka 3,500/-
 - b. Section 'B' Taka 3,500/-
 - c. Section 'C' Taka 700/-
 2. Marking full of Answer-Scripts Taka 150/- per script, minimum of Tk- 1,000/-
 3. Moderation of Question paper : Tk. 3,000/- for each question paper each Moderators to receive
$$\text{Tk } 3000/- \times \frac{\text{No of question papers}}{\text{No of Moderators}}$$
but not less then Tk 3000/-
 4. Scrutinising of typed Question, inserting figures charts etc preparing a complete set of question paper and packing for different centres for distribution (after printing): Tk. 1250/- per manuscript to be divided among the persons (Teachers involved).
 5. Scrutinising of Answer-Scripts : Taka 25/- per script
 6. Typing and preparing stencils of question Papers : Tk 80/- per page of Stencil.
 7. Tabulation work : Tk 90/- per Student per Tabulator.
 8. Printing of Question papers : Tk 35/- per page of Stencil.
 9. Certificate Writing fees : Tk 65/- per Certificate.
 10. Grade Sheet writing fees : Tk 25/- per Grade Sheet.
 11. Transcript writing fees : Tk 80/- per Transcript.
 12. Controller of Examinations (Exam. Duty) Tk. 3500/- per shift*
 13. Honorary Deputy Controller of Exams. (Exam. Duty) Tk. 2500/- per shift*
 14. Honorary Assistant Controller of Exams (Exam. Duty) Tk. 2000/- per shift*
 15. Invigilation (Hall In-charge) Tk. 3000/- per shift*
 16. Invigilation Tk. 2500/-per shift*
 17. Assistants to Controller of Exams. (HQ) (Exam. Duty) Tk. 1000/- per shift**
 18. Staff helping invigilation per shift : Tk. 800/- per shift**
 19. Attendant helping invigilation per shift : Tk. 500/- per shift***
- * For 4 hours exam Tk. 1000/- extra to be given
- ** For 4 hours exam Tk. 400/- extra to be given

*** For 4 hours exam Tk. 200/- extra to be given

50.00 Rates of different fees to be charged from the Examinees :

1. Examination Application forms : (all kinds) Taka 10/-
2. Examination fees :
 - i. Section 'A' Taka 1200/- per Subject
 - ii Section 'B' Taka 1200/- per Subject
 - iii Section 'C' Taka 500/- per Subject
3. Mark-sheet/ Grade Sheet will be supplied to the examinees on advance payment of Taka 500/- for each examination.
4. Taka 4000/- will be charged as Pass-Certificates fee for each examination from the successful candidates when the certificates are issued.
5. Duplicate Pass-Certificate fee : Taka 5000/- (procedure is laid down in the Rules & Syllabus).
6. Centre change fee : Taka 1000/-
7. The Rules & Syllabus book will be sold out at the rate of Taka 250/- per copy (excluding postal charges)
8. Old Question Papers will be sold out at the following rates :
 - (i) Section 'A' of AMIE- Taka 25/- per set (excluding postal charges)
 - (ii) Section 'B' of AMIE (Each branch separately) Taka 25/- per set (excluding postal charges)
9. Taka 2000/- will be charged as Provisional Certificate fee for each Examination from the successful candidates when the certificate are issued.
10. Taka 1000/- will be charge as Transcript fee.
11. Taka 100/- will be charged as Identity card fee.
12. Late fee Taka 1000/-
13. Testimonial fee Taka 1000/-
14. Exemption fee Taka 4000/-
15. Re-scrutinee fee Taka 1000/-
16. Library card fee Taka 200/-
17. Annual Subscription fee Taka 1000/-
18. Verification fee Taka 500/- (per copy)
19. Attestation fee Taka 100/- (per copy)
20. Admission fee Taka (7500+1000+50) = 8550/- (with one year Annual subscription and welfare fee)

Appendix-E

Grading System for AMIE Examination (old)

(i) Grading System.

Numerical Grade	Letter Grade	Grade Point
80% or above	A+ (A plus)	4.00
70% to less than 80%	A (A regular)	3.50
60% to less than 70%	B+ (B plus)	3.00
50% to less than 60%	B (B regular)	2.50
45% to less than 50%	C (C regular)	2.25
Less than 45%	F	0.00

(ii) A candidate must earn a minimum Cumulative Grade Point Average (CGPA) 2.20 for passing Section A and or Section B.

(iii) For exemption in any subject a candidate must earn a minimum grade “D”.

(iv) If the CGPA of a candidate falls bellows 2.20, in such a case in order to raise CGPA the candidate has to repeat any course by foregoing his earlier grade, but he/she will not be eligible to get a grade better than B+ (B plus) in such a course.

(1) The Committee recommended the following qualifying requirements for admission into AMIE course for the students who passed in H.S.C. examination under grading system.

“He/She has passed Higher Secondary Certificate Examination with a minimum Grade Point Average (GPA) of 4.00 on a scale of 5.00 having secured a minimum Grade Point 3.00 in each of the following subjects: Physics, Chemistry, Mathematics and English or has passed an equivalent examination with equivalent grades.

A student admitted under this clause will be recognized as an approved candidate for the purpose of article 60 (Examination) of the Constitution, if he has completed satisfactorily an article of apprenticeship of two years in an engineering organization/firm recognized by The Institution.”

(2) “He/She must have passed 4 (Four) years Diploma in Engineering in a technical institution recognized by the Institution with CGPA 3.00 on a scale of 4.00”.

- (3) The Committee recommended the following qualifying requirements for admission into AMIE course for the students who passed in H.S.C. examination under Marking system.

“He/She has passed Higher Secondary Certificate Examination in 1st Division having secured a minimum of 55% marks in each of the following subjects; Physics, Chemistry, Mathematics and English or has passed an equivalent examination with equivalent grade and he/she is engaged in engineering activities under the supervision of a corporate member.

A student admitted under this clause will be recognized as an approved candidate for the purpose of article 60 (Examination) of the Constitution, if he has completed satisfactorily an article of apprenticeship of two years in an engineering organization/firm recognized by The Institution.”

- (4) “Candidates having 3 years Diploma in Engineering must have a 1st Division from any recognized institution”.

Grading System for AMIE Examination (New Course)

(i) Grading System for AMIE Examination (New Course)

Existing Grading System		
Marks	Letter Grade	Grade Point
Below 40%	F	0.00
40 – < 45%	D	2.00
45 – < 50%	C	2.25
50 – < 55%	C+	2.50
55 – < 60%	B-	2.75
60 – <65%	B	3.00
65 – <70%	B+	3.25
70 – <75%	A-	3.50
75 – <80%	A	3.75
80% and above	A+	4.00

- (ii) A candidate must earn a minimum Grade Point Average (GPA) 2.20 for passing Section ‘A’ and or Section ‘B’