	The Institute of Marine Engineers (India)		Sec. No.: P/05 Rev 00
	<b>Governing Council Meeting</b>		<b>Date:</b> 14.11.2021
	Meeting No.: <b>90</b>	<u>Minutes of Meeting</u>	Issued by: <b>HGS</b>

**MINUTES OF THE 90<sup>TH</sup> MEETING OF THE IME(I) GOVERNING COUNCIL**  
**(TERM 2021 - 23) HELD ON 10<sup>TH</sup> OCTOBER 2021**  
(iaw Rule A15.0, A17.0, & A18.0 Part II of ORP and Articles  
14.0, 15.0, 17.2 & 18.2 of M&AoA)

**Meeting Notice and Agenda**

1. Notice for the Meeting was given to members on 4<sup>th</sup> October 2021 through GC Google Group. Extract of the e-Notice and the circulated Agenda is reproduced below:

“**Notice** is hereby given to members (Term 2021-23) for the conduct and request to attend the Meeting No. 90 of the Governing Council (GC) scheduled **at 1000 hrs on 10<sup>th</sup> October 2021 through Virtual Meeting Application: Zoom** (Link to Join the Meeting is at the end of this Agenda).

**Agenda** for the meeting is as below:

<b><u>Time (hrs)</u></b>	<b><u>Agenda Item No.</u></b>	<b><u>Agenda / Event</u></b>
1000	-	All Members Log-In for Audio/ Video Check
1008	1	Observance of a Minute's Silence in Honour of Deceased Members
1010	2	Introduction of Members of the GC (Term 2021-23)
1015	3	Welcome Address by President
1035	4	Adoption of Agenda for 90 <sup>th</sup> GCM - By Circulation
1037	5	To Grant Leave of Absence
1039	6	Adoption of Minutes of the 89 <sup>th</sup> GCM - By Circulation
1040	7	Action Taken Report
1050	8	Change of Signatories at HO - By Resolution
1055	9	Change of Trustees at BES - By Resolution
1100	10	Nomination for Various External Bodies
1110	11	Formation of Various Sub-Committees
1130		Confirmation of Various Sub-Committees (Sub-Com) and their composition followed by Presentation of <b>Reports</b> (covering <i>Budgeted</i>



The Institute of Marine Engineers (India)

Sec. No.: P/05 Rev 00

**Governing Council Meeting**

**Date:** 14.11.2021

Meeting No.: 90

Minutes of Meeting

Issued by: HGS

Page 2 of 19

<b><u>Time (hrs)</u></b>	<b><u>Agenda Item No.</u></b>	<b><u>Agenda / Event</u></b>
		<i>Figures for FY 2021-22 / Fund Allocations and Future Objectives/ Goals for next Two Years) on:</i>
1135	12A	Building & Facilities Sub-Com
1145	12B	Career Development Sub-Committee
1155	12C	Examination & Certification Sub-Com
1205	12D	International Relations Sub-Com
1215	12E	Finance & Business Development Sub-Com
1225	12F	Publications Library & Website Sub-Com
1235	12G	Admission & Membership Sub-Committee (including Ratification of New Memberships & Grade Transfers)
1245	12H	Administration & Legal Sub-Com
1255	12J	Quality Sub-Com
1300		<b>Break for Lunch</b>
1345	12K	Grievance Cell
1355	12M	IT Sub-Com
1405	12N	Public Relations Sub-Com
1415	13	Selection of Chairman of Benevolence Fund
1420	14	Approval of Drawn Resolutions (To be Circulated through e-Mail)
1425	15	Office Bearers for Delhi Branch - Way Ahead
1435	16	Pending / Urgent Legal Issues
1450	17	Date for Next GC Meeting
1455	18	Vote of Thanks & Closure - By Vice President

Any other points will be taken up with the permission of Chair subject to availability of time. View current Pandemic situation, this GCM will be held through web-based video-conferencing software, link for which is shared below:

**To Join Zoom Meeting Click this Link:**

**<https://us02web.zoom.us/j/86899364255?pwd=Vm11TVQ0dWhYbGh1N2ZtQWN3MitVUT09>**

**OR,** You may join directly through the Zoom App using following details:



The Institute of Marine Engineers (India)

Sec. No.: P/05 Rev 00

**Governing Council Meeting**

**Date:** 14.11.2021

Meeting No.: **90**

Minutes of Meeting

Issued by: **HGS**

Page **3** of **19**

Meeting ID: **868 9936 4255**

Passcode: **373408**

Request all to kindly make it convenient to attend from Home/ Office through Laptop/ PC/ Smartphone/ suitable Device. In case of difficulty/ for assistance, Members may please contact Mr. D.K. Shetkar on +91 98332 50160.”

**Attendance**

2. Attendance of various GC Members for the meeting is as tabulated below:

<b><u>S No.</u></b>	<b><u>Name of GC Member</u></b>	<b><u>Parent Branch</u></b>	<b><u>Designation</u></b>	<b><u>Attendance</u></b>
(i)	Mr. Vijendra Kumar Jain	Mumbai	President	P
(ii)	Mr. Amit Bhatnagar	Kolkata	Vice President	P
(iii)	Mr. Bhupesh Tater	Mumbai	Hon. Gen. Secy.	P
(iv)	Mr. Arun Kumar Gupta	Mumbai	Branch Chairman	P
(v)	Mr. Yatindra Nath	Mumbai	GC Member	LoA
(vi)	Mr. Girish Sreeraman	Mumbai	GC Member	P
(vii)	Mr. Rajeev Nayyer	Mumbai	GC Member	P
(viii)	Mr. Sanjeev Vakil	Chennai	Branch Chairman	P
(ix)	Mr. Anil Kumar P.K.	Chennai	GC Member	LoA
(x)	Mr. Vaman Mangesh Gaitonde	Goa	Branch Chairman	P
(xi)	Mr. S Krishnan Kutty	Kochi	Branch Chairman	P
(xii)	Mr. Mathew Koshy	Kochi	GC Member	P
(xiii)	Mr. Gautam Sen	Kolkata	Branch Chairman	LoA
(xiv)	Mr. Swapan Kumar Saha	Kolkata	GC Member	P
(xv)	Mr. Sanjeev D Ogale	Pune	Branch Chairman	P
(xvi)	Mr. Vijayananda Kumar Amara	Visakhapatnam	Branch Chairman	P



<b><u>S No.</u></b>	<b><u>Name of GC Member</u></b>	<b><u>Parent Branch</u></b>	<b><u>Designation</u></b>	<b><u>Attendance</u></b>
(xvii)	Mr. Dilshad Singh Anand	Visakhapatnam	GC Member	P
(xviii)	-	Delhi	Branch Chairman	-
(xix)	Mr. Chirag Bahri	Delhi	GC Member	P
(xx)	Mr. Vicky Malhotra	Delhi	GC Member	LoA
(xxi)	Mr. Uday Purohit	Mumbai	Imm. Past Pres.	LoA
(xxii)	Mr. Kushal Roy		Imm Past VP	LoA
(xxiii)	Mr. Tarun Kumar	Mumbai	Imm Past HGS	P

### **Formal Agenda Points**

- 3. Observance of a Minute's Silence in Honour of Deceased Members (Agenda Item No. 1).** Prior to commencing the proceedings, the HGS requested all present to observe a one-minute silence as a mark of respect and prayer for Members who had passed away since the last GC meeting viz.; Mr. Vijay Bhushan Arora, Mr Bibek Mazumdar, Mr M.C. Ashthana, Mr Krishnan Sakha Roy, Mr. A.S. Rastogi, Mr Ranesh K Ray, Mr K.P. Mohanan and Mr Itterah George.
- 4. Members' Introduction of GC Term 2021-23 (Agenda Item No. 2).** This being the first meeting of the GC for the term 2021-2023, the members introduced themselves for the benefit of the others present.
- 5. Welcome Address by President (Agenda Item No. 3).** The President, Mr. Vijendra Kumar Jain, while chairing the meeting, welcomed the new members of the Governing Council to the meeting.
- 6. Adoption of Agenda for 90<sup>th</sup> GCM (Agenda Item No. 4).** The previously circulated Agenda for the 90<sup>th</sup> GCM was adopted unanimously by the GC.



The Institute of Marine Engineers (India)

Sec. No.: P/05 Rev 00

**Governing Council Meeting**

**Date:** 14.11.2021

Meeting No.: 90

Minutes of Meeting

Issued by: HGS

Page 5 of 19

7. **Leave of Absence (Agenda Item No. 5).** Leave of absence was granted to GC members who had previously conveyed their inability to attend the GC Meeting. The members being Mr Vicky Malhotra, Mr Gautam Sen, Mr Anil Kumar and Mr Y Nath.

8. **Adoption of Minutes of the 89<sup>th</sup> GCM (Agenda Item No. 6).** The members present in the GCM adopted the Minutes of the 89<sup>th</sup> GC which were previously circulated via E-mail and resolved as below:

<b><u>Resolution No.</u></b>	<b><u>Details of Resolution</u></b>
90.06.01	RESOLVED that the minutes of the 89 <sup>th</sup> GC meeting, as presented, are approved.
<b><u>Proposed By:</u></b>	Mr D S Anand
<b><u>Seconded By:</u></b>	Mr Mathew Koshy

9. **Action Taken Report (Agenda Item No. 7).** The President suggested that this being the first meeting of the current term, the list of pending items from the previous GCM(s) / Action Taken Report (ATR) points be taken up later in the meeting under any other matter. However, it emerged that all ATRs are yet to be compiled due to short notice and it was agreed that an updated status of the same will be circulated amongst the GC Members subsequently.

10. **Change of Signatories (Agenda Item No. 8).** The statutory requirement to change signatories at HO with the new Office Bearers of the current term upon assuming office was taken up and resolved as below:

<b><u>Resolution No.</u></b>	<b><u>Details of Resolution</u></b>
90.08.01	RESOLVED that following would be the authorised signatories under joint signature of any two, for Savings Bank Accounts and Fixed Deposits in the Name of 'The Institute of Marine Engineers (India)' with immediate effect, and till further notification: Mr. Vijendra Kumar Jain - President Mr. Amit Bhatnagar - Vice President Mr. Bhupesh Tater - Hon. General Secretary
<b><u>Proposed By:</u></b>	Mr Sanjeev Ogale
<b><u>Seconded By:</u></b>	Mr Rajeev Nayyer



The Institute of Marine Engineers (India)

Sec. No.: P/05 Rev 00

**Governing Council Meeting**

Date: 14.11.2021

Meeting No.: 90

Minutes of Meeting

Issued by: HGS

Page 6 of 19

11. **Change of Trustees at BES (Agenda Item No. 9).** The change in trustees with the new GC members of this term upon assuming office was taken up and resolved as below:

<b><u>Resolution No.</u></b>	<b><u>Details of Resolution</u></b>
90.09.01	RESOLVED that the following IME(I) representative would be the Trustees on the Board of Examination Seafarers (BES) Trust for a period of 2 years, commencing 1 <sup>st</sup> Oct, 2021 to 30 <sup>th</sup> Sep, 2023: Mr. Vijendra Kumar Jain - President Mr. Bhupesh Tater - Hon. General Secretary Mr. Rajeev Nayyer - GC Member, Mumbai Branch Mr. S Kannan - Hon. Secretary, Chennai Branch
<b><u>Proposed By:</u></b>	Mr Chirag Bahri
<b><u>Seconded By:</u></b>	Mr Krishnan Kutty

12. **Nomination for Various External Bodies (Agenda Item No. 10).** The nominations of IME(I) Members to various external bodies with the new GC members of this term upon assuming office was taken up and resolved as below:

<b><u>Resolution No.</u></b>	<b><u>Details of Resolution</u></b>			
90.10.01	RESOLVED that the following members will represent the Institute of Marine Engineers (India) on the External Bodies as detailed under for the Term 2021-2023:			
	<b><u>Name of the Institute</u></b>	<b><u>Place</u></b>	<b><u>Nominee</u></b>	<b><u>Alternate Nominee</u></b>
	Bureau of Indian Standards	Delhi	President - Mr. Vijendra Kumar Jain	Mr. Tarun Kumar - Imm. Past HGS
	IRS Technical Committee	Mumbai	President - Mr. Vijendra Kumar Jain & Mr. Bhupesh Tater - HGS	Chairman Mumbai Branch - Mr. AK Gupta
	IRS Classification Committee	Mumbai	Member of Mumbai Branch - Mr. Vikram Dingley	Mr. Bhupesh Tater - HGS



<u>Resolution No.</u>	<u>Details of Resolution</u>		
Institute of Maritime Studies	Goa	President - Mr. Vijendra Kumar Jain	Chairman Goa Branch - Mr. V M Gaitonde
Engineering Council of India/ NCRPE	Delhi	President - Mr. Vijendra Kumar Jain	Member Delhi Branch - Mr Ashok Kumar Sehgal
Board of Examinations for Seafarers	Mumbai	President - Mr. Vijendra Kumar Jain GC Member Mumbai Branch - Mr. Rajeev Nayyar HGS - Mr. Bhupesh Tater Hon. Secy. Chennai Branch - Mr S Kannan	Not Applicable
World Maritime Technology Conference	Global	President - Mr. Vijendra Kumar Jain	Immediate past President - Mr. Uday Purohit
<u>Proposed By:</u>	Mr Sanjeev Vakil		
<u>Seconded By:</u>	Mr Chirag Bahri		

13. **Formation of Various Sub-Committees (Agenda Item No. 11).** The President opened discussions on involvement of larger cross-section of members in activities of the Institute through various Sub-Committees (Sub-Coms). It was discussed that welfare of Members, social initiatives, facilitation of business activities and contributions for social initiatives should also be part of the objectives and be looked at for inclusion in the AoA. Inclusion of these objectives would require legal assistance which would be pursued. Post discussions, the following Sub-Coms were agreed by the GC to be formed wherein additional members could be co-opted by the respective Sub-Com Chairman as per due procedure. Accordingly, the following was adopted: -

<u>Resolution No.</u>	<u>Details of Resolution</u>
90.11.01	RESOLVED that the following Sub-Committees will be formed / continue to remain in force at HO as detailed under for the term 2021-2023 with constituents as indicated:



The Institute of Marine Engineers (India)

Sec. No.: P/05 Rev 00

**Governing Council Meeting**

**Date:** 14.11.2021

Meeting No.: 90

Minutes of Meeting


Issued by: HGS

Page 8 of 19

<b>Resolution No.</b>	<b>Details of Resolution</b>		
	<b><u>Name of the Sub-Committee</u></b>	<b><u>Chairman</u></b>	<b><u>Member Secretary</u></b>
	Administration & Legal (ALSC)	Mr. Bhupesh Tater	Shri DK Shetkar
	Finance & Business Development (FBDSC)	Mr. Amit Bhatnagar	Shri Rajeev Walunjkar
	Publications, Library & Website (PLWSC)	Mr. Yatindra Nath	Ms. Rashmi Tiwari
	Admissions & Membership (AMSC)	Mr. Sanjeev Vakil	Ms. Geeta VG
	Quality (QSC)	Mr. Anil Kumar	Shri Mohan Pal Singh
	Examinations & Certification (ECSC)	Mr. Vaman Gaitonde	Shri Mayur Bhalerao
	Students (SSC)	Mr. Sanjeev Ogle	Ms. Akansha Gawde
	Member Grievance Cell (MGC)	Mr. Uday Purohit	-
	Equivalency & Recognition (ERSC)	Mr. Swapan K Saha	Shri Ashish Khatawakar
	Women Members' Welfare (WMWSC)	Mr. VK Amara	Ms. Aditi Thakur
	Research Promotion (RPSC)	Mr. Gautam Sen	Mr. Uma Shankar Singh
	Members Welfare (MWSC)	Mr. DS Anand	Ms. Shweta Dabholkar
	International Relations (IRSC)	Mr. Arun K Gupta	Ms. Shravani Shirsat
	Tie-ups & Growth (TGSC)	Mr. S Krishnan Kutty	Shri Vikram Gokhale
	Building, Land and Facilities (BLFSC)	Mr. TS Girish	Mr. Samuel Solomon
	Career Development (SDSC)	Mr. Rajeev Nayyer	Ms. Anukampa
	Public Relations (PRSC)	Mr. Vicky Malhotra	Shri Manteshwar Kumar
	Information Technology (ITSC)	Mr. Chirag Bahri	Capt Bibhas Pal
	High Value Committee (HVC)	As per the ORP	-
<b>Proposed By:</b>	Mr V M Gaitonde		
<b>Seconded By:</b>	Mr Rajeev Nayyer		


14. Upon formation of various Sub-Coms as recorded at Para 13 above, the Chairmen of these Sub-Coms presented their vision and action plan in broad terms to the GC. Brief presentations were made by Chairmen of certain Sub-Coms viz.; BLFC, CDSC, ECSC, IRSC,



	The Institute of Marine Engineers (India)		Sec. No.: P/05 Rev 00
	<b>Governing Council Meeting</b>		<b>Date:</b> 14.11.2021
	Meeting No.: <b>90</b>	<u>Minutes of Meeting</u>	Issued by: <b>HGS</b>

FBDS, PLWSC, AMSC, ALSC, QSC, ITSC, ERSC, SSC, and WMWSC. Salient takeaways of these presentations / deliberations are as below:

- (a) BLFC to focus on dedicated premises for each Branch and implementation of energy efficiency measures at workplace.
- (b) Development of CPDs/ in-house courses, professional development and mentorship programmes for the membership by CDSC.
- (c) Recommencement of NCV examinations in Tablet mode and augmentation of the Question Bank by ECSC. Chairman ECSC in consultation with HGS is also to look at suitable person to de-conflict the role of Director and the Controller of Examination and inform DGS/MMD.
- (d) Expansion of IME(I) internationally in terms of overseas branches and Chapters is to be pursued vigorously by the IRSC.
- (e) Integration of accounting, balanced investment of surplus, sole use of common Tally software for accounting at all locations of IME(I) by FBDS.
- (f) Digitisation of MER/ Publications and upgradation of IME(I) website is to be fast-tracked by the PLWSC in addition to setting-up of virtual library.
- (g) The AMSC is to focus in the immediate future on increasing new membership from various MTIs (post sea training) as also pursue various organisations to become subscriber members. The AMSC will try to get all IME(I) Members together on various communication platforms such as WhatsApp, Mass mail, etc to facilitate effective communication. The decision on offering discount for bulk booking to shipping companies, Faculty of MTI's and other organizations was kept pending.
- (h) Review of the ISO Manual is to be expedited by the QSC. Monitoring and assisting in implementation of the objectives of the IME(I) would also be looked into by the QSC.
- (i) ITSC is to undertake a comprehensive review and audit of IT assets across all Branches and Chapters and enable seamless data transfer, storage and security. Work in close coordination with the PLWSC and HGS for the development of interactive website.


	The Institute of Marine Engineers (India)		Sec. No.: P/05 Rev 00
	<b>Governing Council Meeting</b>		Date: 14.11.2021
	Meeting No.: 90	<u>Minutes of Meeting</u>	Issued by: HGS

(j) The SSC is to work out a comprehensive list of activities and pursue their implementation for students of various pre-sea and post-sea training institutes. In addition, the SSC would pursue student membership from all pre-sea training institutes and help these student members in professional development.

15. It was agreed that HO/HGS would centrally seek volunteers from the entire membership of the Institute to become a part of these Sub-Coms subject to inclusion/confirmation by the concerned Sub-Com Chairman. Notwithstanding, the Sub-Coms as formed must initiate actions to realise their vision at the earliest. Further, the President advised each Sub-Com Chairman to propose their Budget for the next Financial Year by the last week of October 2021. He also emphasised the need to finalise the Branch budgets too within the same timeline. Further, the Chairmen of each Branch were requested to nominate one Member from his Branch to be a part of these Sub-Coms at HO to ensure seamless implementation and workflow across branches. A summary of the various Sub-Coms thus formed and their Broad Charter as adopted but not limited to is placed at Annexure 1.

16. **Selection of Chairman Benevolence Fund (Agenda Item No. 13).** A separate meeting of members (as per the composition mandated in the ORP) of the Benevolence Fund was held on 10<sup>th</sup> October 21 and the following adopted: -

<b><u>Resolution No.</u></b>	<b><u>Details of Resolution</u></b>
90.22.01	<p>RESOLVED that</p> <p>A. Mr. Mathew Koshy is elected as Chairman of IME(I) Benevolence Fund Board.</p> <p>B. Members of the IME(I) Benevolence Fund Board are; Chairmen of Mumbai, Kolkata, Pune, Chennai, Vishakhapatnam, Delhi, Kochi, and the Goa Branches, and the HGS.</p> <p>C. Member Secretary is Shri SR Bhalerao.</p>
<b><u>Proposed By:</u></b>	Mr A K Gupta
<b><u>Seconded By:</u></b>	Mr Krishnan Kutty

	The Institute of Marine Engineers (India)		Sec. No.: P/05 Rev 00
	<b>Governing Council Meeting</b>		<b>Date:</b> 14.11.2021
	Meeting No.: <b>90</b>	<u>Minutes of Meeting</u>	Issued by: <b>HGS</b>

17. **Approval of Drawn Resolutions (Agenda Item No. 14).** On completion of deliberations, HGS read out aloud the various resolutions as above for the concerned Agenda Item which were passed thus by the GC.

18. **Office Bearers Delhi/ Pune Branch & Patna Chapter (Agenda Item No. 15).**


The peculiar situation of incomplete/ lack of council members and office bearers at the Pune and Delhi Branch and the Patna Chapter was taken up by the EC for discussions. Post discussions it was agreed that the elected members would need to select the Office Bearers amongst themselves and nominate / co-opt members for their EC/ Chapters. Further, at HO the ORP and M&AoA are to be examined and if need be the Election Officer consulted to determine if there is a need to obtain a legal opinion on the methodology to finalise the EC/ Office Bearers at these Branches and Chapter in light of such a unique situation where there was absence of elected members. In view of the complete lack of nominations from Patna Chapter and also reported inactivity of the Chapter during the last term, it was suggested that efforts be made to rejuvenate the Chapter by the Kolkata Branch Chairman. Kolkata Chairman to advise within a period of 3 months his views about the outcome of these efforts.

19. **Pending Legal / Urgent Issues (Agenda Item No. 16).**

(a) HGS informed that there exist pending IT Cases involving demand by the IT Department for previous FYs and the appeal against such demand has been filed. Detailed status of these would be included in the ATRs to be circulated subsequently as there was no urgency on the matter as on date.

(b) The Proposal (as previously circulated amongst the EC and placed at Annexure 2) to amend ORP for co-opting of Members was taken up. After prolonged discussions, it emerged that there was no immediate need to amend the ORP and the Proposal needs to be studied / examined. Towards this, it was agreed to form a team comprising Mr. Rajeev Nayyer, Chairman Navi Mumbai Chapter, Mr Amit Bhatnagar, Vice President and Mr Bhupesh Tater, HGS to examine the Proposal with respect to relevant part of the M&AoA and the ORP and present the recommendations to the GC for consideration.

20. **Any Other Matter.** The following items were raised with the permission of the Chair, by various members and summary of the discussions is as below:

	The Institute of Marine Engineers (India)		Sec. No.: P/05 Rev 00
	<b>Governing Council Meeting</b>		<b>Date:</b> 14.11.2021
	Meeting No.: <b>90</b>	<u>Minutes of Meeting</u>	Issued by: <b>HGS</b>

(a) A Three-person Committee comprising Mr. A.K. Gupta, Mr. Rajeev Nayyer and Mr. Bhupesh Tater is to be formed to examine the formation of Singapore Chapter and Overseas branches. The Committee thus formed could co-opt Mr Kaushik K Seal and Mr. Sanjiv Mishra to assist in working.

(b) The internal audit as planned with Mr K. Natarajan is to be cancelled for the time being as statutory audit has just been completed and preparatory work, migration of all counts to Tally by all Branches/ Chapters and other actions at HO need to be completed as a pre-requisite to undertake any such audit.


(c) As regards the old grievance pertaining to and raised by Mr. Kar, it was agreed to take any further action only after ascertaining the status of legal case, if any filed by Mr Kar on the matter.

(d) Mr Rajeev Nayyer was requested to examine and update if needed the revised procedure for addressing/ dealing with Grievances and present it to the GC for further consideration.

(e) As far as matter pertaining to the AMC of Simulator is concerned, the CD Sub-Com Head Mr Rajeev Nayyer is to take up the issue with M/s Kongsberg in consultation with the immediate past President Mr Uday Purohit.

21. **Date for Next GC Meeting (Agenda Item No. 17).** The President brought out that while the practice is to restrict the GCs to twice in a year for minimising expenditure, the next meeting would need to be scheduled earlier on as required basis. Further, the meeting could be held virtually to contain expenses and be limited to one day unless the business to be conducted demands a longer duration. Accordingly, it was agreed to hold the next meeting with sufficient notice as required.

22. **Vote of Thanks (Agenda Item No. 18).** Mr Amit Bhatnagar thereafter presented the Vote of Thanks and the GC placed on record the appreciation of good work done by the previous term and the outgoing Office Bearers. There being no other points, the meeting was drawn to a close.

	The Institute of Marine Engineers (India)		Sec. No.: P/05 Rev 00
	<b>Governing Council Meeting</b>		<b>Date:</b> 14.11.2021
	Meeting No.: <b>90</b>	<u>Minutes of Meeting</u>	Issued by: <b>HGS</b>

**Annexure 1**

(Refers to Para 15 of the MoM)

**FORMATION/ CHARTER OF VARIOUS SUB-COMMITTEES AT HO**

<b>S No.</b>	<b><u>Name of Sub-Committee</u></b>	<b><u>Acronym</u></b>	<b><u>Chairman of the Sub-Com</u></b>	<b><u>Member Secy</u></b>	<b><u>Broad Charter</u></b>
1	Administration & Legal	ALSC	Bhupesh Tater	DK Shetkar	Upgradation of Chapters to Branch
					Procedure to induct Members into various Sub-Com
					Encourage Branches to Start Meritorious Service Awards
					Review Grievance Procedures
2	Finance & Business Development	FBDESC	Amit Bhatnagar	Rajeev Walunjkar	Unified Accounting System for HO & Branches
					Set-up Business Portal
					Enhance MER Subscription from Organisations
					Membership from Employees of Organisations
					Increase Subscription Membership
MER Advertisement Revenue					
3	Publications Library & Website	PLWSC	Yatindra Nath	Rashmi Tiwari	MER Digitisation/ Flipbook
					Start IMEI Social Magazine
					Searchable Versables of Previous MERs
					Virtual Library with IMarEST
					Library Digitisation
IMEI Website Re-development					
4	Admissions & Membership	AMSC	Sanjeev Vakil	Geeta VG	Correction of Member Database
					Reachout Marine Engineers for Membership
					Upgradation of Membership
					WhatsApp Connectivity for Members
Implement Messaging Apps					
5	Quality	QSC	Anil Kumar	Mohan Singh Pal	Monitor & Assist National and International Seminars at Chapters and Branch Level
					Attain QMS Objectives



The Institute of Marine Engineers (India)

Sec. No.: P/05 Rev 00

**Governing Council Meeting**

**Date:** 14.11.2021

Meeting No.: 90

Minutes of Meeting

Issued by: HGS

Page 14 of 19

<b>S No.</b>	<b>Name of Sub-Committee</b>	<b>Acronym</b>	<b>Chairman of the Sub-Com</b>	<b>Member Secy</b>	<b>Broad Charter</b>
					Review ISO Manuals
6	Benevolence Fund	<b>BF</b>	Mathew Koshy	SR Bhalerao	Fair & Correct Distribution of Funds Review & Suggest Changes in Fund Operating Procedures
7	Examinations & Certification	<b>ECSC</b>	Vaman Gaitonde	Mayur Bhalerao	Improvement of Candidates' Results Improve Question Banks for Examinations
8	Students	<b>SSC</b>	Sanjeev Ogle	Akansha Gawde	Promote Mentorship Programme Commence Soft Skill Training Programs Enroll Student Members from all MTIs Circulate IMEI Video Clips to MTIs Set-up IMEI Youth Wing Enhance Employability of Students - Setup a Portal Encourage & Fund Sports & Hobbies amongst Students
9	Member Grievance Cell	<b>MGC</b>	Uday Purohit		Review existing Grievance Procedures
10	Equivalency & Recognition	<b>ERSC</b>	Swapam K Saha	Ashish Khatawakar	Tie-up with Mumbai University and IE(I)
11	Women Members' Welfare	<b>WMWSC</b>	VK Amara	Uma Shankar Singh	Setup a Vibrant Women's Cell Encourage Women to Take-up Marine Engineering Alleviate Difficulties Faced by Women Members
12	Research Promotion	<b>RPSC</b>	Gautam Sen	Aditi Thakur	Facilitate Research by Members Tie-up with Research Organisations Make Processes for Funding Research
13	Members Welfare	<b>MWSC</b>	DS Anand	Shweta Dabholkar	Commence Member Benefit Schemes in Life, Medical & Car Insurance Facilitate Concessional Loans & Credit Cards for Members
14	International Relations	<b>IRSC</b>	Arun K Gupta	Shravani Shirsat	Set-up IME(I) Branches across World



The Institute of Marine Engineers (India)

Sec. No.: P/05 Rev 00

**Governing Council Meeting**

**Date:** 14.11.2021

Meeting No.: 90

Minutes of Meeting

Issued by: HGS

Page 15 of 19

<b>S No.</b>	<b>Name of Sub-Committee</b>	<b>Acronym</b>	<b>Chairman of the Sub-Com</b>	<b>Member Secy</b>	<b>Broad Charter</b>
					Collaborate with RINA, IMarEST, SNAME, Other Professional Bodies Increase Overseas Membership
15	Tie-ups & Growth	<b>TGSC</b>	S Krishnan Kuttu	Vikram Gokhale	Tie-up with IE(I), IN, ICG Set-up Chapters in Lonavala & other Regions with IN/ICG Presence Tie-up with MSMEs, CII, FICCI, IMU and GoI Set-up Mechanism to Reach Out to GoI Officials
16	Building, Land and Facilities	<b>BLFSC</b>	TS Girish	Samuel Solomon	Enable Own Office Premises for Each Branch Energy Efficiency Measures in Branches IMEI House - II Floor Utilisation Review Andhra University / Vizag Branch Proposal
17	Career Development	<b>CDSC</b>	Rajeev Nayyer	Anukampa	Increase IME(I) Courses Develop Virtual Library of Lectures for use through Portal for IME(I) Members Set-up Training Centres at Branches
18	Public Relations	<b>PRSC</b>	Vicky Malhotra	Manteshwar Kumar	Media Management and Press Releases Organise IME(I) Awareness Events Track non-IME(I) Exhibitions for IME(I) Promotion Souvenirs and Promotional Videos Circulate Video Clips to Branches for all TMIs
19	Information Technology	<b>ITSC</b>	Chirag Bahri	Capt Bibhas Pal	Redo i-Connect Develop Apps and Tech for IME(I) Benefit IT Audit for HO and Branches for Unified Domain IT Hardware and Security Audits Rationalise IT Hardware of IME(I)
20	High Value	<b>HVC</b>	As per ORP	As per ORP	As per ORP



The Institute of Marine Engineers (India)

**Sec. No.:** P/05 Rev 00

**Governing Council Meeting**

**Date:** 14.11.2021


Meeting No.: **90**

Minutes of Meeting

Issued by: **HGS**

Page **16** of **19**



	The Institute of Marine Engineers (India)		Sec. No.: P/05 Rev 00
	<b>Governing Council Meeting</b>		<b>Date:</b> 14.11.2021
	Meeting No.: <b>90</b>	<u>Minutes of Meeting</u>	Issued by: <b>HGS</b>

**Annexure 2**

(Refers to Para 19 of the MoM)

**PROPOSAL FOR INCLUSION OF MEMBERS IN SUB-COMMITTEES AT HO AND BRANCHES**

1. **Purport.** This document aims to achieve the following:
  - (a) Outline the current process of inviting members to Sub-Committees.
  - (b) Highlight the complications in the current procedure being followed which necessitate a procedure to be incorporated in the ORP.
  - (c) Suggest an amendment in ORP with a procedure for future invitees.
  
2. **Current Process for Members to Sub-Committees.** IME(I) has 8 branches pan-India and its headquartered at Mumbai as **HO**. The HO and branches are run by elected members that serve two-year terms as part of the Governing Council (**GC**) and Executive Committee (**EC**), respectively. These elected offices are voluntary and not for profit. Given the substantial impact that the IME(I) has on the community, it has allowed Co-opting of Members to Sub-Committees (**Sub-Com**) at HO under **Article 17.0** of the **ORP**. At the Branch level provision under **Rule 7, Part - III** of **ORP** exists to co-opt members to the **EC**.
  
3. **Complications.** There is no formal process of co-opting the aforementioned members, whether into the Sub-Coms at HO or the EC at the Branch level. Hitherto, approving the application of the candidates was done by the GC or the EC, basis their intent of the desired vector of their contribution through the current term.



4. This informal process is in need of review to have a laid down and formal process to co-opt members to Sub-Coms in order to facilitate smooth functioning of the GC and the EC towards activities of IME(I). It is therefore suggested to introduce additionally into the ORP a process to co-opt members. This process should suit the principles of governance of the EC/HO Sub-Coms in the term and be periodically reviewed preferably at the commencement of each new term of office bearers.

5. **Suggested Amendments in the ORP.** The following process may be considered for inclusion in the ORP:

(a) Amendment of an existing Sub-Com or formation of a new Sub-Com should be ratified by the GC/EC as applicable at the HO/Branch' with the Sub-Com being Headed be an Elected Member of the GC/EC, respectively. Details of such Sub-Com should thereafter be intimated to Members of the Institute / Branch.

(b) Head of each Sub-Com desirous of co-opting members during its term should publish the invite soliciting applications for co-opted members that lay out their intent as per guidelines in Appendix, to the relevant complete Membership. The process of inviting nominations may be done through the MER and/or by mass mailing to either the complete Branch Membership OR the complete National Membership - as the case may be. A suitable time period should be given for the Members to respond.

(c) The elected Office Bearers of the Branch / HO and the Head of the concerned Sub-Com will vote on each application received. To be co-opted as a member, the Applicant must receive a simple majority. In case of a Tie, vote of the Sub-Com Head will be final. The elected office bearers at the HO to be considered are - P, VP & HGS. The elected office bearers at the Branch to be considered are - C, VC, Sec, Treasurer

(d) The Head of the concerned Sub-Com (either at HO or Branch) will have the prerogative to additionally nominate Members of his choice



in conjunction with the Office Bearers after having followed the due process for inclusion, if so needed.

(e) In case the HO requests the Branch Chairman to nominate Members for the HO Sub-Committees, the Branch Office Bearers will decide internally and recommend the name(s) to HO after following the due process. The Chairman of the Sub-Com at HO will then take a decision on the nominations received along with the HO Office Bearers.

(f) No reasons may be assigned for rejecting a nomination to the candidate; however, records of the voting may be recorded and he/ she must be informed of the decision.

### **Appendix**

1. Applications are invited from Members to be co-opted to following Sub-Committees at (Name of Branch OR HO): -

<b><u>Sr. No.</u></b>	<b><u>Name of Sub-Committee</u></b>	<b><u>No. of Vacancies</u></b>

2. Members desirous of joining the Sub-Com are to forward their request with following details: -

- (a) Brief CV of person including past experience in the IMEI
- (b) Name of Sub-Committee/s which the Member wishes to opt for
- (c) Relevant Experience in the field being chosen
- (d) Any suggestions for improvement of the sub-Committee being opted for in the next 2 years.
- (e) Would you agree to join any other Sub-Committee if so considered by the office bearers?