(An Autonomous Institution)

PENNALUR, SRIPERUMBUDUR – 602 117

SOCIETY OF MECHANICAL ENGINEERS (SME)

RULE BOOK

Version	Prepared on	Prepared by
1.0	9th August 2024	Dr. Suseel Jai Krishnan

Foreword

Welcome to the Society of Mechanical Engineers (SME) Rule Book, a comprehensive guide designed to enhance the operation and governance of our esteemed association. As the SME Faculty Coordinators and Head of the Department, it is our pleasure to present this crucial document, which serves as the cornerstone for our society's structure and activities.

The SME is dedicated to advancing the field of mechanical engineering through collaborative learning, innovative projects, and professional development. This Rule Book has been meticulously crafted to provide clear guidelines and procedures that will support the effective management and growth of our society. It outlines the roles and responsibilities of our members, officers, and committees, ensuring a well-organized and productive environment for all involved.

In preparing this booklet, we have drawn upon best practices and feedback from past experiences to address the needs of our society and its members. It includes detailed sections on the election and duties of officers, meeting protocols, membership regulations, and the planning and execution of events. Our goal is to foster an inclusive and dynamic community where every member can contribute meaningfully and benefit from the opportunities available.

I encourage each member to familiarise themselves with the contents of this Rule Book, as it will serve as a valuable resource in navigating the workings of our society. By adhering to these guidelines, we can ensure a harmonious and successful experience for all members and achieve the collective goals of our organisation.

Together, let us continue to strive for excellence and make a lasting impact in mechanical engineering. Thank you.

Sincerely,

(Dr. Saravanan)   (Dr. S. Ramesh Babu)
SME Coordinator   Head of the Department

(Dr. Suseel Jai Krishnan)   (Dr. P. Raghu)
SME Associate Coordinator   Former SME Coordinator

TABLE OF CONTENTS

Standard Operating Procedure (SOP)

1. Club Structure & Roles

Student Executives	Year of Study	Role
President	4th Year	Leads the club, represents SME in official capacities, and oversees all activities
Vice-President	4th Year	Assists the President and takes charge in their absence
Joint-Secretary	3rd Year	Handles correspondence, meeting minutes, and documentation
Treasurer	3rd Year	Manages club finances, prepares budgets, and maintains financial records
Office Bearers	2nd Year 3rd Year	Assist in organizing events, managing logistics, and executing tasks

2. Selection Procedure

2.1. Eligibility Criteria:

a) No standing arrears.
b) Prior club participation or similar roles.
c) Must pass a psychometric test.
d) Must not hold a position in any other club during the current year.

2.2. Nomination & Election:

- Treasurer & Joint-Secretary who passed the Psychometric Test are elected at the end of the academic year by current members, with final approval by the President, Vice President, besides the recommendation of the SME Coordinator.
- President & Vice President for the next academic year are nominated by the current President, Vice President, SME members, Faculty Advisor, and HoD, based on specific criteria.
- Special Consideration: Support skilled women for leadership roles to promote gender diversity.
- Proportionate number of executives will be nominated from all sub-departments and Class Sections.

3. Functions & Responsibilities

a) Organize Events: Guest lectures, seminars, symposiums, workshops, industrial visits, and online technical sessions.

b) Event Mapping: All activities should be mapped to course outcomes, program outcomes, and specific program outcomes.

c) Post-Event Reporting: Submit detailed reports with feedback forms mapping event outcomes to course objectives.

d) Task Distribution: Assign roles for hospitality, financial management, event logistics, documentation, social media, and record maintenance.

4. Performance Monitoring

4.1. **Quarterly Reviews:** Conduct reviews of each member's performance based on their contributions and feedback from peers.

4.2. **Mid-Year Performance Check:** Address any issues, with the potential for role reassignment if necessary.

5. Removal & Replacement

5.1. **Standing Arrears:** Immediate removal from the club and ineligibility for future roles.

5.2. **Non-Performance:** Any absence from duties and continuous non-performance may lead to reassignment or removal, with/without a report submitted to the SME.

5.3. **Disciplinary actions:** Any act of indiscipline, lack of right attitude, aggression, misuse of power, words or actions through social blogs, or electronic or physical means.

6. Final Handover

6.1. **Documentation Submission:** All records, reports, bills, photos, and any relevant documentation must be submitted to the SME Coordinator before the end of the tenure.

6.2. **Transition:** Ensure a smooth transition by guiding new office bearers through their responsibilities.

7. Checklist

7.1.   Eligibility Verification:

    a) No arrears

    b) Previous club participation

    c) Passed psychometric test

    d) Not involved in other clubs

7.2.   Nomination Process:

    e) Obtain nominations from relevant stakeholders

    f) Conduct interviews or assessments

    g) Final decision by the current leadership and SME Coordinator

7.3.   Event Planning:

    h) Collect the address and CV of the Chief Guest

    i) Secure venue and dates

    j) Prepare brochures, invitations, and templates

    k) Assign responsibilities (Hospitality, Finance, Logistics)

    l) Obtain Remuneration

7.4.   Post-Event Reporting:

    m) Collect feedback forms

    n) Arrange the Letter of Recognition for Chief Guest / Guest Lecture

    o) Handover the Remuneration to the Chief Guest and get the Voucher signed

    p) Take the Executives' Group photo with the Chief Guest on day of Inauguration

    q) Arrange for Lunch

    r) Prepare a detailed report with Geo-tag photographs

    s) Submit the report to the President, SME Coordinator

7.5.   Performance Monitoring:

    t) Schedule quarterly reviews

    u) Document feedback and action items

7.6.   Documentation Handover:

    v) Ensure all documentation is completed

    w) Guide the next set of office bearers

8. Templates/Form Contents

8.1. Nomination Form (Google Form)

a) Candidate's Name, Year, Date of Birth

b) Register number

c) Entry of admission to Programme

d) Residential status

e) Gender

f) Photograph

g) Current Role

h) CGPA

i) History of Arrears

j) Standing Arrears count

k) Previous Experience

l) Reason for Nomination

m) Signature of Nominating Member

8.2. Psychometric Test (Google Form)

Must answer 40 questions to evaluate the Psychometric abilities needed for the roles.

Executives	Psychometric abilities / Mandatory skills
President	Methodical, Strategic, Thoughtful, Confident, Decisive, Authoritative
Vice-President	Methodical, Strategic, Thoughtful, Sociable, Outgoing, Personable
Joint-Secretary	Detail Oriented, Analytical, Data Driven, Independent, Self-reliant, Autonomous
Treasurer	Detail Oriented, Analytical, Data Driven, Independent, Self-reliant, Autonomous
Office Bearers	Creative, Innovative, Visionary, Sociable, Outgoing, Personable

8.3. Event Report Template:

a) Event Title, Date, Venue

b) Objective of the Event

c) Summary of Activities

d) Feedback Analysis

e) CO mapping to PEO and PSO

8.4. Performance Review Form:

   a) Member Name, Role

   b) Contribution Score (1-10)

   c) Peer Feedback

   d) Coordinators Feedback

   e) Action Items for Improvement

8.5. Handover Checklist:

   a) Consolidated Documentation Data for the entire Academic Year

   b) Collection of Small Reports or Notes from the Audience

   c) Pending Tasks/Follow-Ups

9. Event Organizing Checklist

9.1 Event Checklist:

A. *2 days Before Event:*

   1. Request the Resume and Photo of the Chief Guest

   2. Book hall for Guest lecture

   3. Brochure for Guest Lecture

   4. Brochure for SME Inauguration

   5. Circulate the Brochure through Social Sites

   6. Printout of Feedback forms

   7. Printout of Attendance forms

   8. Arrange Remuneration/TA/Memento

   9. Arrange Lunch Tokens for the Chief Guest

   10. Arrange a writing pad

   11. Arrange a file to keep Attendance/Feedback

   12. Arrange a letter of intimation and acceptance to the Guest Lecture

B. *Before the Event begins, on the same day:*

   13. Check if AV is ready within the Hall

   14. Display brochure through Hall Video Screen

   15. Arrange drinking water bottles

C. During the Event:

1. Take photos on the Office Bearer Announcement
2. Take photos of the Chief Guest Talk
3. Take photos of HoD talk
4. Take photos of the SME Coordinator talk
5. Circulate Attendance
6. Take group photos of SME Executives
7. Take photos of the Guest Lecture
8. Hand over and collect feedback form
9. Request for Guest Lecture PPT

D. After the Event, on the same day:

10. Hand over Remuneration/TA/Memento
11. Collect Remuneration voucher
12. Photo of guest offered with Memento by HoD/Coordinators
13. Take Chief Guest for breakfast/ lunch with Tokens
14. Provide Hospitality till his/her car moves

E. Within One Day after Event Completion

15. Generate report after SME
16. Generate report after Guest Lecture/IVisits

F. Within One Week after Event Completion

17. Consolidate CO-PO-PSO Mapping
18. Add the data of the event in consolidation form
19. Scan as well as file every relevant document
20. Upload the Scanned document in Google Forms with a link of Event advertisement on Social sites

9.2   Team Allocation:

Team	Responsibilities
A	1. Get the keys to QMC Hall, and open it up. 2. Switch on all lights and AC. 3. Bring a laptop and connect it to the projector. 4. Display the flyer on the projector. 5. Once the guest enters, collect the PPT and get it ready. 6. Get the laser pointer, if available. 7. Switch off AV systems, AC, and lights after the event 8. Lock the hall 9. Ensure the keys are returned.
B	1. Have your mobile phones with Geo Tag ready. 2. Click pictures of the following moments: a. Talk by the HoD or any Department representative b. Talk by Alumni c. Audience d. Interaction e. Handing over the remuneration
C	1. Take running notes of all important points suggested by alumni 2. Also, the questions by participants and answers provided by alumni 3. Prepare a rough draft of the technical report based on the above points 4. Email the rough draft to the SME Coordinators
D	1. Prepare a general report on the entire session. 2. Prepare a rough draft 3. Email the rough draft to me
E	1. Have a writing pad ready 3 documents: a. a printed copy of the flyer, b. feedback form, c. letter of consent 2. To be available with the Guest from the beginning till the end. 3. Make him/her feel respected, and comfortable ensuring that his needs are served by sheer presence of mind and patience. 4. To move along with the Guest after the session is over.

F	1. Write a common letter addressing Assistant HoD, seeking his consent to have all the participants for the event/session.
	2. Add the students' names and register numbers in the letter.
	3. Get a sign from the Faculty Advisors corresponding to those names.
	4. Scan the signed letter as a pdf and send it to this group.
	5. Hand over the letter to the Assistant HoD before the session begins
G	1. Compere about the session.
	2. Start the event as per regular procedure.
	3. Manipulate the compering content then and there.
	4. Prepare the Introduction about the Guest.
	5. Vote of thanks.
H	1. Inform the students to be available at the venue 20 mins. ahead.
	2. Bring them to the venue to ensure they don't loiter anywhere.
	3. Circulate the attendance to the students and get it signed.
	4. Collect the final attendance list without getting torn or shabby.
	5. Hand over the attendance list to me.
	6. Ensure that the students return to their classes after the session.
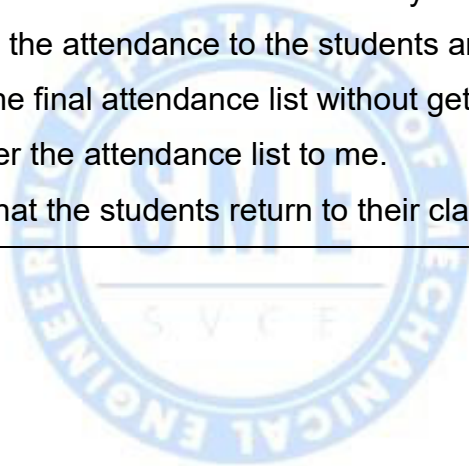
10.Student Executive Members – Academic Year 2024-25

Student Executive	Name	Year-Sec-Dept.	SME Member	Whatsapp No.	Entry	Residential	Gender	CGPA	Standing Arrears?	Sign
President	SARAVANAN V (2127211001066)	IV-B-MEC	Existing	8056162938	Regular	Day Scholar	Male	7.99 > CGPA > 7.00	No	
Vice-President	KRITHIK RAJ A (2127211001037)	IV-A-MEC	New	9500135306	Regular	Day Scholar	Male	7.99 > CGPA > 7.00	No	
Joint-Secretary	SRIVARTHINI V M (2127221001036)	III-MEC	Existing	7550108814	Regular	Day Scholar	Female	7.99 > CGPA > 7.00	No	
Treasurer	PRATUL V S (2127221002028)	III-MEC & A	New	9944352375	Regular	Day Scholar	Male	> 9.0	No	
Office Bearers	ADITHYA S (2127221001001)	III-MEC	New	9025594364	Regular	Hosteller	Male	8.99 > CGPA > 8.00	No	
	AKASH K (2127221001301)		Existing	8778649461	Lateral Entry	Day Scholar	Male	7.99 > CGPA > 7.00	No	
	BALAMURUGAN L (2127221001005)		New	6379490034	Regular	Day Scholar	Male	> 9.0	No	
	JENSEN SILVA S (2127221001016)		New	9600166470	Regular	Day Scholar	Male	8.99 > CGPA > 8.00	No	
	JESTIN JOYAL MATHEW (2127221001018)		Existing	9677223009	Regular	Day Scholar	Male	8.99 > CGPA > 8.00	No	
	SAI SANTHOSH J (2127221001027)		Existing	9940372031	Regular	Day Scholar	Male	8.99 > CGPA > 8.00	No	
	ARAVINDA KRISHNAN K (2127221002005)	III-MEC & A	New	9710132352	Regular	Day Scholar	Male	8.99 > CGPA > 8.00	No	
	HAVINESH KUMAR M (2127221002019)		Existing	9445984505	Regular	Day Scholar	Male	> 9.0	No	
	NAREN HARSHA V (2127221002026)		Existing	9003165055	Regular	Day Scholar	Male	8.99 > CGPA > 8.00	No	
	KISHORE B (2127221002020)		New	9176417271	Regular	Day Scholar	Male	7.99 > CGPA > 7.00	No	

Student Executive	Name	Year-Sec-Dept.	SME Member	Whatsapp No.	Entry	Residential	Gender	CGPA	Standing Arrears?	
Office Bearers	BADRINATH B (2127231001007)	II-MEC	New	9840984234	Regular	Day Scholar	Male	8.99 > CGPA > 8.00	No	
	IRFAN SAJITH L (2127231001021)		New	7798996830	Regular	Hosteller	Male	8.99 > CGPA > 8.00	No	
	JEEVAKARUNA S (2127231001022)		New	9345343881	Regular	Hosteller	Male	8.99 > CGPA > 8.00	No	
	KIRAN G (2127231001027)		New	7200604723	Regular	Day Scholar	Male	7.99 > CGPA > 7.00	No	
	LOGESH K (2127231001029)		New	7667174457	Regular	Day Scholar	Male	8.99 > CGPA > 8.00	No	
	RUTHEESHTAA S U (2127231001040)		New	8144960214	Regular	Hosteller	Female	8.99 > CGPA > 8.00	No	
	SANJAY M (2127231001042)		New	8637494559	Regular	Day Scholar	Male	8.99 > CGPA > 8.00	No	
	SHARATH V S (2127231001045)		New	9791006044	Regular	Day Scholar	Male	7.99 > CGPA > 7.00	No	
	SUDARSHAN MANOHARAN (2127231001049)		New	8838642547	Regular	Hosteller	Male	7.99 > CGPA > 7.00	No	
	GAYATHRI R (2127231001016)	II-MEC & A	New	8838060188	Regular	Day Scholar	Female	8.99 > CGPA > 8.00	No	
	INDHUMATHI C (2127231002016)		New	7598408418	Regular	Hosteller	Female	8.99 > CGPA > 8.00	No	
	LITHESH C (2127231002020)		New	7845915697	Regular	Day Scholar	Male	8.99 > CGPA > 8.00	No	
	RAKSHITA M (2127231002027)		New	6379488386	Regular	Hosteller	Female	8.99 > CGPA > 8.00	No	
	SANJAY CHARAN S (2127231002030)		New	9384679631	Regular	Day Scholar	Male	7.99 > CGPA > 7.00	No	
	SANJAY SHANMUGAM (2127231002031)		New	7358745200	Regular	Day Scholar	Male	8.99 > CGPA > 8.00	No	
	ABARNA CHAWLA (2127231002002)		New	9791447699	Regular	Hosteller	Female	7.99 > CGPA > 7.00	No	

SARAVANAN V
PRESIDENT

KRITHIK RAJ A
VICE-PRESIDENT

SRIVARTHINI V M
JOINT-SECRETARY

PRATUL V S
TREASURER

OFFICE-BEARERS (B.E. - III Year)

ADITHYA S

AKASH K

BALAMURUGAN L

JENSEN SILVA S

JESTIN JOYAL MATHEW

SAI SANTHOSH J

ARAVINDA KRISHNAN K

HAVINESH KUMAR

NAREN HARSHA V

KISHORE B

OFFICE-BEARERS (B.E. - II Year)

BADRINATH B

IRFAN SAJITH L

JEEVAKARUNA S

KIRAN G

LOGESH K

RUTHEESHTAA S

SANJAY M

SHARATH V S

SUDARSHAN MANOHARAN

INDHUMATHI C

LITHESH C

RAKSHITA M

SANJAY CHARAN

SANJAY SHANMUGAM

ABARNA CHAWLA

GAYATHRI R