**MEMORANDUM OF UNDERSTANDING**

**NATIONAL FEDERATION OF ENGINEERS FOR ELECTRICAL SAFETY (NFE)**

**AND**

**MEMORANDUM OF UNDERSTANDING**

1. Memorandum of understanding made at [.] on the [.] day of 202? by and between the National Federation of Engineers for Electrical Safety, Chennai, India represented by the President or General Secretary or chapter president/ chapter secretary[name and designation in detail] and [ name and address of college] represented by [responsible person of the college].
2. **About National Federation of Engineers for Electrical Safety**
   1. NFE, as it is abbreviated, is body of professional electrical engineers working in the field of electrical safety with a vision “*to make every electrical installation free of accidents such as electrocution and fire due to short circuits and increasing the reliability of the electrical installation thus contributing to the saving of life and property and supporting sustainable development*”. NFE is a registered society and a not-for-profit organisation. Its registration number is SRG/ Chennai Central/343/2022 under the Tamil Nadu Societies Registration Act, having its office at No. O-37, Plot 8, Bharathi Dasan Street, Thiru Nagar, Jaffer Khanpet, Chennai 600083. The primary objective of NFE is to “*make every consumer / prosumer property free from electrical accidents and avoid failures in electrical installation and connected equipment*”. This shall be achieved by training Engineers on latest standards and technical requirements to achieve safety, support engineers to develop safe products and appliances and support standardisation and regulation activities of the Government to ensure effective modernization and implementation of the same.
3. **About [the institute name]**
   1. [name of college, with location, place district and state] hereinafter called Institute, approved by AICTE and affiliated with [name of university] University, [if any accreditations are available, otherwise modify suitably as an alternate the profile of college also can be used. The profile of the institute also can be used].
4. The following are the objectives of the Memorandum:
   1. **Training of Trainers**
      1. The Training of Trainers for the Mass awareness and Skill Development Program, based on NFE’s publications, which includes basic electrical safety subjects, and also based on IS 732:2019 Code of Practice of Electrical Wiring Installations. The training will be conducted by NFE’s Designated volunteer trainers, either in online or in face to face mode.
      2. The total duration of the training will be 12 Hours, divided into 2 days of six hours each.
      3. Based on the training, the Trainers demonstrate their skills and knowledge before a joint committee of NFE & the Institute. Any shortfalls shall be corrected by conducting further training(s). Practical demonstrations shall be also be conducted by the Trainers after the Training course.
   2. **School Awareness Programs**:
      1. NFE is organising a Mass Awareness Program for school students. For this purpose, NFE has brought a book titled “**Electrical Safety Handbook for Students**”. This book, primarily meant for 9th to 12th class students, has a short video film based on the book.
      2. The Institute shall select at least 10 nos. Secondary (10th Class) / Higher secondary (12th Class) schools in its vicinity for conducting the Mass Awareness classes
      3. Once identified, the Institute shall start the Mass awareness classes to these schools. These awareness programs shall necessarily carried out by trained students. The expenditure on these classes will be planned and paid by NFE based on the budget approved by the Management Committee of NFE. The Institute shall monitor these awareness programs and periodically submit a report on its progress to NFE.
      4. The training taken for each of the schools shall be documented, with a format to be issued separately by NFE. The documentation shall include, amongst other data, the name of the school, the board of studies, name & photo of the Principal, name & photo of the Teacher Coordinator, number of students that have attended the training, photos of the school and a few photos of the students and the trainers during the training session.
      5. Electrical Installation Lab: Once when enough trained students and faculty are made available, NFE will set up a “**Low Voltage Electrical Installation Training Lab**” with demonstration materials, equipment and test kits in the Institute. The cost of the Lab will be from sponsors of NFE. The lab materials will be the property of NFE. A furnished room, of sufficient size and physical infrastructure (tables, light fittings, wiring, socket outlets etc.) for the lab shall be provided by the Institute at no cost to NFE or sponsors of NFE.
      6. Job Oriented Training and internship: NFE will organise job-oriented training/ internship, to those students of the Institute, who are certified by NFE through certification programs and also show interest to conduct awareness programs for schools. These job-oriented and / or internship programs will be conducted by Electrical Engineering companies from various parts of India. Trained students, subject to their performance during the internship and the company policy, may be absorbed by these companies.
   3. **NFE Student Chapter of the Institute**
      1. The Institute shall open a NFE Student Chapter of the Institute. This shall be as given in Chapter 13 (Student Chapter) in the NFE Handbook of Chapter Operations. The same is annexed as “Annexure A”
   4. **Certification Programs:**
      1. NFE shall provide certification programs for students who complete electrical safety training, thus enhancing their employability. The training for these Certification Programs shall be conducted by NFE Certified Trainer(s). The Institute’s faculty can also be the Trainer for these programs, but only if they have appeared for the complete training conducted by the NFE (and have qualified in the Examination) for NFE Certified Trainer.
   5. **Skill Training: (Electrical Designer Training Program and other similar programs)**
      1. The institute shall pass all necessary information about skill training to the students and interested students shall join for training. The institute shall depute one faculty member to coordinate the training program and monitor the progress. NFE shall provide trainers for the skill training. NFE shall arrange the necessary materials, such as software, for the training program. Examination related to the skill training shall be conducted by the institute in coordination with the trainers. All projects given by the trainers shall be monitored by the faculty and evaluated by the trainers. Certification issued shall be based on the examination and project results.
      2. Only NFE Student Members of the Institute shall be eligible to participate in the training program.
   6. **Community Outreach**:
      1. At least one workshop or activity, apart from the school book campaign, shall be carried out by the Institute like organising community workshops to raise awareness about electrical safety, targeting local schools and organizations, and similar outreach programs like Exhibitions, Seminars, Hand-on training for the electricians / wiremen etc. These shall be organised in coordination with the local NFE Chapter. In all such community outreach programs the logo of NFE shall be prominently displayed. The complete cost of the Community Outreach programs shall be reimbursed by the NFE HQ subject to providing proper documentary proof and enrolment of at least 5 new individual members to the NFE.
   7. **Resource Sharing:**
      1. The Institute shall share resources such as safety manuals, videos, and online courses to enhance learning. NFE and the educational institute (would) have developed and published a range of resources—such as videos, books, and other materials—on electrical safety and related topics, available in both print and digital formats. These resources will be shared between the parties for mutual benefit. However, the copyright for each resource shall remain with its original publisher.
5. **Responsibilities**
   1. **Responsibilities of Institute**:
      1. Nominate a faculty member, with an alternate, for coordination with NFE for these various activities.
      2. Provide facilities for training sessions. The facilities shall include classroom / lecture theatres, projection / smart board facilities, etc.
      3. Incorporate electrical safety topics into the curriculum.
      4. Identify and coordinate with the schools where the Awareness Program can be conducted.
      5. Identify and coordinate with the local organizations for conducting the Annual Electrical Safety Audit.
      6. Give credits to the students for the activities carried out as mentioned in this MoU
      7. Provide a dedicated room, of area at least 60-70 square metres for housing the “NFE Electrical Safety Laboratory”. The NFE Student Chapter can also be use this room for their activities.
      8. Provide sufficient number of students for the Electrical Safety Program
   2. **Responsibilities of NFE**
      1. Provide educational materials in both print and electronic media, as required
      2. Arrange for subject matter experts and NFE Certified Professionals for “Train the Trainers” and for other activities.
      3. Conduct assessments and provide feedback
      4. Provide equipment for the NFE Electrical Safety Laboratory, once when there are enough trainers and students for continuing the program in schools as explained in clause 4.2. The equipment shall remain the property of NFE and the Institute shall be the custodian of the equipment.
6. **Duration**
   1. This MOU will be effective from today till 31st March 2029, with an option for renewal.
7. **Evaluation**
   1. Both parties will conduct regular evaluations to assess the effectiveness of the program.
8. **Signatures**
   1. By signing below, both parties agree to the terms outlined in this MOU.

|  |  |
| --- | --- |
| **For National Federation of Engineers for Electrical Safety** | **For Educational Institute** |
| Shri Gopa Kumar: | Shri |
| President | Principal |
| Witness 1 | Witness 1 |
| Name | Name |
| Designation | Designation |
| Witness 2 | Witness 2 |
| Name | Name |
| Designation | Designation |

**“ANNEXURE-A”**

**TO THE MOU**

STUDENT CHAPTER

AIMS & OBJECTIVES

The main aims and objectives of the Student Chapter shall be as under:

1. To encourage, assist and educate the Student Members and other interested persons in Electrical Safety and allied subjects through lectures, demonstrations, industrial visits and publications.
2. To organize and hold the Technical Seminars, Training Programs, Conferences, etc. in furtherance of all or any of the objects in the field of Electrical Safety and allied subjects.
3. To give the Students an Exposure and Experience in developing Soft Skills like Leadership, Management, Teamwork, Organization, Networking Skills etc.,
4. To accept any donations and contribution as per Federation guidelines from any person, firm, company, institution, or government on such purposes and objectives as are enumerated above.
5. To coordinate its activities with any other Association, Institution or other body which has its objects similar or parallel to the Federation.
6. To raise funds through subscription from Members for the fulfilment of the Objects of the Federation.

NAME OF THE STUDENT CHAPTER

Student Chapters shall adopt the name NFE subject to the condition that the name of the college is incorporated in the name of the Chapter. Example – “NFE Student Chapter - S P College of Engineering, Mumbai.” (Refer [Appendix 04](#_APPENDIX_–_04) – Application for Student Chapter formation).

AFFILIATION TO LOCAL NFE CHAPTER

The Student Chapter of a College shall be affiliated to the Local NFE Chapter/ Sub-Chapter sponsoring them (referred to as the Parent Chapter). However, they shall operate and be guided in tandem by the FACULTY ADVISOR and the College Administration. A chapter can sponsor upto a maximum of 10 student chapters and a Sub-chapter can sponsor upto a maximum of 6 student chapters at any given time.

FACULTY ADVISOR

The Faculty Advisor shall be a Staff (of the Institution) appointed by the College Management. He shall be an Advisor to the Students in guiding them in their activities, as well as the liaison and Single Point of Contact (SPOC) between the Student Chapter and the sponsoring Local NFE Chapter/ Sub-Chapter. The Membership fees paid by the Students’ annually shall entitle the Faculty Advisor to become a Member of the Local NFE Chapter, without payment of any dues, so long as the Student Chapter remains active. The Term of the Faculty Advisor shall not be more than three years and shall be rotated amongst the other College Staff Members.

The Faculty Advisor cannot hold any office at the Chapter/ Sub-chapter Level or at the Federation Level unless he is enrolled as a Member of the Federation.

MEMBERS

There shall be a minimum of 20 Students from any discipline of Engineering or Architecture or other such disciplines as are allied with the Electrical Safety and allied subjects from the first year to the final year to form a Student Chapter at the respective college. To enable the Student Chapter to remain active at all times, this minimum Student Membership number shall be maintained at all times and the Member dues shall be current and paid up.

Note: Members of the student chapter shall be student members of NFE.

QUALIFICATION FOR MEMBERSHIP

Membership of the Federation shall be open to all those, who are Students from any discipline in Engineering, Architecture or other such disciplines, from the First year to the Final Year, interested in the field of Electrical Safety and allied subject. At the time of admission in the category of Student Membership, the Student shall have adequate experience composed of any combination of the following:

1. Certified Student of College.
2. A Student at the time of his/ her application for Membership to the Federation, shall be attending an Engineering/ Architecture Curriculum accredited by the AICTE and/ or approved by the Federation GC.

MEMBER RIGHTS & PRIVILEGES

All rights and privileges of a Student Member are vested solely in the Member and may not be delegated or transferred.

TERMINATION

Ordinarily, a Student Member shall continue to be a Member of the Student Chapter as long as he/ she remains a bona-fide Student of the College/ Institution where the Student Chapter is established. Student Membership of the Federation shall terminate when the Student separates from the College/ Institution or on the receipt of a written Notice of Termination by the Member or when the Member fails to renew his/ her Membership by payment of Dues.

REGULAR MEETINGS

Meeting of the Student Chapter shall take place at such time and place as prescribed by the Parent Chapter/ Sub-chapter and the CWC of the Student Chapter.

ANNUAL GENERAL BODY MEETING (GBM)

The Annual General Body Meeting of the Student Chapter shall be held at such time and place as notified, once a Year in the respective College. The meeting shall be adequately represented by the CWC of the Parent NFE Chapter/ Sub-chapter.

INSTALLATION MEETING

It is recommended that the Installation Meeting of the Student Chapter, where all the Members of the Student Chapter are invited, be held every year to install the new Office Bearers. This Meeting shall be held as may be decided in accordance with the Students and the College Convenience as per the ACADEMIC YEAR, in consultation with the Faculty Advisor and the CWC of the Parent Chapter/ Sub-chapter.

FINANCIAL YEAR

The financial year of the Student Chapter shall be treated as twelve calendar months from the date of installation and must be approved by the CWC of the Parent Chapter/ Sub-chapter.

SOURCES OF FUNDS

The funds for the Student Chapter shall be raised and collected only in favour of the Parent Chapter/ Sub-chapter. All such funds, including subscription amounts, shall be used by the Parent Chapter/ Sub-chapter only towards funding Student Activities and not diverted to any other Activity.

OFFICE BEARERS

An Office Bearer of the Student Chapter can hold a post within the Student Chapter Working Committee for not more than one year and a repeat of post (except Vice President) or term shall not be permitted.

STUDENT CHAPTER PRESIDENT

The President shall be the Chief Working Officer of the Student Chapter and shall have general direction of the Student Chapter and general supervision over its several officers. He/ She shall, from time to time, report to the Members and to the Student Chair of the Sponsoring Chapter/ Sub-chapter. He/ She shall preside over all meetings of the Student Members at the Student Chapter and attend all meetings of the (Student) Chapter Working Committee.

He/ She shall sign and execute, in the name of the Student Chapter all contracts or other instruments authorized by the CWC of the Sponsoring Chapter/ Sub-chapter, except in cases where the signing and execution thereof shall be expressly delegated or permitted by the CWC of the Sponsoring Chapter/ Sub-chapter to some other officer or agent of the Parent Chapter/ Sub-chapter.

VICE PRESIDENT

In the absence of the President, Vice President shall preside over the meetings. The Vice President at the expiry of his/ her term, shall automatically become the President of the Student Chapter. The Vice President cannot therefore be a final year student.

SECRETARY

The Secretary shall take part in all activities of the Student Chapter, including record keeping. The Secretary is responsible for the matters listed below. The work may be lightened by delegating part of these activities to other responsible members.

Act as Secretary for the business part of each Student Chapter Meeting.

Keep all Student Chapter Records and act through Faculty Advisor and Parent Chapter/ Sub-chapter Student Chapter Chair, as a liaison between the Student Chapter and the Parent Chapter/ Sub-chapter.

Maintain record of Student Chapter Activities.

Send minutes of the Student Chapter Meetings to the CWC of the Parent Chapter/ Sub-chapter, routed via the Faculty Advisor and Student Chair of the Parent Chapter/ Sub-chapter, within two weeks of each meeting.

TREASURER

The Treasurer is responsible for the receipt, safekeeping and disbursement of Student Chapter funds; for keeping adequate record of finances; for keeping Student Chapter expenditure in line with income.

STUDENT CHAPTER WORKING COMMITTEE

The Student Chapter President, The Vice President, The Secretary, The Treasurer, and a few of the Chapter Members depending on the size of the Chapter will comprise the Student Chapter Working Committee. They will meet from time to time to carry out the activities of the Student Chapter in liaison with the Faculty Advisor, The Parent Chapter/ Sub-chapter and the College Administration

TERM

The terms of all Officers, except Vice President, and the Members of the Student Chapter Working Committee shall be of one year duration as agreed upon by each Student Chapter in accordance with the Parent Chapter/ Sub-chapter and College Administration.

WINDING UP

In the event of dissolution or winding up of the Student Chapter, the assets remaining as on date of the dissolution shall under no circumstances be distributed amongst the Membership, but the same shall be transferred to the Parent Chapter/ Sub-chapter, under advise to the Faculty Advisor and the Secretary of the Federation.

STUDENT FEE

1. All Membership Fee payments, including registration and renewal, are to be remitted directly to HQ by way of online payments. Chapters/ Sub-chapter shall not collect Membership Fees or Renewal Fees in the Chapter’s/ Sub-chapter’s name. All payments need to be paid online to “NFE HEADQUARTERS” only.
2. A Student who has been Member of the Federation during his final year/ final semester may opt to apply for a regular Membership of the Federation, within six months of the expiration of his/ her Membership, without the payment of Admission fees.

**APPENDIX – 04 (STUDENT CHAPTER FORMATION)**

**PETITION FOR FORMATION OF STUDENT CHAPTER**

DATE:

The Secretary

NFE HEADQUARTERS

CHENNAI

PETITION FOR FORMATION OF NFESTUDENT CHAPTER

Gentlemen,

We have pleasure in requesting the formation of an NFE Student Chapter, as per details furnished below:

NAME OF PROPOSED STUDENT CHAPTER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME OF SPONSORING CHAPTER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME OF FACULTY ADVISOR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TOTAL NUMBER OF INITIAL MEMBERSHIP: \_\_\_\_\_\_\_\_\_ (List Enclosed).

PROPOSED DATE OF CHAPTER INSTALLATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAMES OF PROPOSED OFFICE BEARERS OF THE SUB-CHAPTER:

|  |  |  |
| --- | --- | --- |
| SR NO | DESIGNATION | NAME OF MEMBER |
| 1 | PRESIDENT |  |
| 2 | SECRETARY |  |
| 3 | TREASURER |  |
| 4 | MEMBER – CWC |  |
| 5 | MEMBER – CWC |  |
| 6 | MEMBER - CWC |  |

PROPOSED INITIAL ACTIVITIES:

|  |  |
| --- | --- |
| ACTIVITY | PROPOSED DATE(s) |
| CWC INSTALLATION |  |
| CWC MEETINGS |  |
| TECHNICAL LECTURES |  |

We have reviewed the bylaws of our sponsoring Chapter/Federation and the Chapter Operations Manual and agree to conform with all requirements therein stated.

We are confident that the proposed Student Chapter will be a vibrant and enthusiastic part of the NFE Fraternity and will go a long way in furthering the cause of NFE in the Region. We request you to grant us your approval for formation of the Student Chapter as proposed above. We would also request you to send us the Charter Certificate for the proposed Student Chapter.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

President Secretary Faculty Advisor Regional Director

Sponsoring Chapter of the New Student Chapter