

FINAL MINUTES OF THE 103rd MEETING OF THE IME(I) GOVERNING COUNCIL
(TERM 2023 - 25) HELD ON 26th July, 2025 in virtual mode
(iaw Rule A15, A17, & A18 Part II of ORP and Articles 14, 15, 17.2 & 18.2 of
M&AoA)

e-NOTICE AND AGENDA FOR MEETING NO. 103rd OF THE IME(I) GOVERNING COUNCIL (TERM 2023 - 25) (REF. NOTICE DATED 4TH JULY 2025, EARLIER PLANNED ON 19TH JULY 2025) NOW RESCHEDULED ON 26th July 2025 (iaw Rule 15, Part II of ORP and Articles 17.2& 18.2 of M&AoA)

1. Notice is hereby given to members (Term 2023-25) for the conduct and request to attend the Meeting No. 103 of the Governing Council (GC) scheduled at 1000 hrs on 26th July 2025 through Virtual Meeting Application: Zoom (Link to Join the Meeting is at the end of this Agenda).

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

<u>Time (hrs)</u>	<u>Agenda Item No.</u>	<u>Agenda / Event</u>
1000	-	All Members Log-In for Audio/ Video Check
1005	1	Observance of a Minute's Silence in Honour of departed Members: Mr K. Shankar, Mr Hari Taneja, Mr Dipankar Ghosh, Mr S.B. Dias, Mr Hirakesh Chandra Roy, Radm (Retd) Sanjiv Madhukar Luktuke, Mr Om Prakash, Mr Sachin Shivajirao Ghorpade and Mr Ashutosh Nath
1010	2	Welcome Address by President
1015	3	Adoption of Agenda for 103 rd GCM - By Circulation
1020	4	To Grant Leave of Absence
1025	5	Adoption of Minutes of the 102 nd GCM
1030	6	Update on Pending Action Taken Report
1115	7	Status of Group Medical Insurance for Student and Corporate members
1130	8	Kochi Branch Property Proposal – Report from HVC, if ready for discussion
1150	9	Updated IME(I) Brochure Text – For Information and further amendments if required
1200	10	Update on Training Activities Conducted by Branches for the last 6 months
1215	11	Ratification of 65 New Memberships and 31 Grade Transfers since 16 th May 2025 onwards

		(members from the last GCM up to 15 th May 2025 have already been ratified through circulation)
1220	12	Update on e-Library and challenges
1225	13	Discussion on procedure and responsibility for updating Members data on IME(I) Website and i-Connect App
1230	14	Discussion on ORP Clause 3.2.3.2 regarding IME(I) website's structure and maintenance
1235	15	Discussion on SOP to be followed for a major event organized by a Branch
1245	16	a) Usage of the new laptop to ensure that the Branch Chairman's official email IDs are configured without deleting existing emails, in order to maintain continuity. b) Emphasis on using official email IDs instead of personal email IDs to ensure continuity and proper record-keeping.
1250	17	Update on BIS, BES and FICCI matters
1300	18	Update on IMO matters – Council, MEPC, MSC, TCC & HTW and IMarEST coordination meeting
1315	19	Discussion on the appointment/re-appointment of Editors for MER and i-Mélange for new term w.e.f. from 01 st Jan 2026
1320	20	Next GCM – (date shall be intimated – target second week of Aug'25 subject to receiving the Audited Account Statement for Branches): for finalisation of overall Audited Accounts, AGM scheduled on 9 th September 2025. (Last date for e-voting: 31 st August 2025 by 1700 hrs)
1330	21	Any other matter with the permission of Chair
1340	22	Vote of Thanks - By Vice President
1345	23	Closure

3. Any other points may be taken up with the permission of the Chair, subject to the availability of time. This GCM will be conducted via web-based video conferencing. The meeting link is provided below.

4. All members are kindly requested to make it convenient to attend remotely using a laptop, PC, smartphone, or any other suitable device. In case of any difficulty or for further assistance, members may please contact Ms. Neetha Nair (+91 9930977647) / Mr. D.K. Shetkar (+91 98332 50160).

Best Regards
Sunil Kumar

Hon. General Secretary
IME(I), Mumbai

To Join Zoom Meeting Click this Link
Join Zoom Meeting
Topic: 103rd GC Meeting

Time: Jul 26, 2025 10:00 AM Mumbai, Kolkata, New Delhi
Join Zoom

Meeting: <https://zoom.us/j/93416380925?pwd=jFZNkJ9eZ7wNejDbbiG2i9ptVe3zCH.1>

Meeting ID: 934 1638 0925

Passcode: 123456

Detailed Agenda is attached as Attachment 1 to these minutes for reference.

Attendance:

<u>S. No.</u>	<u>Name of GC Member</u>	<u>Parent Branch</u>	<u>Designation</u>	<u>Attendance</u>
(i)	Mr. Rajeev Nayyer	-----	President	P
(ii)	Cdr Dr Bhaskar Bhandarkar (Retd.)	-----	Vice President	P
(iii)	Mr Sunil Kumar	-----	Hon. General Secretary	P
(iv)	Mr David Birwadkar	Mumbai	Chairman	P
(v)	Mr. Yatindra Nath	Mumbai	GC Member	P
(vi)	Cmde Bhupesh Tater (Retd.)	Mumbai	GC Member	A

<u>S. No.</u>	<u>Name of GC Member</u>	<u>Parent Branch</u>	<u>Designation</u>	<u>Attendance</u>
(vii)	Mr. Arun Kumar Gupta	Mumbai	Navi Mumbai Chapter Chairman	P
(viii)	Mr Suresh Shenoi	Chennai	Branch Chairman	LOA
(ix)	Mr. Sanjeev Vakil	Chennai	GC Member	P
(x)	Mr. Larson D'Sa	Goa	Branch Chairman	A
(xi)	Mr. S Krishnan Kutty	Kochi	Branch Chairman	P
(xii)	Mr. R Venugopal	Kochi	GC Member	A
(xiii)	Mr. Gautam Sen	Kolkata	Branch Chairman	A
(xiv)	Mr. Swapan Kumar Saha	Kolkata	GC Member	LOA
(xv)	Mr. Sanjeev D Ogale	Pune	Branch Chairman	P
(xvi)	Dr. Varaha Siva Prasad Vanthala	Vizag	Branch Chairman	A
(xvii)	Mr. V D Prasad Samavedam	Vizag	GC Member	P
(xviii)	Mr Atul Mani Sharma	Delhi	Vice Chairman	A
(xix)	Mr. Chirag Bahri	Delhi	GC Member	P

<u>S. No.</u>	<u>Name of GC Member</u>	<u>Parent Branch</u>	<u>Designation</u>	<u>Attendance</u>
(xx)	Mr. Vicky Malhotra	Delhi	GC Member	A
(xxi)	Mr. V K Jain	Mumbai	Imm. Past Pres.	P
(xxii)	Mr. Amit Bhatnagar	Chennai	Imm Past VP	P

Formal Agenda Points

1.Homage to Departed Members (Agenda Item No 1) – The meeting commenced with a tribute to the departed members by observing a one-minute silence. The members who passed away since the last Governing Council Meeting are Mr. K. Shankar, Mr. Hari Taneja, Mr. Dipankar Ghosh, Mr. S.B. Dias, Mr. Hirakesh Chandra Roy, Radm (Retd) Sanjiv Madhukar Luktuke, Mr. Om Prakash, Mr. Sachin Shivajirao Ghorpade, and Mr. Ashutosh Nath.

2.Welcome Address by the President (Agenda Item 2) – The President, Mr. Rajeev Nayyer, chaired the meeting and extended a warm welcome to the members of the Governing Council.

3.Adoption of Agenda for the 103rd Governing Council Meeting (Agenda Item 3) – The agenda circulated for the 103rd Governing Council Meeting was reviewed, read and unanimously adopted by the Governing Council members.

4. Leave of Absence (Agenda Item 4) – Leave of absence was granted to the Governing Council members who had previously informed of their inability to attend the meeting. These members are:

- Mr. Swapan Kumar Saha- GC member
- Mr. Suresh Shenoy- Chairman, Chennai Branch
- Mr Gautam Sen
- Mr Larson Dsa
- Mr Atul Mani Sharma
- Mr Vicky Malhotra
- Dr V V S Prasad

5. Adoption of Minutes of the 102st GCM (Agenda Item 5) – The Governing Council adopted the minutes of the 102nd Governing Council Meeting, which had been circulated via email dated 24th December 2024. The final minutes were uploaded on the website on 26th December 2024, and the Council resolved as follows

<u>Resolution No.</u>	<u>Details of Resolution</u>
103.05.01	RESOLVED that the minutes of the 102nd Governing Council Meeting, as presented, be and are hereby approved and adopted.
<u>Proposed By:</u>	Mr. David Birwadkar
<u>Seconded By:</u>	Mr. Y Nath

6. Update on Pending Action Taken Report (Agenda Item 6) - The HGS introduced Agenda Item 6, which had been circulated earlier along with the agenda. The report, shared for information, was discussed point by point and is attached as Attachment No. 2 to the minutes.

7. Status of Group Medical Insurance for Student and Corporate members (Agenda Item 7) -

The President initiated the discussion by highlighting the importance of providing a comprehensive group medical insurance cover for both Corporate and Student Members of IME(I).

- The initiative is intended to enhance the long-term value of IME(I) membership and promote the welfare of the maritime community.
- A proposed medical insurance plan, outlining tentative benefits and premium rates, had already been shared with the Governing Council members.
- The importance of establishing a three-year Memorandum of Understanding (MoU) with the insurance provider was emphasized to ensure continuity and premium stability.
- It was noted that a minimum 800 confirmed participants are required to activate the scheme.
- The medical insurance will be available exclusively to members based in India and will not extend to those residing abroad.
- Every student member, whether enrolled individually or through an institute, will be eligible for coverage under the scheme.

The Council resolved as follows

<u>Resolution No.</u>	<u>Details of Resolution</u>
103.07.01	The Governing Council authorized the President and the Immediate Past Vice President to proceed based on a

	<p>three-year Memorandum of Understanding (MoU), to be drafted in line with the proposed insurance plan. The scheme will be open to both Corporate Members and Student Members, covering the duration of their academic course, including the mandatory sea service required for training completion.</p> <p>Upon submission of the course completion certificate, student members will be automatically transferred to the Graduate grade, with the insurance cover remaining valid for an additional two years. This benefit will lapse if the member does not upgrade to the next membership grade within that period.</p> <p>The President is also authorized to continue discussions with the service provider to finalize the proposal; however, no formal agreement shall be signed, nor any financial commitment made, until confirmation is received regarding the minimum number of participating members required to activate the scheme.</p> <p>A detailed flyer containing all relevant information will be circulated to all the members via email, WhatsApp, and social media platforms through Sea and Beyond.</p>
<u>Proposed By:</u>	Mr. V D Prasad Samavedam
<u>Seconded By:</u>	Mr. S Krishnan Kutty

7) Kochi Branch Property Proposal – Report from HVC, if ready for discussion (Agenda no. 8)-

The President noted that no report had been received from the High Value Committee (HVC) regarding the Kochi Branch property proposal. He expressed concern over the lack of progress and emphasized that the committee has not been functioning as intended. In light of the above, the Council resolved as follows

<u>Resolution No.</u>	<u>Details of Resolution</u>
103.08.01	“Resolved that a new committee be constituted in accordance with the ORP guidelines. The Kochi Branch’s property proposal shall be re-submitted to the newly formed/restructured High Value Committee (HVC) for review.

	<p>The reconstituted committee will comprise of the following members:</p> <ol style="list-style-type: none"> 1. Chairman – Building, Land & Facilities Sub-Committee (BLFCS) 2. Chairman – Administration & Legal Sub-Committee (ALFSC) 3. Vice President – IME(I) 4. Honorary General Secretary (HGS) – IME(I) 5. Two Immediate Past Presidents – IME(I)
<u>Proposed By:</u>	Mr. Y Nath
<u>Seconded By:</u>	Mr. Sanjeev Vakil

It was further directed that the Kochi Branch shall be provided with a formal update on the status of their proposal by the next Governing Council (GC) meeting.

9) Updated IME(I) Brochure Text – For Information and further amendments if required (Agenda item no. 9)-

The draft text of the IME(I) brochure was presented to the Governing Council (GC) for review. The Hon. President requested all members to review the content and submit their comments or suggestions within the following week. Based on the final inputs received, the brochure will then be forwarded for design.

10) Update on Training Activities Conducted by Branches for the last 6 months (Agenda item no.10)-

The consolidated income and expenditure statement for all branches over the past six months was presented at the meeting in the form of an Excel sheet.

- The Mumbai and Kochi Branches reported a positive financial position, with income exceeding expenditure.
- The Kolkata and Goa Branches showed a negative balance, indicating higher expenditure than income during the review period.
- The President advised the respective branch sub-committees to explore opportunities for increasing the number of courses conducted.
- He emphasized that this situation should remain under the close attention of the Governing Council and must not be overlooked. Branches were encouraged to continue conducting courses on a regular basis.
- The proposal from the Pune Branch will be revisited, and a response will be provided in due course.

11) Ratification of 65 New Memberships and 31 Grade Transfers since 16th May 2025 onwards (members from the last GCM up to 15th May 2025 have already been ratified through circulation) (Agenda item no 11)-

The list of 65 new memberships and 31 grade transfers was reviewed and unanimously approved.

12) Update on e-Library and challenges (Agenda item no. 12) –

Mr. Y. Nath provided an update on the Maritime e-Library. Initially, all books purchased by IME(I) were uploaded to the e-Library platform for member access.

However, almost all the publishers are unwilling to provide the necessary No Objection Certificates (NOCs) for uploading their books in PDF format in Maritime e-Library and are advising that the eBooks purchased from them can only be read online one from their Site/URL and that too only by one Member at a time.

The Hon. President suggested convening a meeting with MUI to discuss the issue.. In the meantime, IME(I) will continue to maintain physical books at all centres; however, no further procurement will be made by IME(I) except for the common library

13) Discussion on procedure and responsibility for updating Members data on IME(I) Website and i-Connect App (Agenda item no. 13)

Mr. Y. Nath provided an update on the website, stating that efforts are underway to maintain and present it in an organized manner.

The Hon. President also informed the Council that work is currently in progress on the ISO Manual. Should any revisions to the ORP be required as part of this process, the matter will be placed before the Governing Council for consideration

14) Discussion on ORP Clause 3.2.3.2 regarding IME(I) website's structure and maintenance (Agenda item no. 14)

A discussion was held on Clause 3.2.3.2 of the ORP, which currently assigns responsibility for maintaining the contents of IME(I) website to the Editor, MER.

It was suggested the responsibility be assigned to the HGS instead.

However, the HGS suggested that the responsibility be assigned to the Editor of *i-Melange* instead, as the Editor of *i-Melange* is better positioned to oversee the website, given that all news, event updates, and announcements are routed through *i-Melange*. The Editor, MER, may continue to contribute specifically to the technical content.

Accordingly, a proposal will be submitted to the Governing Council (GC) recommending the necessary amendments to the ORP to reflect this revised responsibility.

15) Discussion on SOP to be followed for a major event organized by a Branch (Agenda item no 5) –

In view of major events such as INMARCO, the Green Shipping Conclave, and similar initiatives, a draft Standard Operating Procedure (SOP) has been prepared by the Mumbai branch to streamline planning and execution.

It was proposed that this draft SOP be circulated to all IME(I) branches and relevant branch/GC members for their review and input. Feedback should specifically indicate whether the SOP should be incorporated into the ISO Manual or included under the ORP.

Once finalized and approved, the SOP will be standardized and implemented across all IME(I) branches and chapters

16) a) Usage of the new laptop to ensure that the Branch Chairman's official email IDs are configured without deleting existing emails, in order to maintain continuity (Agenda item No. 16)-

b) Emphasis on using official email IDs instead of personal email IDs to ensure continuity in email communication and proper record-keeping. (Agenda item No. 16)-

All Chairmen and Governing Council (GC) members were requested to use their official IME(I) email IDs for all formal correspondence to ensure continuity in email communication, accountability and proper documentation.

It was also suggested that Branch Secretaries should either be assigned individual official email IDs or use the branch's existing official email ID for all official communication.

This matter will remain open for further input and members are encouraged to share their suggestions prior to the next GC meeting.

Mr. Y. Nath will review and submit recommendation for same

17) Update on BIS, BES and FICCI matters (Agenda item no. 17)-

The President IME(I) updated the GC members as follows-

- Work related to the Bureau of Indian Standards (BIS) is currently in progress.
- Some members have shown interest in joining and contributing to the relevant technical committees of BIS. Any members who wishes to participate are welcome to confirm their interest.
- BES update: Examination reforms have been initiated by the Directorate General of Shipping, which is in the process of being restructured and renamed as the Director General of Maritime Administration (DGMA).
- As part of these reforms, all examinations are proposed to be conducted directly under the DGMA. A consultant firm has been appointed to support this initiative.
- BES will continue to conduct rating-level examinations as before. A Service Level Agreement (SLA) is being formalized between BES and DG Shipping to define the revised scope and responsibilities.

President IME(I) apprised Governing Council as follows:

- An incident occurred at BES involving an IME(I) member allegedly asking for favours during an examination.
- BES based on the report immediately stopped the member from taking the next exam. BES also issued a circular which stated the actions which would be taken in such cases.
- The member wrote to DG Shipping. DG Shipping constituted an enquiry and gave its result.
- The member also sent a grievance message to the President, alleging BES had not heard his views and blaming the BES CEO.
- The President treated this as a grievance and advised HGS to inform the member that IME(I) can take it up formally.
- It was also conveyed that if allegations proved true, it would amount to violation of the IME(I) Code of Conduct, impacting his membership.
- The member confirmed he would like to go ahead.
- The matter was referred to Mr. V. K. Jain, Head of the Grievance Cell.
- Mr. Jain sought legal advice on IME(I)'s role in the grievance.
- Legal opinion confirmed that as it was an examination matter, it should be handled as per BES procedure, not IME(I).
- Based on this, IME(I) responded to the member and the President wrote to BES requesting them to enquire into the allegations.
- During a visit to Kolkata, President alongwith CMMI Master met the member.
- The member remained dissatisfied, alleging irregularities.
- The President offered to record his observations of this meeting for BES, stating the facts of the meeting as it was evident that the Member was not really being very transparent - he first even accused IMEI of not responding and when confronted with the facts immediately changed the topic. During discussion it was also apparent some issue with a wollen Jacket had happened.
- BES CEO, acting under legal advice, opted to reply directly to the member.
- The member continues to send unpleasant messages to BES. The President stated that:
 - i. If pursued legally, IME(I) will support the cause of justice.
 - ii. If the member is found in violation of the Code of Conduct, IME(I) will take necessary action regarding his membership.
 - iii. The matter currently rests with BES and is being handled in line with legal advice.
 - iv. IME(I) will continue to monitor the developments.
- IME(I) continues to receive regular invitations and communications from **FICCI** to participate in both virtual and in-person events. These opportunities will be reviewed and attended based on merit and relevance, as and when required.

18) Update on IMO matters – Council, MEPC, MSC, TCC & HTW and IMarEST coordination meeting (Agenda item no. 18)

Details of the IMO visit were presented to the members for their information and record

19) Discussion on the appointment/re-appointment of Editors for MER and i-Mélange for new term w.e.f. from 01st Jan 2026

A discussion was held regarding the appointment/re-appointment of Editors for *MER* and *i-Mélange* for the new term commencing on 1st January 2026.

The Hon. President noted that initiating the appointment process during the current term may place an undue burden on the incoming President. It was therefore proposed that the Institute either initiate the process now to ensure continuity or defer the decision, leaving it to the incoming President to address in the new term.

Mr. Rajoo Balaji, the current Editor of *MER*, has expressed his inability to continue in the role due to other professional commitments.

Mr. G. R. Mani has expressed interest in taking up the position of Editor of *MER*.

It was clarified that the timeline for electing the Editor of *MER* will remain unchanged. The Hon. President will inform both contesting Presidential candidates for the term 2025-2027, of the situation and consult with them to arrive at a suitable decision regarding the appointment.

Mr Sunil Kumar expressed his willingness to continue as editor i-Melange. The GC authorised the President Mr Rajeev Nayyer to speak to both the contesting Presidential candidates for the term 2025-2027 for confirming the above decision.

20) Next GCM – (date shall be intimated – target second week of Aug'25 subject to receiving the Audited Account Statement for Branches): for finalisation of overall Audited Accounts

The next Governing Council (GC) meeting is proposed to be held on 16th August 2025.

The Hon. President requested all branches to complete the audit of their respective accounts and submit the audited financial statements to the Head Office at the earliest, in preparation for the upcoming meeting.

In the event that the scheduled GC meeting is postponed, a special GC meeting may be convened upon receipt of the High Value Committee (HVC) report, to ensure timely discussion of the Kochi Branch proposal.

The Annual General Meeting (AGM) is scheduled for 6th September 2025, with the last date for e-voting set as 31st August 2025 by 1700 hrs.

21) Any other matter with the permission of Chair (Agenda item no. 21)

(i) The Directorate General of Shipping is celebrating its 75th year (Platinum Jubilee), marking a significant milestone in the history of Indian maritime

administration. IME(I) has been invited to participate in the celebrations as a key stakeholder in the maritime sector.

As part of the event, the DG Shipping office has requested for a minimum contribution of ₹5 lakhs.

The matter was placed before the Governing Council (GC) for deliberation regarding the extent of IME(I)'s participation and the appropriate level of financial commitment.

<u>Resolution No.</u>	<u>Details of Resolution</u>
103.21.01	Resolved that the Governing Council has approved a minimum contribution of Rs 5 lakhs on behalf of IME(I) towards the Platinum Jubilee celebrations of the Directorate General of Shipping
<u>Proposed By:</u>	Mr. David Birwadkar
<u>Seconded By:</u>	Mr. V K Jain

(ii) A request was received from GEIMS (Great Eastern Institute of Maritime Studies) for the Kochi Branch of IME(I) to conduct their end-of-term examinations.

An agreement outlining the framework for this pilot project was shared by GEIMS and circulated among the Governing Council (GC) members for their review.

The GC unanimously approved the proposal, endorsing the involvement of the Kochi Branch in this initiative.

(iii) Digital Tarbook – As part of the Directorate General of Shipping's ongoing reform initiatives, one of the key focus areas is the development of a Digital Tarbook.

Mr. David Birwadkar has been nominated to represent IME(I) on the committee constituted for this initiative.

A proposal for developing the digital version of the Tarbook was received from Virtual Guru. This proposal was initially reviewed by IME(I) member. It has now been forwarded to Mr. David Birwadkar, in his capacity as IME(I)'s representative on the DG Shipping committee.

Key considerations discussed include:

- Cost implications for students and the Institute
- Economic viability of the project
- Safeguarding the sanctity, credibility and security of the Digital Tarbook system

It was suggested that clear guidelines be jointly developed by IME(I) and CMMI, in consultation with the selected vendor, to ensure a robust and transparent framework for implementation.

(iv) Seed Money -10 lakhs to conduct National Seminar (COMARSAM) by Kochi Branch

<u>Resolution No.</u>	<u>Details of Resolution</u>
103.21.02	RESOLVED that an amount of Rs 10 lakhs is hereby approved as seed money for conducting the National Seminar (COMARSAM).
<u>Proposed By:</u>	Mr. David Birwadkar
<u>Seconded By:</u>	Mr. Sanjeev Vakil

22) Vote of Thanks - By Vice President (Agenda item no. 22)-

There being no further agenda items, the Vice President delivered a vote of thanks to all the Governing Council members present.