

**INDIAN SOCIETY
FOR
HEAT AND MASS TRANSFER**

YEAR BOOK 2016

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EXECUTIVE COMMITTEE

PRESIDENT	Gautam Biswas Guwahati
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Web: <http://mech.iitm.ac.in>
(Professional Societies)

INDIAN SOCIETY FOR HEAT AND MASS TRANSFER

MEMORANDUM OF ASSOCIATION

I. NAME

Name of the society shall be “Indian Society for Heat and Mass Transfer”

II. ADDRESS

The registered office of the Society shall be located at the Heat Transfer and Thermal Power Laboratory, Indian Institute of Technology Madras, Chennai – 600 036, India.

III. OBJECTS OF THE SOCIETY

The objects for which the society is established are:

- a) To promote the science and technology of heat and mass transfer.
- b) To provide a common forum for industrialists, technologists, scientists and others to meet and to foster the advancement of the science and applications of heat and mass transfer.
- c) To organize and conduct activities of interest to the members such as holding of meetings, arranging of lectures and so on.
- d) To disseminate scientific and technical information of interest to the members through publication of periodicals, reports and so on and proceedings of conferences.
- e) To collaborate with other bodies (in India and abroad) pursuing similar aims and objectives.

The Names, Addresses and Occupations of the Members of the Governing Council to whom, by the Rules of the Society, the Management of Affairs was Entrusted at the Time of Association

S. No.	Name and Address	Designation
1.	Dr. A. Ramachandran, Secretary, Department of Science & Technology, "Technology Bhavan", Government of India, New Mehrauli Road, New Delhi 110029.	President
2.	Prof. Shankar Lal, Head of the Dept. of Mechanical Engineering, University of Roorkee, Roorkee (U.P)	Vice President
3.	Prof. G. S. Laddha, Director, A.C. College of Technology, Guindy, Chennai 600 025	Vice President
4.	Prof. K. Krishna Prasad, Professor, Department of Mechanical Engineering, Indian Institute of Science, Bangalore 560012.	Member
5.	Prof. C.P. Gupta, Professor of Mechanical Engineering, University of Roorkee, Roorkee (U.P)	Member
6.	Prof. R. Kumar, Department of Chemical Engineering, Indian Institute of Science, Bangalore 560012.	Member
7.	Prof. C.P. Arora, Mechanical Engineering Department, Indian Institute of Technology, Delhi.	Member
8.	Shri. S.K. Mehta, Head, Engineering Laboratory, Bhabha Atomic Research Centre, Bombay 500085.	Member
9.	Dr. L.K. Doraiswamy, National Chemical Laboratory, Poona.	Member
10.	Dr. A.E. Muthunayagam, Space Science and Technology Centre, Trivandrum 22.	Member
11.	Dr. D.N. Roy, Professor, Dept. of Mechanical Engineering, University of Roorkee, Roorkee (U.P.)	Member
12.	Prof. P.K. Sharma, Department of Mechanical Engineering, College of Engineering, Waltair, Vizag 11.	Member

13.	Prof. G. Srikantiah, Department of Mechanical Engineering, Indian Institute of Technology, Kanpur (U.P.) 208016	Member
14.	Dr. M.R. Srinivasan, Deputy Director, Department of Atomic Energy, Power Project Engineering Division, Homi Bhabha Road, Colaba, Bombay 400005.	Member
15.	Prof. S.P. Sukhatme, Department of Mechanical Engineering, Indian Institute of Technology, Powai, Bombay 400076.	Member
16.	Prof. M.A. Tirunarayanan, Head of the Dept. of Mechanical Engineering, Indian Institute of Science, Bangalore 560012.	Member
17.	Prof. B.T. Nijaguna, Mechanical Engineering Department, Karnataka Engineering College, P.O. Srinivasa Nagar, Karnataka.	Member
18.	Dr. R. Vasudevan, Deputy Chief Design Engineer, Bharat Heavy Electrical Limited, Trichy-4.	Member
19.	Dr. N.R. Kaparathi, Department of Chemical Engineering, Osmania University, Hyderabad.	Member
20.	Dr. Chiranjeevi, Department of Chemical Technology, Andhra University, Waltair, Vizag	Member
21.	Dr. V.M. Krishna Shastri, Department of Mechanical Engineering, IIT Madras, Chennai 600 036.	Secretary
22.	Dr. T. Gopichand, Head of the Dept. of Chemical Engineering, IIT Madras, Chennai 600 036.	Treasurer
23.	Dr. M.V. Krishnamurthy, Department of Mechanical Engineering, IIT Madras, Chennai 600 036.	Joint Secretary

AMENDED ACTS AND STATUTES

1. Name

INDIAN SOCIETY FOR HEAT AND MASS TRANSFER

The registered office and the head quarters of the Society shall be located in the IIT Campus, Chennai 600 036.

2. Objects

As found in the Memorandum.

3. Definitions

In this constitution unless the context otherwise requires:

- a) The Society means the Indian Society for Heat and Mass Transfer.
- b) The President means the President of the Society.
- c) The Vice-President means the Vice-President of the Society.
- d) The Secretary means the Secretary of the Society.
- e) The Treasurer means the Treasurer of the Society.
- f) The joint Secretary means the joint Secretary of the Society.
- g) The Council means the Governing Council of the Society constituted as provided in these rules.
- h) The Group means the group of members interested in specific branches of heat and mass transfer and heat transfer technology.
- i) The Convener means the Convener of the group.
- j) The office means the place from where the secretary of the Society functions during his time.
- k) The month means the month according to Gregorian calendar.
- l) The financial year means the 12 months ending on the 31st date of December.

4. The Society for the purpose of registration is declared to consist of a unlimited number of members.

5. Membership

- a) The membership shall consist of "Ordinary members, Institutional members. Life members and Fellows of the Society".

- b) Any individual, institution, organization or association engaged or interested in teaching/research/application with reference to heat and mass transfer knowledge is eligible for membership.
- c) Application for membership shall be made on the prescribed form obtainable from the office of the Society.
- d) Every application for membership shall be supported by at least two members of the Society.
- e) The council reserves the power to refuse admission to any applicant without having to assign any reason for its refusal.

6. Admission

6.1 Ordinary Members

Persons over 21 year of age, having a Master's degree in Science or a Bachelor's degree in Engineering or Technology with two years experience in Teaching/Research/Industry.

6.2 Life Members

- 6.2.a Any member contributing a lump sum admission fee as fixed by the General Body from time to time to the fund of the society shall be declared to be a "Life Member of the Society".
- 6.2.b A life member shall have the same rights and privileges as an ordinary member.

6.3 Institutional Member

- 6.3.a. Institutional members shall be partnership firms, corporations, organizations, institutions etc., who are interested in or connected with the heat and mass transfer industry and whose admission, the council considers, would contribute to the interests of the Society.
- 6.3.b. Every institutional member shall have the right to nominate two representatives to attend business meetings of the society and will be eligible to receive priced or unpriced reports/publications on the same conditions as applicable to the ordinary members.

They shall not have the right to vote and participate in the annual general body meetings.

6.4 Fellows of the society

Persons who by virtue of their outstanding service rendered towards the attainment of the objectives of the society, deserve special recognition shall be honoured as fellows of the Society.

6.4.a. Fellows of the Society shall be elected by the Council at its annual meetings.

6.4.b. Fellows of the Society shall be pay no admission fee or annual subscription and shall receive all publications of the Society.

7. Fees and Subscriptions

7.1 Admission fee and annual subscription shall be charged from members whether they are for the time being residing in India or abroad.

7.2 The admission fee and annual subscription rates for ordinary, life, institutional and foreign members shall be determined from time to time in intervals of not less than five years by the General Body.

7.3 Members going out of India leave not exceeding three years will be deemed as members in India during the period of their leave.

7.4 Annual subscription is payable on the 1st January each year irrespective of the date of admission, but members admitted aft 1st July shall be required to pay only half the current subscription and those admitted in the month of December shall pay the full annual subscription which shall cover the period of the following year. In all cases the admission fee must be paid.

7.5 Termination of Membership

If any member of the society leaves his/her subscription in arrears for three months and fails to pay such arrears within

one month after a written demand by the Secretary his/her name shall be struck off from the register of members and he/her shall thereupon cease to be a member.

The Council shall have the right to terminate the membership of any member provided a resolution of termination of membership shall be passed by a 2/3 majority of those present at the meeting of the Council.

8. Resignation

A member desiring to resign shall send a written communication to the Secretary, who shall report it to the Council which may accept it and announce the resignation provided the dues and other indebtedness of that member have been settled up to the time of mailing of his/her resignation. He/she is then deemed to have resigned "in good standing" and if subsequently the member wishes to join the Society again, no admission fee shall be charged.

9. Officers

- 9.1 The officers of the society shall be a President, four vice-Presidents, Secretary, Treasurer and a joint Secretary who shall hold office as follows:
- 9.2 All officers shall hold office for two years. The term of office shall begin at the close of the annual meeting at which they are elected and each officer shall hold office until his successor takes over.
- 9.3 A vacancy in the office of the President shall be filled by the senior most vice-President until the end of the term. All other vacancies shall be filled by the council.
- 9.4 No officer shall receive, directly or indirectly any sales compensation or emoluments from the society, either as such officer or in any other capacity, unless authorized either by the by-laws or by a vote of the majority of the entire council.
- 9.5 No revision or amendment of this constitution shall affect the tenure of office of any duly elected and incumbent Officer.

10. Election of Officers and council Members

- 10.1 Prior to July 1st of each election year, the Council shall appoint a nominating committee of five members, not more than three of whom may be officers or members of the council who shall send to the Secretary prior to the ensuing September 1st its nomination for one or more candidates for each of the offices to be filled, except that for the Vice-Presidency at least 4 persons shall be nominated.
- 10.2 In selecting candidates for the Presidency, the members of the nomination committee shall be limited in their choice to persons who have been or are currently members of the council and who have been active in promoting the objectives of the Society.
- 10.3 It shall be the duty of the nominating committee to notify each candidate of his selection and any candidate desiring to withdraw his name may do so within one week of such notification.
- 10.4 At the Council meeting held prior to October 1st and later than September 1st in each election year, the Council shall appoint three tellers who shall not be members of the Council, and three alternates. Should the Council meeting not be held, the President shall appoint three tellers and alternates, who shall be notified by the Secretary.
- 10.5 The actual voting shall take place at the biennial meeting. The voting shall be by secret ballot and be supervised by the tellers or their alternates. They shall be responsible for counting the votes. The tellers or their alternates shall prepare and sign a report of the results of the election, which shall be handed over sealed to the Secretary who shall deliver it to the Presiding Officer of the meeting to be opened by him and reported to the meeting. The Presiding Officer shall then declare the eligible persons receiving the greatest number of votes to be duly elected to the respective offices. The results of the election shall be published as soon as possible thereafter in the Transactions of the Society.
- 10.6 The Officers are eligible for reelection.

11. Management

- 11.1 The affairs of the Society shall be managed by the Council under this constitution and by-laws. The Council shall be composed of the President, four Vice-Presidents, the Secretary, Treasurer and the joint Secretary and thirty two elected members. The President, Vice Presidents, Secretary, Treasurer and Joint Secretary of the Society shall hold the same office in the Council. The Council members hold office for a period of 4 years. One fourth of the members will retire every 4 years. New members filling up the vacancies will be elected at the biennial meeting as per the procedure laid down in article 10.
- 11.2 The Executive Committee shall consist of ten members of the Council including the President, four Vice-Presidents, and Secretary, Treasurer and the Joint Secretary and two others nominated by the President. The Executive Committee shall be responsible for the day-today functions of the Society.
- 11.3 The duties of the President, Vice-Presidents shall be such as usually pertain to the offices they hold, besides and other designated in the constitution or by the Council. The Secretary shall be in administrative charge to direct and supervise the duties usually pertaining to his office or designated in the constitution or by the Council; the Secretary shall in all matters concerning the affairs of the Society carry out the prescriptions of the constitutions, ruling and precedents and in cases in which no such prescriptions exist shall obtain decisions from the Council or Executive Committee. All funds expected in the Secretary's duties shall be under the control of the Secretary who shall be responsible to the Council for the proper dispensing of such funds. The Secretary and Treasurer shall present annual reports to the council which shall be circulated to all members. The Council shall present a report to the Society at the biennial meetings; the material for such report shall be prepared by the Secretary. The Secretary is authorized to open one or more accounts with the approval of the Executive Committee with any of the Scheduled Banks at the headquarters in the name of the Society. The bank accounts would be operated jointly by the Secretary and Treasurer. In the absence of either of them the President may authorize a member of the Executive Committee to sign the cheques

12. Meetings

- 12.1.a. The Council should meet as far as possible at least once in a year.
- 12.1.b. The biennial general body business meeting shall be held between November 15 and January 31 at such time and place as the Council shall designate. Business affecting the organization of the Society shall be transacted only at the biennial meetings.
- 12.2 Notice of all meetings shall be sent to members at least 20 days in advance and of the biennial meeting 30 days in advance.

13. General

- 13.1 The quorum for the meeting of the Society shall consist of 30 ordinary members or one-third of the members on the roll, whichever is lower, present in person. The quorum for the meetings of the executive Committee and the council shall be four and twelve members, respectively.
- 13.2 Only those members whose dues have been paid for the current fiscal year shall be entitled to vote at any meeting. The fiscal year of the Society shall begin on 1st January.
- 13.3 The Society envisages formation of Regional Chapters of ISHMT in the country. The minimum number of members in good standing in each such Chapter shall be fifty. The guidelines for the functioning of these chapters will be issued by the Executive committee. The Executive Committee shall have overall responsibility for all matters concerning the functioning of the Chapters.
- 13.4 In the matter of formation, functioning and dissolution of the Regional Chapters the decision of the Executive Committee shall be final.

14. Amendments

- 14.1 Proposals to amend the constitution shall be made in writing to the Council and signed by at least 30 active members; they shall reach the Secretary not later than 1st February. The Council shall consider them and may place them for approval by of three-fourths of the members of the whole Council.

THE NATIONAL HEAT AND MASS TRANSFER CONFERENCES

The National Heat and Mass Transfer Conferences (HMTC) of the Indian Society for Heat and Mass Transfer are among the most important activities of the ISHMT. Since 1971, these have been held biennially at various venues around the Country as follows:

Indian Institute of Technology Madras, Tamil Nadu	December 1971
Indian Institute of Technology Kanpur, Uttar Pradesh	December 1973
Indian Institute of Technology Bombay, Maharashtra	December 1975
University of Roorkee, Roorkee, Uttar Pradesh	December 1977
Bharath Heavy Electricals Ltd., Hyderabad, Andhra Pradesh	July 1980
Indian Institute of Technology Madras, Tamil Nadu	December 1981
Indian Institute of Technology Kharagpur, West Bengal	December 1983
Andhra University, Vishakapatnam, Andhra Pradesh	December 1985
Indian Institute of Science, Bangalore, Karnataka	December 1987
Regional Engineering College, Srinagar, Jammu & Kashmir	December 1989
Indian Institute of Technology Madras, Tamil Nadu	December 1991
Bhabha Atomic Research Centre, Bombay, Maharashtra	January 1994
Karnataka Regional Engg. College, Surathkal, Karnataka	December 1995
Indian Institute of Technology Kanpur, Uttar Pradesh	December 1997
Institute of Armament Technology, Pune, Maharashtra	January 2000
Jadavpur University & Bengal Engg. College at Science City Kolkata, West Bengal	January 2002
Indira Gandhi Centre for Atomic Research, Kalpakkam, Tamilnadu	January 2004
Indian Institute of Technology, Guwahati, Assam	January 2006
Jawaharlal Nehru Technological University, Hyderabad, Andhra Pradesh	January 2008
Indian Institute of Technology Bombay, Maharashtra	January 2010
Indian Institute of Technology Madras, Tamil Nadu	December 2011

The HMTCs have been successful in bringing together researchers and practitioners of the science and technology of heat and mass transfer from different disciplines including aerospace, mechanical, chemical, nuclear, energy, food and agricultural engineering. The papers presented at the Conferences are accepted after stringent peer review and highlight the modern trends and developments in heat and mass transfer. Invited lectures are given by acknowledged experts in the field. Workshops and panel discussions are also held in conjunction with the HMTC. The HMTC Proceedings have achieved international recognition as standard references and are found in most of the leading libraries around the Globe. Short Courses on topics of relevance to specific industries are organized. Since 1994, other professional societies notably, ASME which have an interest in Heat and Mass Transfer have joined hands with the ISHMT as co-sponsors of the HMTC, thereby widening the

participation. Based on the experience gained over the last 25 years, the following Guidelines have been drawn for conducting the HMTC.

GUIDELINES FOR CONDUCTING THE HMTC

NAME OF THE CONFERENCE

The Conference shall be known as “NATIONAL HEAT AND MASS TRANSFER CONFERENCE”. Prefixed by the number of the Conference in word (e.g. FIRST, TENTH, etc.). The abbreviated version shall be “HMTC” prefixed by the number of the Conference in numerals (e.g. 1st, 10th, etc.) for use as logos on badges, conference materials, etc.

INTERVALS

The HMTC shall be held once in TWO YEARS at a time convenient to the Heat and Mass Transfer Community. This has usually been late December or early January.

DURATION

The DURATION of the HMTC shall usually be THREE DAYS. However, in case of overwhelming response, it may be held for FOUR DAYS.

HOST INSTITUTION

The HMTC shall be organized by an INSTITUTION (Academic, Research or Industrial) which is involved in the teaching, research, design development and manufacturing activities related to the fields of Heat and Mass Transfer.

The Competent Authority of the Institution proposing to host the HMTC shall write to the President, ISHMT atleast one month before the previous HMTC which implies that the offers be made a little over two years in advance. The proposals are placed before the General Body held at the time of the HMTC and a priority list is prepared. Atleast one authorized representative of the Institution making a proposal shall be present at the General Body to clarify any queries raised by the members. A formal invitation will be sent by the President ISHMT to the prospective host Institution. Final confirmation of acceptance to host the HMTC shall be given by the Competent Authority of the Institutions within two months of the General Body. If due to unavoidable reasons, the first named Institution cannot hold the HMTC, the priority list will be operated. The decision of the President ISHMT in this regard shall be final.

VENUE

The VENUE shall have adequate facilities such as sufficient seating, good audio-visual projection, guest house and hotel accommodation of different categories, efficient local transport, close-by sightseeing places, etc. In addition, the venue shall be easily accessible by air, rail and road. These are essential to attract good participation.

COSPONSORS

Other professional societies can also join as co-sponsors of the HMTC with clearly defined roles and levels of participation after entering into formal agreement with the ISHMT. In this regard, the decisions of the ISHMT shall be final. However, the overall interests and goals of the HMTC shall be kept in mind before accepting the offers of or inviting other professional societies for participation.

STEERING COMMITTEE

A STEERING COMMITTEE shall be formed with the nominees of the Host Institution, ISHMT and other Cooperating / Cosponsoring Societies as Members with the President ISHMT as the Chairman. This committee shall monitor the progress and provide overall supervision of the HMTC.

LOCAL ORGANISING COMMITTEE

A LOCAL ORGANISING COMMITTEE shall be formed by the Competent Authority of the Host Institution, who also appoints a ORGANISING SECRETARY (OS) who shall be the Chief Executive of the HMTC. He shall set-up a Secretariat, form Sub-Committees for registration, felicitation, finance, technical programme, exhibition, accommodation, hospitality, publicity, entertainment, transport, etc, and direct the day-to-day activities leading to the successful completion of the HMTC. All announcements relating the HMTC shall be issued by the OS. He shall establish close interaction with the ISHMT Secretariat.

DEADLINES

The following DEADLINES for various steps shall be followed as closely as possible:

First Announcement

12-15 Months before the HMTC

Extended Abstracts Due	10-12 Months before the HMTc
Acceptance of Abstracts	10-12 Months before the HMTc
Manuscripts Due	8-9 Months before the HMTc
Acceptance after Revision	5 Months before the HMTc
Camera Ready Manuscripts Due	3 Months before the HMTc

REGISTRATION FEES

The amount of Registration fees may be decided by the OS in consultation with ISHMT taking into account the budget estimate and expected funding through sponsorships. Concessions shall be given to members of ISHMT and other Cooperating / Cosponsoring Societies, academics, students, etc. Since all the registered delegates are to be given a copy of the Proceedings, its estimated cost shall be kept in mind at the time of deciding the registration fees. The fees also ordinarily include the cost of other conference materials, lunch, tea, local transport, technical visits, and so on. Expenses for accommodation and sightseeing tours, etc. are charged extra.

BUDGET AND FUNDING

All the funds for the HMTc including the registration fees are received directly by the Host Institution. Also, the entire expenditure is borne by the host institution. The ISHMT Secretariat shall raise a bill for the expenses exclusively incurred towards the HMTc (secretarial, postage, communication printing/ photocopy, travel for meeting, etc.) And these shall be reimbursed to ISHMT as early as possible after the HMTc.

The Local Organising Committee shall draw up a budget estimate. The statement of accounts of previous HMTcs may be used as guidelines, if necessary. The list of funding agencies and sponsors, the application procedures, etc. can be obtained by the OS of the previous HMTcs. It has been found that the local industries / commercial establishments play an important role in funding directly or through sponsorship of specific items.

A very important factor to be taken into account is that most of the funds are received just before or after the completion of HMTc. In addition to the expenses incurred as mentioned above, ISHMT can make a limited advance payment depending on the availability of funds. In this regard, the support of the Host Institution is essential.

COORDINATING SCIENTISTS

COORDINATING SCIENTISTS from India and abroad shall be identified by the OS in consultation with the ISHMT, and their concurrence shall be obtained prior to the first announcement. The Coordinating Scientist shall be responsible for receiving and accepting extended abstracts; receiving and getting the full papers peer reviewed, and finally accepting them from the region they are representing. In these matters - their decisions shall be final. They shall direct the authors to send the camera ready manuscripts to the ISHMT Conference Secretariat before the deadline.

KEYNOTE / INVITED SPEAKERS

The list of KEYNOTE and INVITED SPEAKERS including their topic of lectures shall be finalized by the OS in consultation with the ISHMT and their concurrence shall be obtained prior to the second announcement. These speakers should be currently active and should have worked extensively on the topic of their talk as evidenced by their own publications in reputed journals. It is essential that the state-of-the-art report is supported by their own experience and expertise in the chosen area. The keynote and invited speakers should also be requested to give their lectures in camera ready mats according to the specified format before the deadline, so that these are also included in the proceedings. However, page restrictions imposed on contributed papers need not be made applicable in this case. The OS shall decide the benefits to be given to the invited lecturers (e.g. mementos, registration fee waiver, local hospitality, airfare, etc.). ISHMT may make recommendations in certain cases, but the final decision shall be taken by the OS depending on the availability of funds. It is advisable to inform the speakers at the invitation stage itself regarding the facilities likely to be extended to them as invited speakers.

CONTRIBUTED PAPERS

The CONTRIBUTED PAPERS shall be accepted only after PEER-REVIEW and REVISION if necessary. The decision of the coordinating Scientist regarding acceptance shall be final. The LENGTH AND FORMAT of the papers will be decided jointly by the ISHMT and the OS and the authors shall be required to strictly adhere to it. Preparation of CAMERA READY MATS is also the responsibility of the authors. The Editors shall have the right NOT to include accepted papers in the Proceedings in digital or printed form, if they have not been prepared according to the specified format and quality.

The CONTRIBUTED PAPERS shall be arranged into suitable technical sessions and presented ORALLY or as POSTERS. This will depend on the number of papers, availability of facilities to exhibit to posters and / or hold parallel sessions at the Host Institution, and so on. In the matter of arranging and operating the Technical Sessions, the decisions of the Local Organising Committee shall be final. However, there shall be some commonality between the Technical Sessions and the segregation of papers under different sections in the Technical Sessions and the segregation of papers under different sections in the Proceedings volume. The FORMAT for PREPARATION OF POSTERS shall be decided by the OS and given well in advance to the authors. In case of ORAL presentations, the time available for each author and the guidelines for presentation shall be decided by the OS and informed well in advance to the authors. The help of coordinating Scientists may be taken in these matters.

PROCEEDINGS VOLUME

The PROCEEDINGS VOLUME shall be printed and published by a REPUTED PUBLISHER OR INTERNATIONAL STANDING. It shall NOT be printed by any PRINTING PRESS which does not have experience in publishing technical literature. ISHMT shall enter into an agreement with the Publisher regarding the number of copies to be produced, costs, payment modes, royalties to be given to ISHMT, etc. The publisher shall provide at concessional rates a specified number of copies for distribution to the delegates and for the records of the ISHMT and the Host Organisation. The right of sale of the volume rests with the Publisher only.

The volume shall be entitled "HEAT AND MASS TRANSFER**" where ** stands for the year of the HMTC. Uniformity in the size and general appearance of the proceedings volumes of all the HMTCs shall be maintained. This practice will ensure its status of a SERIES as these are categorized and stacked together in major libraries.

The names of the EDITORS shall be decided by mutual consultation between the ISHMT and the OS. These persons (preferably NOT MORE THAN THREE) shall be those who contribute significantly their time and efforts for the appearance of the proceedings in its final form.

The volume shall contain all the keynote / invited and contributed papers arranged into suitable Sections depending on the topics. It shall also contain the lists of the members of the Steering Committee, Organising

Committee, Sub-Committees and the Executive Committee of the ISHMT. List of all the sponsors shall also be prominently given.

The FRONT COVER shall contain the following matter: Proceedings of the *****th National Heat and Mass Transfer conference organized by Host Institution (with its logo) under the auspices of the Indian Society of Heat and Mass Transfer (with its logo). If any Cooperating or Cosponsoring Society is involved, its name may also be included. The names of the Editors shall also appear on the Front Cover and also on the spine of the volume. In the INSIDE FIRST COVER, in addition to all the contents of the Front Cover, the names of the COORDINATING SCIENTISTS shall appear prominently.

CONDUCT OF THE HMTC

The Local Organising Committee shall draw up the time table and programmes for the three days of the event including registration, inauguration, invited lectures, technical sessions, workshops / symposia, industrial sessions, panel discussions and valedictory function.

At the inauguration, the host institution (Chairman Local Organising Committee and Organising Secretary), ISHMT (President and Secretary), shall participate. Other participants may be decided by the OS depending on their role in the conduct of the HMTC. The Chief Guest shall be a well known Scientist / Technologist, Industrialist, Science Administrator or a Technocrat.

Emphasis shall be given to the participation and interests of the industries. In this regard, a separate industrial session shall be held with papers / reports from industries. Rather than advertisement, these papers shall highlight the achievements and requirements of specific industries in the Indian context.

If feasible, an exhibition of Heat and Mass Transfer related equipment and processes can be arranged. This will mainly depend on the venue of the HMTC. If the venue is surrounded by industries, the possibility of holding such an exhibition should be explored.

The invited lectures and technical sessions are so scheduled that most of the delegates can attend them without time overlap with other events. As far as possible parallel sessions may be avoided.

PRE and POST-HMTC EVENTS

Events such as short courses, workshops, technical / sight seeing tours may be organized to coincide with the HMTC. These will attract better participation and also promote better utilization of the availability of experts and delegates who may have come from far away places. Short courses may take into account the needs of local industries.

STATEMENT OF ACCOUNTS and BALANCE FUNDS

Within a reasonable period, not exceeding SIX MONTHS, an audited statement-of-accounts may be prepared in accordance with the rules prevailing at the Host Institution. A copy of it shall be sent to ISHMT for records.

The balance funds shall be transferred to ISHMT for its Corpus Fund.

CONCLUDING REPORT

The Organising Secretary shall submit a report on the HMTC giving details such as break-up of participants (Nationalities, Academic / Research / Industrial Institutions, etc.), number of papers (Session-wise), highlights, drawbacks, suggestions based on his experience in conducting the Conference. These inputs shall be used by ISHMT for preparing reports, and also as guidelines for future HMTCs.