

	The Institute of Marine Engineers (India)		Sec. No.: P/05 Rev 00
	Governing Council Meeting		Date: 05.03.2023
	Meeting No.: 95	<u>Minutes of Meeting</u>	Issued by: HGS

**MINUTES OF THE 95<sup>th</sup> MEETING OF THE IME (I) GOVERNING COUNCIL  
(TERM 2021 - 23) HELD ON 25<sup>th</sup> and 26<sup>th</sup> FEBRUARY 2023**

(iaw Rule A15, A17, & A18 Part II of ORP and Articles 14, 15, 17.2 & 18.2 of M&AoA)

**Meeting Notice and Agenda**

1. Notice for the Governing Council Meeting (GCM) was given to GC members on 10<sup>TH</sup> Feb 2023 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. 95 of the Governing Council (GC) scheduled **at 0930 hrs on 25<sup>th</sup> February 2023** and thereafter **continued on 26<sup>th</sup> February 2023 at Kochi and through Virtual Meeting Application: Zoom** (Link to Join the Meeting is at the end of this Agenda). Agenda for the meeting is as below:

<u>Time (Hrs.)</u>	<u>Agenda Item No.</u>	<u>Agenda / Event</u>
<b><u>Day 1 - Saturday 25<sup>th</sup> February 2022</u></b>		
0930	-	Members (attending physically) to be seated and Members attending virtually to Log-In
0931	1	Observance of a Minute's Silence in Honour of Deceased Members
0933	2	Welcome Address by President
0940	3	Adoption of Agenda for 95 <sup>th</sup> GCM - By Circulation
0941	4	To Grant Leave of Absence
0942	5	Adoption of Minutes of the 94 <sup>th</sup> GCM - By Circulation
0945	6	ATR of various Sub-Coms / Branches / External Bodies - For Information, By Circulation
0950		Presentations / Briefing to the GC by respective Sub-Com Head covering aspects as below in the given sequence: (a) Comparison of <i>Budgeted</i> Figures for CFY 2022-23 Vs <i>Actual Figures</i> for period 01.04-2022 to 31.12.2022 (b) Proposed Budget for the next FY 2023-24 (c) Report of Sub-Com for period 15.07.22 to 31.01.23 (d) Planned activities for the period 01.03.23 to 30.10.23
-	7A	Finance & Business Development Sub-Com



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<u>Time (Hrs.)</u>	<u>Agenda Item No.</u>	<u>Agenda / Event</u>
-	7B	Building Land & Facilities Sub-Com
-	7C	Career Development Sub-Committee
-	7D	International Relations Sub-Com
-	7E	Examination & Certification Sub-Com
-	7F	Publications Library & Website Sub-Com
-	7G	Admission & Membership Sub-Committee (including Ratification of New Memberships & Grade Transfers)
-	7H	Administration & Legal Sub-Com
-	7J	Quality Sub-Com
-	7K	Students Sub-Com
-	7L	IT Sub-Com
-	7M	Public Relations Sub-Com
-	7N	Tie-up and Growth Sub-Com
-	7P	Equivalency and Recognition Sub-Com
-	7Q	Research Promotion Sub-Com
-	7R	High Value Committee
-	7S	Benevolence Fund
-	7T	Member Grievance Cell
-	7U	Women Members' Welfare Sub-Com
-	7V	Members' Welfare Sub-Com
1300	-	Summation of all Action Points and Break for Lunch
<b><u>Lunch Break</u></b>		
1355	-	Members to be seated / Logged-In
1400		Presentations / Briefing to the GC by respective Branch Chairmen covering aspects as below in the given sequence: (a) Comparison of <i>Budgeted</i> Figures for CFY 2022-23 Vs <i>Actual Figures</i> for period 01.04-2022 to 31.12.2022 (b) Proposed Budget for the next FY 2023-24 (c) Report of Branch for period 15.07.22 to 31.01.23 (d) Planned activities for the period 01.03.23 to 30.10.23
-	8A	Mumbai Branch
-	8B	Pune Branch



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<u>Time (Hrs.)</u>	<u>Agenda Item No.</u>	<u>Agenda / Event</u>
-	8C	Goa Branch
-	8D	Chennai Branch
-	8E	Vizag Branch
-	8F	Kolkata Branch
-	8G	Kochi Branch
-	8H	Delhi Branch
1610	8J	Activity Report by Chairman Singapore Chapter
1615	8K	Activity Report by Chairman Hong Kong Chapter
1620	8L	Activity Report by Chairman UK Chapter
1625	-	Summation of all Action Points for Branches and Overseas Chapters
1635	9	Finalisation of the Proposed Budget for FY 2023-24
1645	10	Reports on various External Bodies as below:
-	10A	ECI
-	10B	IRS - Technical/ Classification Committee
-	10C	BES
-	10D	BIS
-	10E	WMTC
-	10F	IMS
1715	-	Adjourn for the Day
1930	-	Interaction with Kochi Branch Members and local Invitees followed by dinner
<b><u>Day 2 - Sunday 26<sup>th</sup> February 2023</u></b>		
0925	-	Members to be seated / Logged-In
0930	11	Progress of new Training Courses at HO and commencement of Training Classes at Branches.
0935	12	Review of progress made by IME(I) Chair at IMU and release of Payment for the Completed Period
0945	13	Formation of Independent Body of Professionals to investigate Marine Accidents / Casualties
0955	14	Progress of MEPC and ISWG-GHG Meetings and other issues involving IME(I) participation at IMO
1005	15	Progress on Mentorship Programme
1015	16	Progress of Equivalency Issues with Authorities
1025	17	Collaboration with Maritime Research Centre
1035	18	Proposal of Reciprocal Mobility Exchange Program

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<u>Time (Hrs.)</u>	<u>Agenda Item No.</u>	<u>Agenda / Event</u>
1045	19	Review of revenue sources including that from advertising in MER. Also examine rates / applicability of advertisements in MER (including Digital Version) after its change-over to a focussed Technical Journal
1055	20	Nomination for NMDC Awards
1100	21	Review of planned activities before elections for the next term and preparatory actions for Election
1110	22	Approval of Drawn Resolutions (through e-Mail)
1115	23	Any other matters with the permission of Chair.
1250	24	Date for the next GC Meeting
1255	25	Vote of Thanks & Closure - By Vice President
1300	-	Group Photograph of GC Members
	-	Completion of Formal Agenda and Break for Lunch
1500	-	Re-assemble for Technology Demonstration Electrical Propulsion for Water Metro Boats
1630	-	Completion of all activities. Members to depart as per convenience.

2. Any other points will be taken up with the permission of Chair subject to availability of time. View inability of some members to travel this GCM will be in hybrid mode (physical attendance at Kochi and through web-based videoconferencing software, the link for which is shared herein).

### Attendance

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

<u>S. No.</u>	<u>Name of GC Member</u>	<u>Parent Branch</u>	<u>Designation</u>	<u>Attendance (Feb 23)</u>	
				25 <sup>th</sup>	26 <sup>th</sup>
(i)	Mr. Vijendra Kumar Jain	Mumbai	Hon. President	P	P
(ii)	Mr. Amit Bhatnagar	Kolkata	Hon. Vice Pres.	P	P
(iii)	Mr. Bhupesh Tater	Mumbai	Hon. Gen. Secy.	P	P
(iv)	Mr. Arun Kumar Gupta	Mumbai	Branch Chairman	P	P
(v)	Mr. Yatindra Nath	Mumbai	GC Member	P	P
(vi)	Mr. Girish Sreeraman	Mumbai	GC Member	LOA	LOA
(vii)	Mr. Rajeev Nayyer	Mumbai	GC Member	P	P

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S. No.	Name of GC Member	Parent Branch	Designation	Attendance (Feb 23)	
				25 <sup>th</sup>	26 <sup>th</sup>
(viii)	Mr. Sanjeev Vakil	Chennai	Branch Chairman	LOA	P
(ix)	Mr. Anil Kumar P.K.	Chennai	GC Member	P	P
(x)	Mr. Vaman Mangesh Gaitonde	Goa	Branch Chairman	P	P
(xi)	Mr. Krishnan Kutty	Kochi	Branch Chairman	P	P
(xii)	Mr. Mathew Koshy	Kochi	GC Member	P	P
(xiii)	Mr. Gautam Sen	Kolkata	Branch Chairman	LoA	LoA
(xiv)	Mr. Swapan Kumar Saha	Kolkata	GC Member	P	P
(xv)	Mr. Anant Sahasrabudhe (Pune Nominee for Mr Sanjeev Ogale)	Pune	Branch Vice Chairman	P	P
(xvi)	Mr. Vijayananda Kumar Amara	Vizag	Branch Chairman	P	P
(xvii)	Mr. Dilshad Singh Anand	Vizag	GC Member	P	P
(xviii)	Cmde. B Ajay	Delhi	Branch Chairman	LOA	LOA
(xix)	Mr. Chirag Bahri	Delhi	GC Member	P	P
(xx)	Mr. Vicky Malhotra	Delhi	GC Member	P	P
(xxi)	Mr. Uday Purohit	Mumbai	Imm. Past Pres.	LOA	LOA
(xxii)	Mr. Kushal Roy	Chennai	Imm Past HVP	LOA	LOA
(xxiii)	Mr. Tarun Kumar	Mumbai	Imm Past HGS	LOA	LOA
(xxiv)	Mr S Kannan (Chennai Nominee for Mr Sanjeev Vakil)	Chennai	Hon. Secretary	P	-----
(xxv)	Mr Kaushik Seal	Invitee	Singapore Chapter	P	P

### **Formal Agenda Points**

4. **Homage to Deceased Members (Agenda Item 1).** Upon commencement of the proceedings, HGS requested all present to observe a one-minute silence as a mark of respect and prayer for Mr. Avtar Singh Wadhavan (F359) and Mr. Jaykar N Vyas (F1953) who had recently passed away.

5. **Welcome Address by President (Agenda Item 2).** The President, Mr. V.K. Jain, while chairing the meeting, welcomed the members of the GC and requested all present to highlight issues that merit the collective wisdom of the GC. Before taking on the agenda, he requested all Branch' Chairman to ensure that their branch accounts are updated regularly in the Tally Software Application , initially at least on quarterly basis and then on monthly basis.

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6. **Adoption of Agenda for 95<sup>th</sup> GCM (Agenda Item 3)**. The previously circulated Agenda for the 95<sup>th</sup> GCM was considered as circulated, read and adopted unanimously by the GC.

7. **Leave of Absence (Agenda Item 4)**. Leave of absence was granted to GC members who had previously conveyed their inability to attend the GCM. The members being Mr. Gautam Sen, Mr. Tarun Kumar, Mr. Uday Purohit, Mr. Kushal Roy, Mr. Sanjeev Ogale and Rear Admiral B Ajay.

8. **Adoption of Minutes of 94<sup>rd</sup> GCM (Agenda Item 5)**. The GC members present adopted the Minutes of the 94<sup>th</sup> GC Meeting which were previously circulated via E-mail and corrected copy uploaded on GC Google Group, resolved as below:

<u>Resolution No.</u>	<u>Details of Resolution</u>
95.05.01	RESOLVED that the minutes of the 94 <sup>th</sup> GC meeting, as presented, are approved with the deletion of the Resolution No 94.07.03b and 94.07.03c
<u>Proposed By:</u>	Mr. Y Nath
<u>Seconded By:</u>	Mr. A K Gupta

9. **Action Taken Report (Agenda Item 6)**. Action Taken Report based on inputs from respective Chairperson(s), on the outstanding action points, was presented by the HGS. Discussions were held on ATR points and decisions/ specific issues other than closed points/ completed actions and those covered in this MoM, are summarised below:

<u>Ser</u>	<u>Issue / Description</u>	<u>Decision /Way Ahead</u>
(a)	Updation of ORP	ORP which was approved in the AGM has been reformatted by MHCo. The same will be reviewed by the ALSC and circulated after incorporating the resolutions / changes upto the 93 <sup>rd</sup> GCM.
(b)	Solar Power Installation at IMEI House basis quotations obtained for 60kW/ 50kW/ 30kW	BLSC to consider future loads including new Simulator at IMEI House, seek fresh quotes and process the same for approval of the GC with energy savings details.


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<u>Ser</u>	<u>Issue / Description</u>	<u>Decision /Way Ahead</u>
(c)	Changes to Grievance Procedure	Procedure is under review by MHCo and is to be expedited.
(d)	Benevolence Fund Sub Committee to prepare broad guidelines on how the fund is to be used support a member's indigent family and submit for the consideration of GC.	On the Basis of the other Institutes Guidelines the Benevolence sub-Committee will revert with the guidelines wrt disbursement of funds.
(e)	Chennai Branch to initiate the formal proposal as per the laid down procedure to acquire a bigger office where training activities could also be conducted.	Chennai Branch will put forward the proposal as per the guidelines suggested in the ORP.
(h)	<u>Appointment BD Manager</u> - a separate committee comprising the Vice President, HGS and Mr. AK Gupta formed.	Committee to prepare and submit a draft proposal including the mandated KPI, target/ achievement, remunerations / Commission/ guidelines to increase the revenue from various sources.

10. **Budget and Report of Sub-Committees (Agenda Item 7)**. The actual figures for the period of 01.04.22 to 31.12.2022 in Current Financial Year (CFY) along with the Budgeted Figures for the FY 2022-23 and proposed Budgets for the FY 2023-24 was presented by respective Sub-Committee Chairmen along with the Activity Report of their Sub-Committees. Specific points that were debated upon and way ahead given are recorded as below:

(a) **FBDSC**. Second tranche of additional Rs. 25 Lakhs is intended to be invested through Sixth Element Capital as agreed in the internal meeting of FBDSC held on 14<sup>th</sup> Jan 2023. The profile of AUM capital Wealth management, will be reviewed by FBDSC along with their proposals to short list them as an alternate Wealth Manager.

(b) **ECSC**. Q&A uploaded on the website are to made available free of cost for Student Members of IME(I). Non-members are to be advised to become Members to access the Q&A, through suitable arrangements on social media. The Q&As are to be regularly updated by ECSC including those for MEO Exams and Class II Electro Technology.

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(c) **Mentoring Program.** ECSC with the help of senior members will coordinate the whole programme wherein the Sub-Committee will put in place a structure for MTI and the Student to avail the benefit of the Mentoring Programme. A List of Mentors would be displayed on IME(I) website and the List of Mentees attached to each of them would be prepared by the ECSC with inputs from respective Branches, to keep it updated and current.

(d) **CDSC.** The Sub-Com is to explore possibilities to use Cloud-based simulators, and software e.g., ME engine, Cargo Handling, Crane operations, and "LAB VIEW", to ensure revenue needed to sustain training / IME(I). ? would need to be incorporated in conducting the Courses 'Online/Offline' depending on the environment, need and progress of value-added programs, and directives on the DG approved courses.

(e) **SSC.** Benefits and Objectives of Student Membership and Chapters, respectively to be publicised and MTIs to be impressed upon for same . Further, the GC approved the support to two students for IMO Meetings to be deputed if a possibility arises through DGS for same.


(f) **ALSC.** The GC approved renewal of legal services contract with Abja Advisory till 28.02.2024 for monthly fees of Rs. 30000/-. ALSC was advised to take legal opinion on the requirement of ISBN number for i-Mélange.

(g) **ITSC.** The Sub-Committee is to review the draft IT Policy/Manual and consider for early implementation pan all branches and chapters.

(h) **PRSC.** The Sub-Committee is to submit recommendations to the HGS on Barter / Non-financial supports for various Events and Exhibitions and till such time, the existing process being followed by HGS is to continue.

(j) **Benevolence Fund.** A three-person Sub-Com comprising Mr. Y. Nath, Mr. Rajeev Nayyer & Mr. Chirag Bahri would review the existing parameters of the Fund and work out changes / additions needed to the operation and beneficiary of the Fund and submit their recommendations through the Benevolence Fund Committee (BFC) to the GC. Further, the BFC will review the case of Mrs. Sadhana Singh wife of Late Shri SP Singh, as per Resolution 35.36.01 to continue or not the relief / scholarships granted to their son, Master



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PP Singh beyond the existing period of 14 years. In the interim, it was agreed to maintain status quo and resolved as below:

<u>Resolution No.</u>	<u>Details of Resolution</u>
95.07.01	RESOLVED that the circulated review/ status and current beneficiaries of the 65 <sup>th</sup> Benevolence Fund Committee Meeting is approved
<u>Proposed By:</u>	Mr Vaman Gaitonde
<u>Seconded By:</u>	Mr A K Gupta

(k) **PLWSC.** Specific action points are as below:

- (i) Disclaimer & Terms of Use to be displayed for IME(I)-iLibrary.
- (ii) Website under development to have provision for feedback, log-in authentications, uploading of i-Mélange, up-dation of news etc.
- (iii) Review list of books to be procured for Library and contact publishers for purchasing online versions for use on IME(I)-iLibrary.
- (iv) Put in place a procedure to support non-technical books written by members, technical books written by non-members including aspects related to publishing and sales through IME(I).
- (v) A limited list of eminent persons / positions be prepared for private circulation of the complimentary hard copies of i-Mélange.
- (vi) All feedback from readers and publication of news should be routed through the HGS.
- (vii) Agenda 19. MER including the digital version to remain the major source of revenue. Advertisement rates to be harmonised in due course to factor the IME(I) Website, IME(I)-iConnect, IME(I)-iLibrary and i-Mélange

(l) **TGSC (Agenda Item 17).** Possibility of Tie Up with IEI in line with the one undertaken with INA for collaboration on common areas of interest and for the seminars with possibility of sharing of the IME(I)-iLibrary as done with IMU to be explored. It was agreed to sponsor the travel and stay of student members for the four-week Underwater Domain Workshop being organised by MRC, Pune which has agreed to waive the Delegate Fees (including meals during the Workshop).

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(m) **ECSC (Agenda Item 15 & 16)**. The Mentorship Program has started with good response and the respective Branches, SSC and HO need to support the same for its growth. Proposal of applying to the AIU for equivalency is waiting for the further advise form the DGS, and is to be expedited.

(n) **MWSC**. Benefits such as insurance, housing loan at the special rates, car loan etc., to be worked out exclusively for IME(I) members.

(p) **WWSC**. Long-term procedure to provide benefits and to attend to grievances and needs of women members be made to the GC.

(q) **BLFSC**. GC approved the proposal to go ahead with major pending works such as epoxy painting of the IME House, parking and installation of the 68.3 KW Solar Power module after obtaining competent and competitive offers.

(r) **QSC**. Internal audits are to be completed by March 2023 and the MRM be conducted along with the next GC i.e. on 6<sup>th</sup> of May 2023. QSC will share the ISO quality format to all Branches for standardized quarterly activity reports.

(s) **Grievance Cell**. No Grievance related to Members was reported.

(t) **AMSC**. IMARE Singapore has been reinstated post registration as a Society at Singapore as a separate entity. The MoU for IME(I) international Chapter can be shared with them for review and signature. List of new memberships (493) and transfer of membership grades (152) was taken up for review and approved unanimously.

11. **Finalisation of Budget (Agenda Item 9)**. The consolidated budget of Branches, Sub-Coms, METC/ HO was taken up, approved for promulgation and submission to the Charity Commissioner and the GC adopted the resolution as below:

<b><u>Resolution No.</u></b>	<b><u>Details of Resolution</u></b>
95.09.01	RESOLVED that consolidated Budgeted figures as circulated herein for the Financial Year 2023-2024 and the Actual Figures up to 31.01.2023 as against the

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	Budgeted Figures of FY 2022-23 are hereby approved and these be submitted to the Charity Commissioner.
<u>Proposed By:</u>	Mr. Y Nath
<u>Seconded By:</u>	Mr. Rajeev Nayyer


12. **Reports on External Bodies (Agenda Item 10).** Activities and reports of ECI, IRS (minutes of Technical/ Classification Committee Meetings), BIS/TED Meetings and IMS GC Meetings where IME(I) had been represented were informed to the GC.

13. **IME(I) Chair at IMU (Agenda Item 12).** Review of the progress made by IME(I) Chair at IMU was discussed. It was observed that the formal activity reports of the Chair have not been provided and the VC, IMU is to be approached for the same as per the provisions of MoU dated 23 August 2023. Additionally, the performance report from VC, IMU would be necessary to release the performance linked bonus as per the conditions of appointment letter. The GC thereafter also debated the matter at length and adopted the below resolution:

<u>Resolution No.</u>	<u>Details of Resolution</u>
95.12.01	Resolved that the MoU and Terms of Appointment for the IME(I) Chair at IMU, be reviewed and be approved by the GC prior to their renewal due in August 2023.
<u>Proposed By:</u>	Mr. Y Nath
<u>Seconded By:</u>	Mr. Rajeev Nayyer

14. **Investigation of Marine Accidents / Casualties (Agenda Item 13).** The HGS and Mr Rajeev Nayyer informed the GC that there was an informal gathering of minds to form an independent and professional body to investigate marine accidents and casualties with the support of Administration. It was brought out that other professional institutions like the IME(I) are proposed to be the founding members of such a body. After discussions, the GC agreed 'in principle' to support such an initiative.

15. **Progress at IMO Meeting (Agenda Item 14).** The progress of MEPC and ISWG-GHG meetings were presented by Mr Rajeev Nayyer. It was stressed that

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active participation of IME(I) in the Shadow Committee is desirable to ensure higher involvement as; members of various correspondence groups formed at IMO, joining IMO Meetings from remote with the approval of DGS, and join the Indian Delegation to IMO as participant with the approval of the Ministry. Deliverables that can be expected from the IME(I) Member there from were discussed, budgetary provision to be included for IME(I) Members and a resolution to cater for sundry expenses was adopted as below:

- Active participation to represent the views of marine engineering fraternity of the country and objectives of IME(I),
- Upholding the dignity of IME(I) at IMO meeting either in remote or in person,
- Represent oneself as Institute nominee and not any other organization, besides being the part of Indian delegation,
- At IMO, publicize the work being done by IME(I), and
- Submit a written report of all meetings attended as an IME(I) representative.

<u>Resolution No.</u>	<u>Details of Resolution</u>
95.14.01	RESOLVED that an amount of USD 500\$ be allowed as Out-of-Pocket for expenses on a delegation comprising government officials and IME(I) members while travelling abroad, by the IME(I) Member.
<u>Proposed By:</u>	Mr. VM Gaitonde
<u>Seconded By:</u>	Mr. Anant Sahasrabudhe

16. **Reciprocal Mobility Exchange Proposal (Agenda Item 18).** Proposal received from the **AADI** association in France (a consortium composed of the **Vocational Training Center Brittany** (CFAI - Pôle Formation UIMM Bretagne), the **University of Western Brittany / University Institute of Technology** and the **Naval Industries Campus** [CINav]) was discussed by the GC. After considering the pros and cons of the proposal, no direct applicability of the Program to the Membership / Student Members, and limited resources, it was decided not to go ahead with the program and HGS was directed to intimate the inability to AADI accordingly.

17. **Elections (Agenda No. 21).** The Election Committee formed has commenced the preparatory actions for Elections to the Term 2023-25. In the interim the

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amendments to ORP needed to synchronise the same with 'Only e-Voting' have been prepared the Sub-Committee formed for the same. The amendments and all aspects related to Elections in the ORP were then reviewed by the GC, and minor corrections/ changes incorporated to finalise the same (final version placed at Annexure), and then resolved as below:

<u>Resolution No.</u>	<u>Details of Resolution</u>
95.21.01	RESOLVED that the Election Schedule was reviewed, revised and is found suitable to conduct the Elections for Term 2023 - 25, and the Election Schedule is approved and accepted for inclusion in the ORP.
<u>Proposed By:</u>	Mr. Rajeev Nayyer
<u>Seconded By:</u>	Mr. Y Nath

<u>Resolution No.</u>	<u>Details of Resolution</u>
95.21.02	RESOLVED that the earlier Resolution No. 87.01.01 wrt to the MoA 12.1 is to be incorporated in the ORP and the Nomination Form of Elections i.e., all office bearers of the Council shall be Fellows and Council Members should either be Fellows or Members or Associate Members. All office bearers and Council Members <i>should have been Corporate Members for at least 4 years</i> at the time filing nomination.
<u>Proposed By:</u>	Mr. VM Gaitonde
<u>Seconded By:</u>	Mr. Vicky Malhotra

<u>Resolution No.</u>	<u>Details of Resolution</u>
95.21.03	FURTHER RESOLVED that all fully paid corporate members on the roll-on 15 <sup>th</sup> of May of the odd year will be eligible ONLY to vote, and for exercising their e-Vote the Member would need to follow the procedures as

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	detailed in the ORP and the same should be publicised for information of New Members.
<u>Proposed By:</u>	Mr. Y Nath
<u>Seconded By:</u>	Mr. Mathew Koshy

<u>Resolution No.</u>	<u>Details of Resolution</u>
95.21.04	RESOLVED that all NRI members will be allowed to e-Vote ONLY for the HO Office Bearers and also further resolved that NRI members are not allowed to stand for the Elections for the post of office Bearers at HO i.e., President / Vice President and HGS.
<u>Proposed By:</u>	Mr. K Kutty
<u>Seconded By:</u>	Mr. Chirag Bahri

18. **Approval of Drawn Resolutions (Agenda Item 22).** Before the Council took up other matters, a few ad-hoc proposals were discussed and adopted as below:

<u>Resolution No.</u>	<u>Details of Resolution</u>
95.22.01	RESOLVED that expenses incurred on Medical Insurance while travelling abroad are to be re-imbursed at actuals, when the travel is approved by IME(I).
<u>Proposed By:</u>	Mr. Y Nath
<u>Seconded By:</u>	Mr. AK Gupta

<u>Resolution No.</u>	<u>Details of Resolution</u>
95.22.02	RESOLVED that an amount of Rs. 10 lakhs be set aside for Visakhapatnam Branch to construct a prefabricated structure for Branch Office, Conference Room and Technical Seminar Hall for 50 persons on the space allocated by Andhra University at their campus, to

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	facilitate training, branch activities and revenue generation for further construction work needed.
<u>Proposed By:</u>	Mr. Mathew Koshy
<u>Seconded By:</u>	Mr. Anant Sahasrabudhe

<u>Resolution No.</u>	<u>Details of Resolution</u>
95.22.03	RESOLVED that the Chairmen of International of IME(I) be invited to attend the GC meeting to present their activities / plans and for a Specific Agenda item ONLY.
<u>Proposed By:</u>	Mr. Rajeev Nayyer
<u>Seconded By:</u>	Mr. Y Nath

<u>Resolution No.</u>	<u>Details of Resolution</u>
95.22.04	RESOLVED that after submission of documents and completion of fulfilment of criteria as stated in the ORP towards opening a Chapter within India, the GC has authorised IME(I) Delhi Branch to open a Chapter in the name of The Institute of Marine Engineers (India) - Rajasthan Chapter at Jaipur.
<u>Proposed By:</u>	Mr. Rajeev Nayyer
<u>Seconded By:</u>	Mr. Vicky Malhotra

19. **Any Other Matters (Agenda Item 23).**

(a) **Proposal for an Award for Teachers.** The president informed the GC about the proposal received from Mr Wazir to constitute the *Omkarnath and Chuni Wazir Excellence in Education Award to be given to an IME(I) member\*\* who has demonstrated passionate dedication to education in practical aspects of marine engineering which benefits the IME(I) community.* The award will comprise of a Cash Award + Certificate/Plaque. The GC directed that a committee comprising Mr. Rajeev Nayyer, Mr. Vicky Malhotra, Mr. Y Nath, HGS and Mr. A K Gupta

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consider existing awards, their guidelines/ occasions and formulate the guidelines for instituting the Award as proposed by Mr. Sanjiv Wazir, within a month.


(b) **WMTC 2024.** Proposal of Chennai Branch to appoint a Senior Person to guide the conduct of WMTC 2024 was briefly discussed. The Branch was advised that any such proposal be submitted for the consideration of GC with all details of QRs/ JD, and deliverables as a General Manager, if considered inescapable as the IME(I) is to organise events with voluntary contributions. Further, the proposal for seed money for WMTC was also taken and the GC adopted as below:

<u>Resolution No.</u>	<u>Details of Resolution</u>
95.22.03	RESOLVED that Seed Money of Rs 40 Lakhs is hereby approved for conduct of WMTC-2024 with condition that the earlier seed money transferred by HO towards conduct of WSF (which was cancelled and postponed) is returned / adjusted.
<u>Proposed By:</u>	Mr. Rajeev Nayyer
<u>Seconded By:</u>	Mr. Y Nath

20. **Date for Next GC Meeting (Agenda Item 24).** It was agreed to hold the next meeting in online /zoom mode. The GC agreed for the next meeting to be held in May 2023, 6<sup>th</sup> for MRM Only.

21. **Vote of Thanks (Agenda Item No. 25).** There being no other points, Mr. Amit Bhatnagar, Vice President presented the Vote of Thanks and thanked the members for attending physically as well as through online. He also thanked the Kochi Branch Executive committee members for their support for conducting the meeting smoothly there being no other points, the meeting was drawn to a close.



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**Annexure**  
(Refers to Para 17 of  
MoM of 95<sup>th</sup> GCM)

**FINALISED REVISIONS TO THE ORP**  
**PROVISIONS RELATED TO ELECTIONS**

4.13.1.13 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.

4.13.2 The aforementioned procedure shall be in addition to Article 9 and 10.044 of the Articles of Association.

4.14 <sup>26</sup>**NUMBER OF GC MEMBERS FROM BRANCHES**

4.14.1 The number of Members elected to the Governing Council from the Branches will be based on the strength of the Branch Corporate Membership, as described in the table below:

<b><u>Paid up Branch Corporate Membership</u></b>	<b><u>No. of GC Members</u></b>
Between 100 and 250	1 (inclusive of Chairman)
Between 251 and 500	2 (Chairman + 1)
Between 501 and 1000	3 (Chairman + 2)
Between 1001 and 2500	4 (Chairman + 3)
Beyond the figure of 2500, the Governing Council will review the requirements.	

4.14.2 In addition, Mumbai Branch will allot one GC member seat out of its GC member quota to the Chairman of Navi Mumbai Chapter with full voting rights, taking into consideration the strength of the Navi Mumbai Chapter of paid-up corporate members, although having a chapter status.

4.15 <sup>27</sup>**COUNCIL ELECTION**

4.15.1 Eligibility of Nominee: All office bearers and council members should have been corporate members for at least 4 years<sup>28</sup> from the date when the strength of valid corporate members on roll of the Branch/ Chapter is taken into account (1<sup>st</sup> January of every odd year). This period would be

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<sup>26</sup> Guided by Article 11.3 of AoA

<sup>27</sup> Guided by Article 12 of AoA

<sup>28</sup> Inserted as per GCM Resolution 95.21.02

the cumulative period of the corporate membership and not limited to the Branch/Chapter which the nominee is attached to on that date to take into account any transfer from a Branch/Chapter to another Branch/Chapter. The nominee would necessarily have to be attached to a Branch / Chapter in India.

4.15.2 Election Schedule: The Election schedule to be followed shall be detailed and described below and be published in MER(I) every month from March to June of odd years.

4.15.2.1 The Election Officer shall study the format of the nomination form and make corrections, if required to avoid misinterpretation, before sending them out. The nomination form to be kept current with the MoA and the ORP as amended up to the GCM held prior to 15<sup>th</sup> May of every odd year. Should any relevant resolution be passed prior between that GCM and 15<sup>th</sup> May of that odd year by the GC, the same also needs to be incorporated.

4.15.2.2 Soft copies of Nomination papers for Council elections to be posted by 15<sup>th</sup> May of every odd year.

4.15.2.3 Nomination papers for the Council to be received by 15<sup>th</sup> June of every odd year.

4.15.2.4 Last date for withdrawing nomination will be 30<sup>th</sup> June of every odd year.

4.15.2.5 The scrutiny of nomination papers for the Council to be completed by the Election Committee by the 5<sup>th</sup> July of every odd year.

4.15.3 E-Voting

4.15.3.1 All corporate Members eligible for E-Voting should update their email ids by 15<sup>th</sup> June of the odd year.

4.15.3.2 The E-Voting shall take place from 15<sup>th</sup> July to midnight of 31<sup>st</sup> August during every odd year.

4.15.3.3 A reminder email/SMS shall be sent to all members who have registered for E-Voting by 1<sup>st</sup> August to inform them, about the

commencement of the Election process and the need for them to contact the IME(I) in case he/she has not received the link/communication for carrying out his/her E-Voting.

4.15.4 **Overall Election Process:** The Election Officer will be identified and nominated at the AGM of the Institute in every even year and will not be a candidate, proposer or seconder for President, Vice President, Honorary General Secretary, or Governing Council Member in the subsequent elections, nor have any charge of misconduct pending against him. The Election Officer will be responsible for identifying the nominations which have been received before the closing date and the validity of the same (eligibility of the nominee, the paid-up corporate status of the nominee, proposer and seconder, and whether the nominee's Bio-data and consent letter have been enclosed) with the help of the Office Staff. He will also review the nominations on the basis that they are following the principle of **"One Person One Post Only"** i.e. no person can stand for more than one post across the full organization of the Institute. In case any nominations are found to be invalid, then the Election Officer should inform the Proposer accordingly and it will be the responsibility of the Proposer to further inform the nominee and the seconder. All other election procedures will be carried out by the Institute's staff under the supervision of the Office Bearers.

4.15.5 The Election Officer will later select the two other members who will also not be candidates, proposers or seconders for President, Vice President or Honorary General Secretary, who will assist him at the time of receiving the report of e-elections of only the total count of members who have voted for each candidate tabulating the results and preparing a comprehensive report which will be handed over to the President. This 3 Member Committee will be called the Election Committee. The Election Officer shall also function as the 'Scrutiniser'.

- 4.15.6 The Election Officer will coordinate to have the results available to the President as per the process within 72 hours of the results being made available by the Service Provider.
- 4.15.7 The President will send an email to the individual contestants within 72 hours of submission of results to the President by Election Officer.
- 4.15.8 Detailed results will be announced at the AGM and published in the MER(I).
- 4.15.9 The incoming President, Vice President, HGS and other elected candidates will be addressed as President Elect, Vice President Elect, HGS Elect, etc., in the interim period.
- 4.15.9.1 E-Voting Procedure:
- 4.15.9.1.1 Each member is given a unique “sequence number” which will be applicable for “all India election” and “branch election” to which he is enrolled. NRI members will be able to only vote for the office bearers of the Council and not participate in any election process of the Branch / Chapter.
- 4.15.9.1.2 All members will be required to change their password upon initial receipt.
- 4.15.9.1.3 Each member will be required to log into e-voting site, using their sequence number, “captcha” and change his password. During this process of changing their password relevant “security questions” will be asked to confirm their identity.
- 4.15.9.1.4 Members will be able to access the e-voting site using any browser of their choice viz. internet explorer, chrome, etc. using any operating system viz. Windows, Mackintosh, etc.
- 4.15.9.1.5 For issuing/resetting pass words, the members will also be provided with a contact help line number, in case they face any difficulties.

- 4.15.9.1.6 Cases which are requesting for repeat of the passwords, will be acted upon only after due verification process, as defined by IME(I), to ensure the correct identity of the members
- 4.15.9.1.7 Fresh pass word will then be sent to the concerned Member's registered email ID/mobile phone.
- 4.15.9.1.8 As the member logs in during the E-Voting, he will be able to see one EVSN for "all India" and another second EVSN for his "Branch" elections.
- 4.15.9.1.9 By clicking on either "Branch" or "All India" tab, he will be navigated to the particular page listing names of all the candidates contesting for a particular post related to that particular EVSN. After completion of an EVSN voting the member will be directed to the other EVSN page to complete his voting, prior to final log out.
- 4.15.9.1.10 A Hyperlink shall be provided on the name of each contestant for the posts, to enable the members to click and view that contestant's profile.
- 4.15.9.1.11 The e-election will be assumed to be complete only after clicking on the "submit" button. During e-voting, if "session expires" or either the computer hangs or there is a power cut, the member can re-login for e-voting.
- 4.15.9.1.12 A sufficient amount of time shall be allocated for the Member to complete his E-Voting.
- 4.15.9.1.13 IME(I) will appoint a "Scrutiniser" who will be provided with log in details of "The service provider's" web site for accessing the election results.
- 4.15.9.1.14 In case a Member who has not registered for E-Voting during the registration period requests for it subsequently giving a valid reason for non-registration in the given period, he may be allowed to E-Vote subject to clearance from the Election Officer. The decision of the Election Officer will be final in this regard.

- 4.15.9.1.15 The Scrutiniser shall not be able to view or request for the actual votes cast. (i.e., which Member/s has voted for which candidate/s).
- 4.15.9.1.16 The Service Provider will compile and submit to the Scrutiniser a report of e-elections of only the total count of members who have voted for each candidate.
- 4.15.9.1.17 Information regarding 'pattern of voting' will not be provided / accessible to the Scrutiniser.
- 4.15.9.1.18 A non-disclosure agreement will also need to be signed by "The service provider".
- 4.15.9.1.19 The service provider will ensure necessary safeguards to prevent hacking of their website and IME(I)'s data. The service provider will also ensure that the e-Voting is conducted in a free and fair manner.
- 4.15.9.1.20 As the Institute has moved towards the process of e-elections, the e-elections procedures are now documented and added / substituted in these procedures.

4.16 **<sup>29</sup>COUNCIL VACANCIES**

- 4.16.1 On account of the position of Honorary General Secretary falling vacant:
- 4.16.1.1 The post is to be filled by members within the Council members by way of nomination by the Council Members. The term of the new incumbent would continue till the end of the term of Council.
- 4.16.1.2 A new member may be co-opted into the Council by the Council Members but no further election to take place. The Council shall however be free to nominate the Honorary General Secretary who may not have been a Council member.
- 4.16.1.3 For the interim period i.e., until the next GCM the President may nominate a HGS from within the GC for the subject interim period. To keep the interim arrangement duration to a minimum, a one-day

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<sup>29</sup> Refers to Article 13 of AoA

GCM would be convened with a single point agenda i.e., to appoint the Honorary General Secretary. The Council may nominate an HGS who may not be a Council member, if no GC member is willing to accept the nomination.<sup>30</sup>

4.17 **ARTICLE 14.0:** Council Functioning

4.17.1 **Duties of President:** The President shall be overall in-charge of all activities of the Institute. In addition, he shall fulfil the following responsibilities to:

4.17.1.1 Build and protect the image of the Institute at National and International levels.

4.17.1.2 Give direction to the Institute through the Governing Council in order to achieve its aims and objectives.

4.17.1.3 Be an authorised signatory for Head Office Bank Accounts and Membership Certificates.

4.17.1.4 Liaise and interact with Central and State Governments, National Engineering bodies and international shipping and maritime organizations, to seek representation on the Technical Committees of other Classification Societies in India, also on the various Port Trust Boards, and on suitable bodies of the National Ship Design and Research Centre (NSDRC), National Institute of Oceanography (NIO) Goa, and the Merchant Navy Training Board.

4.17.1.5 Interact with administration on matters relating to welfare of seafarers in general and marine engineers in particular. Communicate to administration the difficulties faced by seafarers in various matters related to examination, etc.

4.17.1.6 Interact with other Maritime Professional Bodies internationally to build mutual recognition and co-operation

4.17.1.7 Visit each Branch at least once during his term of two years.

4.17.1.8 Attend all national seminars / conferences and international seminars as necessary, related to shipping or technical matter, as

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<sup>30</sup> Inserted vide Resolution No: 78.19.08.01



- 5.1.1 RULE 1.0
- 5.1.2 RULE 2.0
- 5.1.3 RULE 3.0
- 5.1.4 RULE 6.0
- 5.1.5 RULE 8.0
- 5.1.6 RULE 11.0

## 5.2 RULE 4.0

5.2.1 **STATIONERY OF BRANCH:** The Branch Letter Head should be A4 size with the Institute name and logo on top exactly in the same style as the Head Office stationery. It is mandatory to print and display the Registered Office address of the Institute at the bottom of all official letter heads and other similar stationery (if any) of the Branches. Names of office bearers should not be printed on Branch Stationery since it will not be valid in case of changes by resignation, transfer or at the end of the term of the Committee.

### 5.2.2 JURISDICTION OF BRANCHES / CHAPTERS:

The territories covered by each Branch/ Chapters is described particularly in the table below:

Branch/Chapters	Territory
Mumbai Branch	<p>a) Maharashtra, Gujarat, Madhya Pradesh, Dadra &amp; Nagar Haveli, and Daman &amp; Diu</p> <p>b) <del>IME(I) members whose residential addresses are</del> outside India<sup>36</sup></p>
Navi Mumbai Chapter (of Mumbai Branch)	<p>Panvel, Jui Nagar, Sanpada, Khandeshwar, Airoli, Nerul, Kharghar, Koperkhairane, Vashi, Turbe, Belapur, Sheva, Uran, Kalamboli, Taloja, Ulwe, Nava, and Dronagiri</p>

<sup>36</sup> Inserted vide **Resolution No. 76.37.02**

Gujarat Chapter (of Mumbai Branch)	Gujarat
Kolkata Branch	West Bengal, Bihar, Jharkhand, Sikkim, Assam, Arunachal Pradesh, Nagaland, Manipur, Mizoram, Tripura, and Meghalaya
Patna Chapter (of Kolkata Branch)	Bihar, Jharkhand
New Delhi Branch	Delhi, Uttar Pradesh, Uttaranchal, Rajasthan, Haryana, Punjab, Chandigarh, Himachal Pradesh, and Jammu & Kashmir
Chennai Branch	Tamil Nadu, Pondicherry, and Andaman & Nicobar Islands
Visakhapatnam Branch	Orissa, Andhra Pradesh & Chhattisgarh
Hyderabad Chapter (of Visakhapatnam Branch)	Adilabad, Nizamabad, Karimnagar, Medak, Warangal, Rangareddy, Nalgonda, Khammam, Mahbub Nagar, Kurnool, Ananthapur, Cuddapah, Chittoor
Kochi Branch	Kerala, Karnataka, and Lakshadweep Islands
Karnataka Chapter (of Kochi Branch)	Karnataka
Goa Branch	Goa
Pune Branch	Pune & Lonavla
<u>HO</u>	<u>All Members residing outside of India shall automatically be attached to HO and shall participate only in the election of the Office Bearers.</u>

5.2.3 **STUDENT MEMBERS BRANCH ATTACHMENT:** Student members will be attached to the branch in the area where the Institute is located.

5.3 **RULE 7:** Executive Committee

5.3.1 Executive Committee Strength, Eligibility Etc.:

**5.3.1.1 The Executive Committee of the Branch will only comprise of Corporate Members and the strength of the Executive Committee of a Branch will be as follows:**

Paid up Corporate Membership of a Branch	Elected Committee in general to consist of maximum
Between 100-250	5 persons (4+0+1)
Between 251-500	7 persons (4+1+2)
Between 501-1000	9 persons (4+2+3)
Between 1001-2500	11 persons (4+3+4)
After 2500 members	1 Committee member extra for every 1200 additional members

Additional members will also be corporate members.

The first number of the Elected Committee consists of the number of office bearers of the Branch i.e. Chairman, Vice Chairman, Hon. Secretary and Hon. Treasurer, similarly, the second number is the number of GC members as per amended ORP 4.12, and the third number is the number of Executive Committee members.

**5.3.1.2 Strength of the Executive Committee of a Chapter will be as follows:**

Paid up Corporate Membership of a Chapter in India	Paid up Corporate Membership of a Chapter abroad	Executive Committee in general to consist of a maximum of:
Between 30 to 150	Between 20 to 150	4 persons (3+1)
More than 150	More than 150	5 persons (3+2)

The first number in the Executive Committee consists of the number of office bearers of the Chapter i.e. Chairman, Hon. Secretary and Hon. Treasurer as per clause 4.18.2.7 of the ORPs “Rules for opening a new Chapter” under Resolution 43.09, similarly, the second number of Executive Committee members of the Chapter is also based on the same rule.

#### 5.4 <sup>37</sup>**COMMITTEE'S TERM**

- 5.4.1 Although Branch Office Bearers i.e., Chairman, Vice Chairman, Hon. Secretary and Hon. Treasurer, are not allowed to stand for elections for a third consecutive term, the same shall only apply to the same post.
- 5.4.2 Thus, after having been elected to the same post for two consecutive terms, an office bearer of a Branch shall be free to stand for elections for any other post within the Branch Executive Committee.

#### 5.5 <sup>38</sup>**ELECTION**

- 5.5.1 The elections of all Branches throughout the country shall take place at the same time and a new committee shall always be elected before 30<sup>th</sup> September of every odd year.
- 5.5.2 Elections to the GC as well as to the Executive Committee of Branches would be organized by the HO.
- 5.5.3 Eligibility: For Chairman and Vice Chairman who must be Fellows, it is also required that they should have been corporate members for at least 4 years from the date when the strength of valid corporate members on roll of the Branch / Chapter is taken into account. This period would be the cumulative period of the Corporate membership and not limited to the Branch which the nominee is attached to on that date to take into account any transfer from a Branch/Chapter to another Branch/chapter
- 5.5.4 The strength of valid (i.e. paid up) corporate members on roll be taken on 1<sup>st</sup> January of every odd year for the purpose of conducting elections.
- 5.5.5 All fully paid corporate members on the roll-on 15<sup>th</sup> May of the odd year will be eligible to vote in the election. For exercising their e-Vote the member(s) would need to follow the procedures as detailed in the ORP.

#### 5.6 **RULE 12.0:** Finance

- 5.6.1 No Branch can accept donation in any form without the approval of the Governing Council.

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<sup>37</sup> Erstwhile Rule 9

<sup>38</sup> Erstwhile Rule 10