



FINAL MOM for the 86th GCM – 25July 2020 held through Google meet link.

86th GCM Agenda – Online – Date 25 July 2020

Date	S. No	
Time		Agenda
1000-1005	0	President welcome address
1005 - 1035	1	Admission committee-changes in eligibility criteria, procedural reform: Pending items from 85 th GCM: a) Subscriber members b) ORP changes c) AOA changes
1035-1105	2	startup incubation centre at 2nd floor IME(I), discussion after legal opinion (refer attached):
1105-1140	3	Grievance redressal mechanism proposal (attached): Pending from 85 th GCM
1140-1200	4	IME(I) participation on social initiatives-legal opinion (refer attached) for information

1200-1215	5	Any other matter
1215-1235	6	GC members Feedback /Question answer to office Bearers
1235-1240	7	Close with vote of thanks: Vice President

Attendance

86th Governing Council Meeting held through Google meet link on 25 July 2020				
SR. NO.	NAME	BRANCH	DESIGNATION	Attendance
1	MR. UDAY PUROHIT	—	PRESIDENT	P
2	MR. KUSHAL ROY	—	VICE PRESIDENT	P
3	MR. TARUN KUMAR	—	HON. GENERAL SECRETARY	P
4	Mr V K Jain	Mumbai	Chairman	P
5	MR. Upendra Kumar	MUMBAI	Vice Chairman (Nominee of Mr Y Nath)	P
6	MR T GIRISH	MUMBAI	GC MEMBER	P
7	MR. CHITTA DASH	MUMBAI	GC MEMBER	P

8	MR. V. LAKSHMIPATI RAO	VISAKHAPATNAM	CHAIRMAN	P
9	MR. DILSHAH SINGH ANAND	VISAKHAPATNAM	GC MEMBER	P
10	MR. THOMAS KURIAN	KOCHI	CHAIRMAN	P
11	MR. MATHEW KOSHY	KOCHI	GC MEMBER	P
12	MR. ANIL KUMAR P.K	CHENNAI	CHAIRMAN	P
13	MR. K. SHANKAR	CHENNAI	GC MEMBER	P
14	CMDE A RAVICHANDAR	DELHI	CHAIRMAN	LOA
15	MR. S.P. ARORA	DELHI	GC MEMBER	P
16	MR. RAGHAVAN RAMANUJAM	DELHI	GC MEMBER	P
17	MR. AMIT BHATNAGAR	KOLKATA	CHAIRMAN	P
18	MR. ABHIJIT BANERJEE	KOLKATA	GC MEMBER	LOA
19	MR. BHALCHANDRA BALWANT CHANDAKKAR	PUNE	CHAIRMAN	LOA
20	MR. B.S. MATHUR	GOA	CHAIRMAN	P
21	MR. C V S RAO	—	IMMEDIATE PAST PRESIDENT	P
22	MR KRISHNA K NAIR	----	IMMEDIATE PAST HON GENERAL SECRETARY	P



MINUTES OF THE 86TH IME(I) GOVERNING COUNCIL MEETING

Welcome address by the President:

The President, Mr. Uday Purohit, chairing the meeting, welcomed the Governing Council Members.

Adoption of Agenda:

The previously circulated Agenda for the 86th GCM was adopted by the GC.

Granting leave of absence:

Leave of absence was granted to GC members who had conveyed their inability to attend the GC Meeting. CMDE A Ravichandar, Mr Abhijit Banerjee, Mr B BChandakkar, Mr Y Nath.

Agenda 1.

Admission committee-changes in eligibility criteria, procedural reform:

Pending items from 85th GCM:

a) Approval of new Eligibility criteria in addition to the 85th GCM resolution 85.02.01 with respect to changes in the ORP table A.2.1.1 to 2.1.5

- b) Sponsored members
- c) AOA Changes
- d) ORP changes
- e) Approval of vendor:

Agenda 1 a) Approval of new Eligibility criteria in addition to the 85th GCM resolution 85.02.01 with respect to changes in the ORP table A.2.1.1 to 2.1.5

Resolution No 86.01.01 With reference to the 85th GCM resolution no 85.02.01 it is further resolved that the following table of Eligibility criteria is hereby approved with the changes suggested and recommendation by GC Members with respect to equivalency of the Rank Coast guard and Indian Navy.

NEW ELIGIBILITY CRITERIA

FELLOW GRADE – A 2.1.1 - Candidate for transfer to the grade of Fellow shall be at the time of such transfer, persons who have following qualifications, and service period after qualification

Membership Grade	Qualification	Service in Rank / Period after COC/Total Service Period in Industry
Fellow LM	Extra First Class Engineer	Directly Eligible
	Rear Admiral / Inspector General in C.G.	Directly Eligible
	Commodore in I.N. / Deputy Inspector General in C.G.	1 Year in present rank

	Captain in I.N./ Commandant in C.G.	3 Years in present rank
	MEO Class I	5 Years after COC
	Commander in I.N./ Commandant (JG) in C.G.	5 Years in present rank
	MEO Cl. II / MEO Cl. III (CEO-NCV)	7 years after COC
	Ph.D in App. Engg & research in marine industry	Total 10 yrs in mar. Engg related industry
	M.E in App. Engineering in marine industry	Total 11 Yrs in mar. Engg. related industry
	Double Graduate in App. Engg. In marine industry	Total 11 Yrs in mar. Engg. related industry
	B.E. in App. Engg. in marine industry	Total 12 Yrs in mar. Engg related industry

MEMBER GRADE – A 2.1.2 - Candidate for transfer to the grade of Member shall be at the time of such transfer, persons who have following qualifications and service period after qualification,

Membership Grade	Qualification	Service in Rank / Period after COC / Total Service Period in Industry
Member LM	Commodore in I.N. / D.I.G. in C.G.	Directly Eligible
	Captain in I.N. / Commandant in C.G.	1 year service in rank
	MEO Class I	2 Years after COC
	Commander in I.N. / Commandant (JG) in C.G.	3 Years in present rank
	MEO Class II / MEO Class III (CEO NCV)	5 Years after COC
	Lt. Commander in I.N. / Dy. Commandant in C.G	5 years in present rank
	Ph.D in App. Engg & research in Marine	8 years in marine Engineering related Industry
	M.E / Double Graduate in App. Engg.	Total 9 yrs -do-
	B.E. in App. Engg – marine industry	Total 10 yrs - do -

ASSOCIATE MEMBER GRADE – A 2.1.3 - Candidate for transfer to the grade of Associate Member shall be at the time of such transfer, persons who have following qualifications & service period after qualifications.

Membership Grade	Qualification	Service in Rank / Period after COC/ Total Service Period in Industry
Ass. Member LM	MEO Class I	Directly eligible
	Captain / Commandant. in C.G	Directly Eligible
	Commander in I.N / Commandant (JG) in C.G.	1 year service in rank
	MEO Class II / MEO Class III (CEO NCV)	3 Years service after COC
	Lt. Commander in I.N / Dy. Commandant in C.G.	3 Years service in rank
	MEO Class IV	5 Years service after COC
	M.E / Double Graduate in App. Engg. In Marine Industry	Ttl 7 yrs in mar.engg.related industry
	B.E. Degree in App. Engg. in marine industry.	Total 8 yrs - do -

ASSOCIATE GRADE A 2.1.4 - Candidate for transfer to the grade of Associate shall be at the time of such transfer, persons who have following qualifications and service period after qualification

Membership Grade	Qualification	Service in Rank / Period after COC / Total Service Period in Industry
Associate LM	Commander in I.N./ Commandant (JG) in C.G.	Directly Eligible
	MEO Class II / MEO Class III (CEO-NCV)	Directly Eligible
	MEO Class IV.	1 Year of service after COC
	Lt. Commander in I.N. / Dy. Commandant in C.G.	1 year of service in rank
	Lieutenant in I.N./ Asst. Commandant in C.G.	2 years of service in rank
	M.E. / Double Graduate in App. Engg.	Total 2 yrs in mar.engg.rel. industry
	B.E. App. Eng / Gas/ Refrigeration / Elec & Electronic Engr	Total 3 yrs - do -
	Diploma in Engg	Total 6 yrs - do -

GRADUATE GRADE – A 2.1.5 - Candidate for transfer to the grade of Graduate shall be at the time of such election / transfer, persons who have following qualifications.

TABLE A 2.1.5 – GRADUATE GRADE –

Membership Grade	Qualification	Service Period After Qualification
Graduate LM	Class IV/ MEO Class IV Part A	Directly Eligible
	MEO Class III (SEO-NCV) / MEO Class IV (NCV)	Directly Eligible
	Lt. Commander / Lieutenant in I.N.	Directly Eligible
	Dy. Commandant / Asst. Commandant in C.G.	Directly Eligible
	Gas / Refrigeration Engr / Elect./ Electronic Officer	Directly Eligible
	Operation Level Cert from any Administration	Directly Eligible
	ERA in I.N. with Diploma	Directly Eligible
	M.E. / Dbl. B.E./ B.E. in App. Branch of Engg.	Directly Eligible
	Diploma in Approved Branch of Engineering	Total 2 yrs in mar.engg. related industry

Graduate Engineers have a grace period of two years after which they are to become Graduate LM. Shore Based Engineers without any sea experience are now merged under various grades.

Agenda item No 1 b) Proposal of Sponsored Membership :

PROPOSAL : TO REVIEW AND APPROVE PROPOSAL TO RENAME THIS AS SPONSORED MEMBERS A 2.1.7 AND INCLUDE THE FOLLOWING CONTENTS

MEMBERSHIP PROCEDURE FOR SPONSORED MEMBER

1. VALIDITY OF DELEGATE'S MEMBERSHIP FROM SPONSORING ORGANISATIONS SHALL BE FOR A PERIOD OF ONE YEAR. THE SPONSORING ORGANISATION MAY RENOMINATE OR NOMINATE A DIFFERENT PERSON OF THEIR CHOICE AS THEIR REPRESENTATIVE.
2. SPONSORED REPRESENTATIVES OF THEIR ORGANISATIONS SHALL CEASE TO BE MEMBERS ON TERMINATION OF THE PERIOD.
3. SPONSORING ORGANISATION MAY OPT TO RECOMMEND DIFFERENT REPRESENTATIVES.
4. SPONSORING ORGANISATIONS SHALL ENSURE THAT THEIR REPRESENTATIVES COMPLY WITH THE MINIMUM TECHNICAL ENGG. QUALIFICATIONS AS CALLED UNDER A 3.0 – ELECTION OF MEMBERS SHALL BE BASED ON ELIGIBILITY CRITERIA ASS PER ELIGIBILITY CRITERIA TABLE A 2.1.1 TO A 2.1.7 AND AS DETAILED AND DULY RECOMMENDED BY THE HGS AND APPROVED BY THE G.C. FOR ACCEPTANCE AS A “SPONSORED MEMBER”.
5. REPRESENTATIVES FROM SPONSORING ORGANISATIONS SHALL BE CONSIDERED FOR ELIGIBILITY FOR GRADES OF HON. MEMBER / HON. ASSOCIATE MEMBER / HON. ASSOCIATE GRADE BASED ON QUALIFICATION / COC / RANK & DESIGNATION / ONE'S POSITION OF SENIORITY / RESPONSIBILITY / SERVICE PERIOD AFTER QUALIFICATION ETC., AND HIS OVERALL STANDING IN THE INDUSTRY.
6. SPONSORING ORGANISATION SHALL BE ATTUNED TO ACTIVITIES INVOLVED IN SHIPPING OR ALLIED MARITIME INDUSTRY SO AS TO ENABLE THEIR REPRESENTATIVES TO BE SPONSORED MEMBERS.

7. SPONSORED MEMBERS CAN ATTEND ANY OF THE IMEI's EVENTS / SEMINARS AT BRANCH / INTERNATIONAL LEVEL DURING THE CURRENCY OF THEIR SPONSORED MEMBERSHIP.
8. IMEI CAN OFFER IN RETURN 1. FULL PAGE ADVT COLOR IN MER @17,000/ ONCE EVERY QUARTER 2. A BANNER WITH COMPANY;'S LOGO AT EVERY IMEI & ITS BRANCH EVENTS HELD IN INDIA. 3. SPONSORED MEMBERS WILL BE WELCOME AS "FREE DELEGATES" AT EVERY SEMINAR OF IMEI AT NATIONAL LEVEL 4. LOGO OF SUPPORTING ORGANISATION WILL DISPLAYED AT EVERY EVENT CONDUCTED BY IMEI. 5. TOP LEVEL EXECUTIVES OF THE CORPORATE MAY BE OFFERED TO CHAIR A TECHNICAL MEETING SESSION BY THE SESSION CHAIRMAN IF HE IS CONSIDERED WORTHY FOR THE ROLE, FOR EVENTS CONDUCTED BY IMEI / ITS BRANCHES.

SPONSORSHIP FEE FOR ORGANISATION

SPONSORSHIP FEE	AMOUNT	NO. OF SPONSORED MEMBERS	PERIOD OF ELIGIBILITY
A	10,00,000/	5	5
B	5,00,000/	5	2
C	3,00,000/	3	2
D	2,00,000/	2	1

- CORPORATE SPONSORED MEMBER SHALL BE IDENTIFIED BY HIS SPONSORED COMPANY NAME. THE APPROPRIATE GRADE SHALL BE APPROVED BY THE COUNCIL AND AWARDED TO THE REPRESENTATIVE IN CONSULTATION WITH THE SPONSORING ORGANISATION.
- SPONSORED MEMBERS SHALL NOT BE ELIGIBLE TO ATTEND THE AGM / COUNCIL / BRANCH MEETINGS OR VOTE / PARTICIPATE IN ANY OF THE ADMINISTRATIVE ACTIVITIES OF IMEI / ITS BRANCHES.
- SPONSORED MEMBERS SHALL NOT BE LEVIED ANY DELEGATE FEES FOR THEIR ATTENDANCE OF EVENTS / SEMINARS / OF IMEI WITHIN INDIA AT ANY BRANCH / H.O. LEVEL DURING THE PERIOD OF THEIR SPONSORED MEMBERSHIP / COMPANY SPONSORSHIP PERIOD.

Resolution No. 86.01.02

The above proposal of sponsored members is hereby accepted without grading.

Resolved that the existing Subscriber Members will continue to receive their current privileges/ benefits as they availed before and henceforth no more new entry for the Subscriber Membership will be taken.

Proposed by Mr V K Jain and seconded by Amit Bhatnagar

Agenda item 1 c: Changes in the AOA

8.0 ENTRANCE FEE, ANNUAL SUBSCRIPTIONS AND LIFE MEMBERSHIP FEE

8.1.1 Entrance fees and subscription fees shall be paid at rates as fixed by the Governing Council and revised from time to time. These fees should be revised every 2 years ; the basis being the consumer price index as given by the Bombay Chamber of Commerce. The Governing Council need to only decide as to what percentage of this rise (of 2 years) should be applied to the ~~Subscription and~~ Entrance fees.

8.1.2 ~~Life Membership Fees are to be a function of the subscription fees for the grade of Fellow, being 15 times the Annual Subscription at the age of 30 years and below and subsequently being lower proportionately with age, right upto the age of 67 years as per table below :-~~

~~——— Age Next Birthday Fees as a function of~~

_____ "Fellow" members subscription = F

_____ 30 } _____ 15.O.F }

_____ 35 } _____ 15.O.F }

_____ 36 } _____ 14.O.F }

_____ 41 } _____ 14.O.F }

_____ 42 } _____ 13.5.F }

_____ 46 } _____ 13.5.F }

_____ 47 } _____ 12.5.F }

_____ 54 } _____ }

55 } 10.O.F }

60 } }

61 } 7.5 F

64 }

65 }

67 } 5.O.F

~~Or as the GC decided in accordance with the circumstances permit from time to time~~

~~Anybody below the age of 30 years can become a Life Member by paying the same fees as fixed for age of 30 years unless his grade of membership has any limitation imposed on it either based on duration of membership at that grade or maximum age for that particular grade of membership.~~

~~Since Life Membership is basically offered based on subscription of a Fellow, anyone who is not a "Fellow", but wants has to become a Life Member and must pay all transfer fees upto the grade of a "Fellow". It is further~~

~~envisaged that all Fellow Members will be Life Members of the Institute.~~ Life member fees is a one time fees payable by a member for any grade of membership. This fees is constant and is revised periodically from time time for all grades of membership. Any applicant being admitted to a grade of membership will pay be entrance fee for the grade of his eligibility as detailed in the ORP. On upgradation of membership to a particular grade for which he is eligible, he pays the corresponing transfer fees to the higher grade as detailed in the fee structure table Annexure II – P 2. 01 & P 2. 02.

8.1.3 Students studying to become Marine Engineers at any Institute approved by Director General of Shipping for conducting pre – sea Training will be admitted as a Student Member of the Institute at special entrance fee as decided by the Governing Council from time to time. Student Membership thus granted, **will be limited for a period of six months after completion of their training** as further clarified in the operating rules.

~~8.2 Entrance fees and the first year's subscription fees shall be paid by candidates on application for election and such entrance and subscription fee shall be returned to such candidates in the event of their not being elected. In the event of a candidate being elected to a grade of membership other than that for admission to which he has applied, the difference (if any) between the entrance and subscription fees paid by such candidate and the entrance and subscription fees payable for the grade to which he is elected, as provided by these Articles, shall be paid by such candidate. or adjusted against the next year's subscription, as the case may be. All subscriptions shall be payable in advance, and shall become due on the first day of April in each year. For members elected or transferred during any financial year, the subscription fees for the current year shall be charged on a quarterly basis, unless the Institute decides and informs the candidate otherwise. The financial year of the Institute shall be from 1st April to 31st March of following year.~~

~~8.3 Reduced annual subscriptions or exemption from paying further subscriptions, shall be allowed to any member of any grade who satisfies the conditions for the same, depending upon duration of paid up~~

~~—membership and age as laid down by the Council from time to time.~~

8.4 Any person whose name shall have remained continuously on the Roll for 40 years shall be entitled to receive a certificate to that effect.

8.5 ~~If any member shall allow his subscriptions for any year to fall three months in arrear, the Institute shall notify him of the same, and if he does not pay such subscriptions within the space of three months from the date of such communication, the Institute shall withhold such privileges of membership as it may think fit.~~ In no case shall any corporate member be entitled to vote at any meeting unless he has paid in full all subscriptions due on the date of such meeting.

8.6 Money received by way of entrance/transfer fee shall be capitalised to corpus fund.

8.7 In case of transfer from one grade of membership to another, transfer fee as decided by the Governing Council shall be charged.

<p><i>12.0 COUNCIL ELECTIONS</i></p> <p>12.1 All office bearers of the Council shall be Fellows and Council Members shall either be Fellows or Members or Associate Members.</p> <p>12.2 It shall be the responsibility of the President together with other office bearers and the Institute's office to ensure that elections are duly completed as per schedule every odd year and a new council is elected by that time. The results of the election should be announced at the Annual General Meeting of every odd year which must be held as per Article no.12.7.</p>	<p>12.1_TO READ AS – ALL OFFICE BEARERS OF THE COUNCIL VIZ., PRESIDENT / VICE PRESIDENT / HON. GENERAL SECRETARY SHALL BE “FELLOWS” AND ALL COUNCIL MEMBERS SHALL EITHER BE “FELLOWS” /”MEMBERS” OR “ASSOCIATE MEMBERS”.</p> <p>12.2 – No Change</p>
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<p>and the new Council should take over, also as per Article no.12.7.</p> <p>12.3 All the office bearers as well as members of the Governing Council would be elected by ballot paper/ e ballot.</p> <p>12.4 Any corporate Member may nominate with the latter's consent, any other corporate Member for election to the offices of President, Vice-President, Hon. General Secretary and members of the Council, provided that the nomination is seconded by another Corporate Member. The consent of the person being nominated must be indicated by the Nominee. No member shall give his consent for being nominated for more than one single post on the Governing Council and /or branch committees.</p>	<p>12.3 – No change</p> <p>12.4 TO READ AS - ANY CORPORATE MEMBER MAY NOMINATE ANY OTHER CORPORATE MEMBER FOR ELECTION TO THE OFFICES OF PRESIDENT / VICE PRESIDENT / HON. GENERAL SECRETARY AND MEMBERS OF COUNCIL PROVIDED THAT THE NOMINEES HAVE DULY COMPLETED THE REQUIRED 4 YEARS OF "CORPORATE MEMBERSHIP" IN IMEI IN TOTALITY.</p> <p>CANDIDATES FOR ELECTION AS "COUNCIL MEMBERS" SHALL ALSO HAVE COMPLETED THE MINIMUM PERIOD OF 4 YEARS OF "CORPORATE MEMBERSHIP" IN IMEI.</p> <p>No member shall give his consent for being nominated for more than one single post on the Governing Council and /or branch committees.</p>
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Resolution No 86.01.03 Resolved that the above changes in the AOA are hereby approved unanimously with the 2/3 Majority of the Governing council members with subject to that the proposal of changes in the AOA should be put forward to the AGM for further approval and should be submitted to the Charity Commissioner for information.

Agenda item no 1 d: Changes in the ORP

RECOMMENDED ORP CHANGES

ORP CLAUSE	HEADING	EXISTING	RECOMMENDED CHANGE
Part II – Annex. P 2.01 Page 70 of ORP	Entrance Fee & Annual Subscription	Table P 2.01 / P 2.02 showing grades with Fee Structure	Annexure P 2.01 - Entrance Fee & Fee structure Table / P 2.02 – LM Fees & Graded Fee Structure – Changes made in the ORP as per the Existing applicable Fee structure till the proposed new fees structure will be approved by the AGM
Part II - Rules & Procedures of ORP – Page 35	ORP – Page 35 / 37 – AOA 2.0 / 2.1 – Membership & Membership Grades – A 2.2- Membership criteria for grades. A 2.1.1 / A 2.1.2 / A 2.1.3 / A 2.1.4 / A 2.1.5 /A 2.1.6	Fellows A 2.1.1/ A 2.1.2 / A 2.1.3 / A 2.1.4 / A 2.1.5 & Students A 2.1.6 – refer ORP Page 35/37.	New Tables with 3 nos column – Membership Grade / Qualifications / Service Period after qualification A 2.1.1 / A 2.1.2 / A 2.1.3 / A 2.1.4 / A 2.1.5 replace existing Table of ORP. No changes recommended for Students A 2.1.6.
--do --		Refer Table in ORP – Page 37 under this heading.	Shore based Engineers w/o sea experience – Refer New Table. They have been merged & considered under each

<p>AOA – Definitions ORP Page 39</p>	<p>Definitions – Experience / Shore Experience / Total experience</p>	<p>Experience... means sea service.....actual period of sailing as per CDC or service record book. Shore experience: means experience in ship related organisation. Total experience: in case switching from.....the total experience requirement for shore based engineers.</p>	<p>grade. Term experience to be replaced by “Total service period”. Service period: means service period of an engineer officer or work in a shore establishment/ repairs / management or survey of ships/ or any other ship related industry/ activity considered suitable by the GC, after attaining the highest qualification / rank stated in the previous column. Service period should be in a department related to marine engineering and the period of service shall be as per service record. Service period ashore: means period of service in a ship related organisation. Total service period: in case switching from sea career to a shore based career, the sea service after the highest COC along with the total service period ashore since leaving sea career shall determine the total service period.</p>
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The above proposed changes are already approved in the 85th GCM and it is incorporated in proposed revised eligibility criteria refer resolution No 86.01.01.

Agenda Item No 1 e) : Approval of vendor

With refer to the 85th GC it was decided that the ALFSC chairman will study the quotation and put up to the GC through online for approval.

Further it was suggested that the membership subcommittee should get additional 2 more quotations for comparison and then the ALFSC chairman will negotiate with the existing vendor if required and finalize the same.

Agenda item no 3 : Grievance redressal mechanism proposal (attached): Pending from 85th GCM

Mr V K Jain presented the following slights

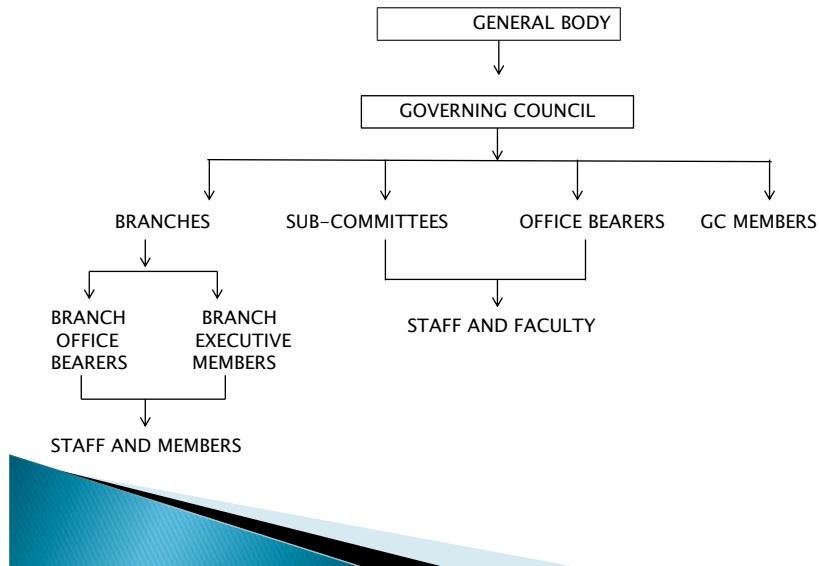
IMEI GRIEVANCE REDRESSAL MECHANISM :

1. CURRENT STRUCTURE OF THE IMEI
2. NEED FOR CHANGE IN THE GRIEVANCE PROCEDURE
3. IF FELT SO, WHAT ARE THE CHANGES REQUIRED?

STRUCTURE OF IMEI



STRUCTURE OF IMEI



Grievance Cell” shall mean a Sub-Committee for the purpose of addressing Members’ grievances including matters of Memberships – AOA existing definition

ORP :

In addition to the clauses covering the deletion as per the Articles of Association the Institute has established Grievance redressal procedure as follows:

GRIEVANCE REDRESSAL PROCEDURE

The Institute has a Grievance Cell which is headed by the Immediate Past President, together with one or two senior Fellow Members nominated by the Governing Council

It is recognized that a Member may have a grievance of any of the following natures:

- a. Grievance regarding the functioning or activities of the Branch he / she is attached to
- b. Grievance regarding the functioning or activities of the Institute
- c. Grievance regarding the functioning and activities of the Governing Council or any of the sub - committees except for the Grievance Cell
- d. Grievance regarding the Office bearers
- e. Grievance concerning any other member

Any Member who has any grievance relating to the functioning or activities of the Branch to which he/she is attached, should first write to the Chairman of the Branch with a copy to the Branch Honorary Secretary. If the Member is not satisfied with the response from the Branch Office Bearers, then he/she can write to the President with a copy to the Honorary General Secretary, who can either refer the matter to the Governing Council if it involves a policy decision, or to the Grievance Cell for all other matters. All complaints should be sent along with supporting documents.

The Grievance Cell shall in the event the Complaint is referred to it regarding Branch functioning / activities constitute a team and it shall be headed by the Immediate Past President together with one or of two or more Fellow Members nominated by the Governing Council, to look into the matter. One of the Fellow Member shall be designated as the Team Leader.

The aggrieved Member, in his letter of grievance, can suggest up to three names of Fellow Members with whom he/she has no family relationship nor official relationship, who may or may not be from the concerned Branch. The Grievance Cell [shall](#) invite one such Fellow Member to join the team,.

The Team shall be free to look into the matter in whatever way it considers fit, but must be fully guided by the Institute's Memorandum of Association, Articles of Association, Branch Rules, Benevolence Fund Rules and the Operational Rules & Procedures, all as applicable. All documents needed by the Team, will be made available by the Grievance Cell, together with all support that it may require to look into the grievance.

The individual members of the Team must not divulge the proceedings of the Team to any one personally. The leader of the Team shall submit the report to the Chairman of the Grievance Cell and the decision of the Team shall be final. Chairman, Grievance Cell shall convey the decision of the Team to the Governing Council, and thereafter to the aggrieved party.

The Team may, if they so wish, decide to provide counselling to the aggrieved party. Apart from giving its decision on the grievance, the Team can also suggest to the Grievance Cell, any changes in the procedures adopted that it considers important, for reference to the Governing Council for its due consideration for later inclusion in the Operational Rules & Procedures. However these suggestions, as and when accepted by the Governing Council, shall be applicable in future only and shall not affect the proceedings of the grievance under consideration.

If the complaint is regarding Membership matters [\(ie. b above \)](#), then the Member should write directly to the Honorary General Secretary, who can similarly refer the matter either to the Governing Council if it involves a policy decision, or to the Grievance Cell for all other matters.

[For grievances under c , d and e the Member may write directly to the Chairman of the Grievance Cell with a copy to the HGS and the chairman of the Branch he is attached to and the Grievance Cell will deal with the matter in whatever way it](#)

considers fit, but must be fully guided by the Institute's Memorandum of Association, Articles of Association, Branch Rules, Benevolence Fund Rules and the Operational Rules & Procedures, all as applicable .

All documents needed by the Grievance Cell will be made available by the Office Bearers / employees of the Institute , together with all support that it may require to look into the grievance.

The individual members of the Grievance Cell must not divulge the proceedings of the Cell to any one personally. The Chairman of the Grievance Cell shall convey the decision of the Cell to the Governing Council, and thereafter to the aggrieved party and the decision of the Cell shall be final.

The Cell may, if they so wish, decide to provide counselling to the aggrieved party. Apart from giving its decision on the grievance, the Cell can also suggest any changes in the procedures adopted that it considers important, for reference to the Governing Council for its due consideration for later inclusion in the Operational Rules & Procedures. However these suggestions, as and when accepted by the Governing Council, shall be applicable in future only and shall not affect the proceedings of the grievance under consideration.

In the case of Grievance under e the Grievance Cell will specifically be guided in addition by Articles 9 and 10.04 of the AOA.

The right of any member to raise a Grievance is irrespective of whether the member is carrying out any duties for the Institute on an honorary or remuneration for the services rendered basis. In the event the Member is in the employment of the Institute , additionally the relevant laws applicable as well as the terms of employment are to be taken into consideration during the grievance redressal process.

All grievances are concerned as Non – conformities and recorded as per the Quality procedures adopted by the Institute.
All grievances may be raised within a time period linked to the ‘retention of records’ within the Quality procedures.

Discussion :

Mumbai Branch Chairman informed the GC that the above proposal of changes in the grievance procedures discussed in their Executive Committee meeting and the all committee were on the same thought that there need to be a changes in the existing grievance procedure on the following natures :

- a. Grievance regarding the functioning or activities of the Branch he / she is attached to
- b. Grievance regarding the functioning or activities of the Institute
- c. Grievance regarding the functioning and activities of the Governing Council or any of the sub - committees except for the Grievance Cell
- d. Grievance regarding the Office bearers
- e. Grievance concerning any other member

On the discussion of the above following observation made:

1. In the existing ORP/AOA –it is mentioned what is the grievance redressal mechanism and AOA elaborates on code of Personal conduct.
2. In the ORP – it covers two issues:

- a. That Members if they dissatisfy the way of the activities / functioning the Branch, then the Members from the Branch may write to the Branch Chairman, if the Branch Chairman cannot respond to this member satisfactory then he can in turn to write it to the HGS/ president /office Bearers and if that is not so then it will goes to the Grievance committee
- b. Membership Issues – Members, if are dissatisfied with the admission subcommittee functioning, then the complainant member has a mechanism of grievance redressal and same can be addressed.
3. There is no any other grievance mechanism in the ORP/ AOA for the Branch Staff /HO level staff/ Faculty / members v/s members, members v/s Office Bearers and if the member/ member where IMEI is brought in the picture.
4. Suggestion: other people's grievance also redresses in the ORP.
5. Need for change in the grievance procedure –

After briefed discussion and on the majority of the GC members below was concluded and reiterated:

1. There is no need to change in the existing Grievance procedure which is working good and current rules are good to tackle any issues.
2. Any members who is also the paid employee of the Institute should be governed only by the service rules.
3. Members v/s members grievance should not be part of IMEI grievance redressal till the time the code of conduct of members are in violation of Articles.

Agenda 2 - Introduction of start-up incubation centre at 2nd floor IME(I) building –

As directed by the GC in 85th GCM:

- 1. The two legal advise sent to GC for their information.**
- 2. The meeting was held with Chairman of the Marketing and BD and HGS and the points ponder from GC and as concluded in the meeting were informed such as :**
 - 1.To start with 50% of the space on the basis of response and then will may extend to 100%**
 - 2.To Facilitate out of the state participation assistance with existing available hostel facility can be extended ,**
 - 3. 2 Years Locking period and maximum 4 years allotment**
 - 4. 3 months security deposit,**
 - 5. members preferable if inventory remains will be extended to non Members**
 - 5.breakeven point : with 25 % occupancy, approx 3 months ,**

6. Utilizing the existing manpower and resources

After discussion on the above points it was suggested that the proposal should be reviewed with the more discussion while considering the following in more elaborate manner:

1. Review of the Articles.
2. To explore opportunities locally, shipping companies, MTI conducting courses, Examination etc
3. To study incubation centre model and how it can be applies to the IMEI specially on profit sharing aspects.
4. Review same in line with Income tax regulations.
5. To Improve the internal infrastructure.
6. To review the clause in the existing lease agreement with CIDCO and find out the way or option of subleasing / permission from the CIDCO for renting a space to the member or non-member for the commercial business activities

It was decided that the proposal can be again deliberated with consideration of above points and submit to the next GC

Agenda 4 - IME(I) participation on social initiatives-legal opinion for information

With reference to the 85th GCM one legal opinion the following wording was received towards the insertion of the Social activities in the AOA

to enable Members to meet and correspond and from the amongst other intentions to facilitate the interchange of ideas respecting improvements and improved methods of working machinery, and to publish and communicate information on such objects through the social interactions, social media and other communication methods etc. for the promotion of the objects and aims of the institute.

It is concluded that the suitable and more appropriate wording should be obtained from another lawyer to insert the social activities / social interaction/ Antakshari/ Yoga etc in the AOA.

GC Members are requested to forward the more specific wording.

It was also suggested to take a legal advice on to whether we can continue these activities social interaction is extending part of the any membership, whether the objection by member can sustain under the present article and the article being amended. **a second opinion was received from a legal advisor. That needs to be circulated and incorporated as amendment to AOA , re-worded legally, to be passed in the AGM.**

With reference to the above advised from the GC, the following wording received from the legal counsel which is to be incorporated in the AOA

Resolution No 86.04.01: Resolved that as advised by the GC, the following suitable wording should be incorporated and amend the Article accordingly

4.6. To establish, organise, manage, supervise and carry on jointly with individuals or institutions, or of its own volition, educational,

social, cultural, recreational, or other activities and events, for the benefit of the members of the Institute and their families and to encourage members to invite guests and family members to events and functions so organised by the Institute so that non-members of the Institute may be better informed about the function of the Institute and its aims and objects.

4.7. To improve, cultivate, facilitate and develop through various fora such as community outreach programs or social events or the like, an open platform for collaboration, sharing experience, exchanging ideas and making known the objectives of the Institute and for promoting membership of the Institute and to carry on any other activities which may seem to the Institute, capable of being conveniently carried on in connection with the above.

Agenda 5: Any other matter

1. Legalised MOU between NMIS and IMEI – HGS informed the GC that, as per the direction form 85th GCM, the Draft MOU between NMIS and IMEI - Legalised from the Lawyer and submitted to Mumbai Branch Chairman for their record and further process
2. Propose to extend the AGM in the month of NOV 2020 as the income Tax filling return submission date will be on 30th Nov 2020

GC agreed to Extend the date of HO AGM i.e will be held in the month of NOV 2020 in line with the guidelines of the statutory authorities.

Branches also need the direction to conduct their AGM through Online or physical.

To find out from the other companies the way of conducting their AGM

If any objection on conducting the AGM online in view of the Charity Commissioner point of view

3. **Digitalisation of MER :**

President informed the GC about the present printing of MER status from the April 2020 onwards i.e not printed the Hard copies of MER from April 2020 except printing of 400 hard copies .

The Publication subcommittee in their e-meeting they had shortlisted and finalised one company to do the Flip book version of MER.

The GC approved the proposal of Flip book version and decided to go ahead with the same.

86.05.01 Resolved that present digital version of MER shall be changed to the Digital Flip Book version of MER subject to printing of limited hard copies of MER for distribution as per the request from the members if any.

Proposed by Mr K Shankar and Seconded by Mr Satya Prakash Arora

4. Professional membership with ECI – Decided to circulate the same through mass mail from HO and publish through MER.
5. Mr B S Mathur seek the information from the Office Bearers towards the reason behind the resignation of the directors of the IMEI, he also informed that he has to know to understand the grievances / problem behind the resignation, and he also know to find whether the any grey areas in relationship between Director and HGS or president CD committee and our Institute.

President clarifies the query and informed about the communication of Director has with the HGS and CD SC. The President and vice President generally does not come in contact or has no significant role to play with the director until any case grievance comes up.

President further clarifies below on partition of last three Directors:

1. Mr Narendra Mathur was unhappy with the way the CD subcommittee whoever is handling it is and he left the job because he got a better job prospect.

2. Mr Kar was completed his entire tenure as a Director and his contract was not renewed. His grievance was that he wanted and call for fresh application for that post, and his grievance that the post was not granted to him.

3. Mr Malhotra – As he did not accept the proposed reduction of wages under the circumstances of COVID 19 :

a) As a director, he has to power to make the CD subcommittee budget with the consultation of the CD sub Committee Chairman, finally CD subcommittee submit the same to GC,

F) Feedback from the GC members to conduct the GC meeting: Decided to conduct once in 2 months

G) Next GC meeting in sept 1st week i.e 5th Sept 2020.

6. Close with vote of thanks: Vice President :

The meeting ended with vote of thanks to the Chair. The Vice President thanked all the members and contributors who had enabled the smooth proceedings of the GC.

