

MINUTES OF THE 90TH MEETING OF THE IME(I) GOVERNING COUNCIL (TERM 2021 - 23) HELD ON 10TH 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 4th 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 <u>1000 hrs</u> on <u>10th October 2021</u> through <u>Virtual Meeting Application: Zoom</u> (Link to Join the Meeting is at the end of this Agenda).

Agenda for the meeting is as below:

<u>Time</u> (hrs)	<u>Agenda</u> Item No.	<u>Agenda / Event</u>		
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 th GCM - By Circulation		
1037	5	To Grant Leave of Absence		
1039	6	Adoption of Minutes of the 89 th 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 Reports (covering <i>Budgeted Figures</i> for FY 2021-22 / Fund Allocations and Future Objectives/ Goals for next Two Years) on :			



<u>Time</u> (hrs)	<u>Agenda</u> Item No.	<u>Agenda / Event</u>	
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	Break for Lunch		
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	

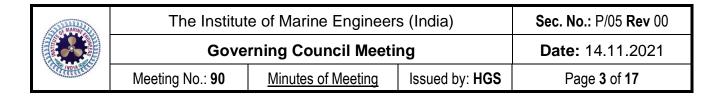
Any other points will be taken up with the permission of Chair subject to availability of time. View current Pandemic situation, this GCM will be held through web-based video-conferencing software, link for which is shared below:

To Join Zoom Meeting Click this Link:

https://us02web.zoom.us/j/86899364255?pwd=Vml1TVQ0dWhYbGh 1N2ZtQWN3MitVUT09

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

Meeting ID: **868 9936 4255** Passcode: **373408**

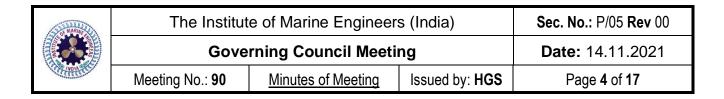


Request all to kindly make it convenient to attend from Home/ Office through Laptop/ PC/ Smartphone/ suitable Device. In case of difficulty/ for assistance, Members may please contact Mr. D.K. Shetkar on +91 98332 50160."

Attendance

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

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



Formal Agenda Points

3. <u>Observance of a Minute's Silence in Honour of Deceased Members</u> (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. <u>Members' Introduction of GC Term 2021-23 (Agenda Item No. 2)</u>. 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. <u>Welcome Address by President (Agenda Item No. 3)</u>. The President, Mr. Vijendra Kumar Jain, while chairing the meeting, welcomed the new members of the Governing Council to the meeting.

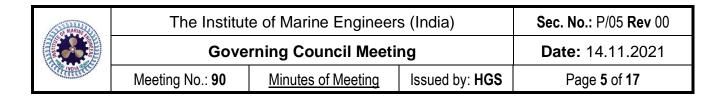
6. <u>Adoption of Agenda for 90th GCM (Agenda Item No. 4)</u>. The previously circulated Agenda for the 90th GCM was adopted unanimously by the GC.

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

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

9. <u>Action Taken Report (Agenda Item No. 7)</u>. The President suggested that this being the first meeting of the current term, the list of pending items from the



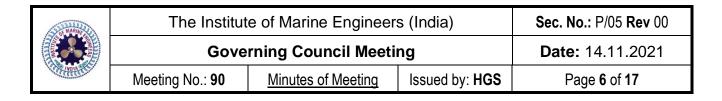
previous GCM(s) / Action Taken Report (ATR) points be taken up later in the meeting under any other matter. However, it emerged that all ATRs are yet to be compiled due to short notice and it was agreed that an updated status of the same will be circulated amongst the GC Members subsequently.

10. <u>Change of Signatories (Agenda Item No. 8)</u>. 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:

Resolution No.	Details of Resolution
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
Proposed By:	Mr Sanjeev Ogale
Seconded By:	Mr Rajeev Nayyer

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

Resolution No.	Details of Resolution
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 st Oct, 2021 to 30 th 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
Proposed By:	Mr Chirag Bahri
Seconded By:	Mr Krishnan Kutty



12. <u>Nomination for Various External Bodies (Agenda Item No. 10)</u>. 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:

Resolution No.		Details of Resolution			
90.10.01	Insti	tute of Ma	hat the following memb trine Engineers (India) on for the Term 2021-2023:		
Name of the Insti	tute	<u>Place</u>	Nominee	Alternate Nominee	
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	
Institute of Maritime Studies)	Goa	President - Mr. Vijendra Kumar Jain	Chairman Goa Branch - Mr. V M Gaitonde	
Engineering Counc India/ NCRPE	il of	Delhi	President - Mr. Vijendra Kumar Jain	Member Delhi Branch - Mr Ashok Kumar Sehgal	
Board of Examination for Seafarers	Board of Examinations for Seafarers		President - Mr. Vijendra Kumar Jain GC Member Mumbai Branch - Mr. Rajeev Nayyer 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	
Proposed By:	Mr S	Sanjeev Va	akil		
Seconded By:		Chirag Bah			

13. Formation of Various Sub-Committees (Agenda Item No. 11).

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

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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: -

Resolution No.	Details of Resolution
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:

Name of the Sub-Committee	<u>Chairman</u>	Member Secretary
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 BT Yelve
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 Kumai
Information Technology (ITSC)	Mr. Chirag Bahri	Capt Bibhas Pal
High Value Committee (HVC)	As per the ORP	-

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Resolution No.	Details of Resolution	
Seconded By:	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, FBDSC, 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 FBDSC.

(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.

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(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.

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

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

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Resolution No.	Details of Resolution
Seconded By:	Mr Krishnan Kutty

17. <u>Approval of Drawn Resolutions (Agenda Item No. 14)</u>. 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.

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

(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.

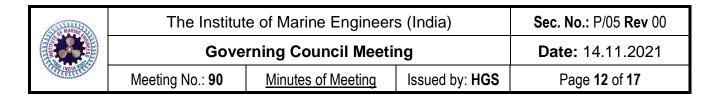
(c) As regards the old grievance pertaining to and raised by Mr. Kar, it was agreed to take any further action only after ascertaining the status of legal case, if any filed by Mr Kar on the matter.

(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 GCMs 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. <u>Vote of Thanks (Agenda Item No. 18)</u>. 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.



<u>Annexure 1</u>

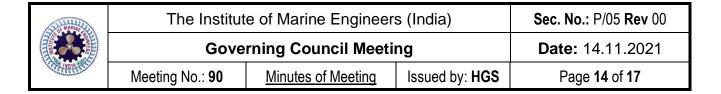
(Refers to Para 15 of the MoM)

FORMATION/ CHARTER OF VARIOUS SUB-COMMITTEES AT HO

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

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<u>S</u> <u>No.</u>	<u>Name of Sub-</u> <u>Committee</u>	<u>Acronym</u>	<u>Chairman of the</u> <u>Sub-Com</u>	<u>Member</u> <u>Secy</u>	Broad Charter
6	Benevolence	BF	Mathew Koshy	SR Bhalerao	Fair & Correct Distribution of Funds
	Fund		With the with the strip	Sitenderde	Review & Suggest Changes in Fund Operating Procedures
_	Examinations &	5000	Vaman		Improvement of Candidates' Results
7	Certification	ECSC	Gaitonde	BT Yelve	Improve Question Banks for Examinations
					Promote Mentorship Programme Commence Soft Skill Training Programs Enroll Student Members from all
8	8 Students SS	SSC	Sanjeev Ogle	Akansha Gawde	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	MGC	Uday Purohit		Review existing Grievance Procedures
10	Equivalency & Recognition	ERSC	Swapan K Saha	Ashish Khatawakar	Tie-up with Mumbai University and IE(I)
11	Women Members' Welfare	WMWSC	VK Amara	Uma Shankar Singh	Setup a Vibrant Women's Cell Encourage Women to Take-up Marine Engineering Alleviate Difficulties Faced by
				5	Women Members
12	Research Promotion	RPSC	Gautam Sen	Aditi Thakur	Facilitate Research by Members Tie-up with Research Organisations Make Processes for Funding Research
13	Members Welfare	MWSC	DS Anand	Shweta Dabholkar	Commence Member Benefit Schemes in Life, Medical & Car Insurance Facilitate Concessional Loans & Credit Cards for Members
14	International Relations	IRSC	Arun K Gupta	Shravani Shirsat	Set-up IME(I) Branches across World Collaborate with RINA, IMarEST, SNAME, Other Professional Bodies Increase Overseas Membership



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

<u>Annexure 2</u>

(Refers to Para 19 of the MoM)

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

1. **<u>Purport</u>**. 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. <u>Current Process for Members to Sub-Committees</u>. 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. <u>**Complications**</u>. 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.

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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.

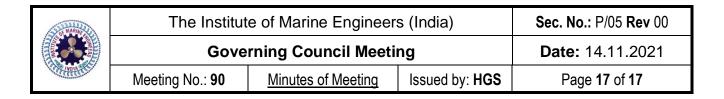
5. <u>Suggested Amendments in the ORP</u>. The following process may be considered for inclusion in the ORP:

(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.

<u>Appendix</u>

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

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

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?