



## INDIAN INSTITUTE OF CHEMICAL ENGINEERS

Dr. H. L. Roy Building, Raja Subodh Mullick Road  
Post Box No. 17001, Kolkata 700 032

Ref.No. AG/A-4/2021

Date: 25.11.2021

### SEVENTY-FOURTH ANNUAL GENERAL MEETING

#### NOTICE

Dear Member,

NOTICE is hereby given that the Seventy-fourth Annual General Meeting of the Indian Institute of Chemical Engineers (IIChE) will be held on 28<sup>th</sup> December, 2021 Tuesday at 17:00 hours at CSIR - Institute of Minerals & Materials Technology (CSIR-IMMT) Bhubaneswar, Odisha to transact the following business: -

1. To confirm the Minutes of the Seventy-third Annual General Meeting of the Institute held on Monday, the December 28, 2020 at Osmania University, Hyderabad.
2. To consider and adopt the Annual Report for 2020-2021 (from 01.04.2020 to 31.03.2021)
3. To consider and adopt the Statement of Accounts of the Institute for the year ended on March 31, 2021.
4. To take a decision on the RCs (Coimbatore, Goa, Kalpakkam and Rourkela) in respect of non-receipt of audited annual accounts.
5. To take a decision on the RCs (Ahmedabad, Bangalore, Baroda, Chandigarh, Coimbatore, Goa, Jaipur, Kharagpur, Kochi, Lote, Nadiad, Pondichery, Roorkee and Rourkela) in respect of non-receipt of audited annual reports.
6. To adopt the recommendations of the 1<sup>st</sup> & 2<sup>nd</sup> meeting of Constitution Amendment Committee of 2021 related to revised Life Membership criteria and revised Life Associate Membership Fees respectively.
7. To appoint Auditors for 2021-2022 (IIChE Headquarters Accounts and IIChE Consolidated Accounts) and to fix their remuneration. The term of current auditor's M/s K Jana & Associates expires on 31.12.2021 and are eligible for reappointment for one more year. They have offered their willingness to continue as per terms and conditions of reappointment.
8. To announce the names of the members elected to the Council for 2022 – 24 in the vacancies caused by retirement.
9. To consider any other business with the permission of the Chair.

**NB:** You are requested to kindly make it convenient to attend the meeting. This AGM Notice (2021) along with the minutes of AGM 2020 are available at [iiche.org.in](http://iiche.org.in).

**Dr. Avijit Ghosh**  
Honorary Secretary

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#### Note:

Extract from the Constitution (Rules & Regulations) of the Institute concerning "General Meetings of the Institute" is given below for ready reference:-

#### 32. **General Meetings of the Institute:**

- 32.1. An Annual General Meeting shall as a rule be held within nine months from the end of every financial year. Notice convening the Meeting should be issued to Members at least one month in advance indicating the date, time and venue of the Meeting and the agenda of business to be transacted. The Annual Report of the Institute together with the audited statement of accounts for the preceding financial year shall be presented by the Council and be considered by the Meeting. Resolutions emanating from the Council shall be discussed and voted upon. The Auditor for the next year shall be appointed in the Annual General Meeting and the Auditor's remunerations shall also be fixed. Resolutions submitted by Corporate Members shall then be discussed and voted upon. All resolutions to be moved by Corporate Members must be proposed by one and supported by at least two Corporate Members and must be submitted in writing to the Secretary to reach at least fourteen days before the date of the Annual General Meeting.
- 32.2. The President and the Council shall have the powers to accept or reject any such resolution to be moved. After the business on the Agenda is completed, any Corporate Member may move a resolution on any matter of importance and urgency subject to the permission of the Chairman of the Meeting. All resolutions moved at the Annual General Meeting must be seconded before they can be discussed and voted on.
- 32.3. The names of the Members elected to the new Council shall be announced at the Annual General Meeting.
- 32.4. All Corporate Members whose subscriptions have been fully paid by the 31<sup>st</sup> March of the financial year to which the annual Meeting pertains shall be eligible to vote on matters discussed at the General Meeting.
- 32.5. All the resolutions shall be passed in the Annual General Meeting with simple majority.
- 32.6. Thirty Corporate Members of the Institute shall constitute a quorum for the Annual General Meeting. If there is no quorum, the Meeting shall be adjourned and called after a gap of 15 minutes.

## **MINUTES OF THE SEVENTY-THIRD ANNUAL GENERAL MEETING**

**Venue: Osmania University, Hyderabad**

**Date & Time: 28.12.2020; 17.00 hr.**

### **Members Present**

84 (Eighty four) Corporate Members were present through online and offline (List enclosed).

Prof. V. V. Basava Rao, President of the Institute for 2020, chaired the meeting and called the meeting to order.

### **0.0 Condolence**

Prof. Basava Rao informed receipt of the communication during the year in regards to the passing away of the following members:

Dr. Sunit Kumar Mukherjee (HF 00279), Mr. Gopinath Gajapati (LM 12037). Prof. P. Sengupta (LF 00631), Mr. A. Datta Majumder (LM 20766), Mr. S. K. Banerjee (LM 26093), Prof. C. R. Lahiri (LM 01069), Mr. G. V. Chalapati Rao (LM 06729), Prof. C. D. Gopalarathnam (LF 00801), Prof. Y. B. G. Verma (M 02182), Mr. M. R. Padh (LF 09736), Prof. S. A. Puranik (LM 02516), Mr. G. Laxmi Reddy (LM 05659), Mr. K. P. Rajagopalan (LM 02391), Prof. V. Narayana Swamy (LM 00932), Prof. Madhevan Iyer (LM 08550), Sri Anand Kumar (HF 46500), Prof. M. N. Biswas (LM 09728), Prof. Shyamalendu Bandopadhyay (LM 03199), Prof. A. K. Biswas (LM 04880) Mr. K. K. Das (LM 15059), Prof. M. Bhagwanth Rao (LF 02784), Prof. S. Basu (LF 00795), Mrs. K. H. Gharda and Mrs. Kanan Dutta Roy.

The members observed silence for one minute to pay homage to the departed souls.

President also suggested that condolence messages have to be sent to the families of the departed members.

### **1. Confirmation of the minutes of the Seventy-Second Annual General Meeting of the Institute held on 17.12.2019 at Indian Institute of Technology, Delhi**

The minutes of the 72<sup>nd</sup> (Seventy-second) Annual General Meeting, held on December 17, 2019 at Indian Institute of Technology, Delhi, were confirmed, as proposed by Prof. N. Balasubramanian and seconded by Prof. B. B. Paira.

### **2. Adoption of the minutes of the proceedings of the Extra Ordinary General Meeting (EGM) held on 28<sup>th</sup> October, 2020 through virtual mode**

The meeting adopted the minutes of the EGM of the Institute (given in **Annexure – 1**) as proposed by Prof. B. B. Paira and seconded by Dr. K. B. Radhakrishnan with the following notes:

“Considering the opinions of the members, the EGM on October 28, 2020 deferred the agenda point -1, i.e., Amendment of Constitution. It was decided that the members would be requested to forward their suggestions on the proposed amendments, recommended by the Constitution Amendment Committee (CAC - 2020), on or before November 30, 2020. The suggestions received will be compiled for revision and then will be forwarded to CAC – 2020 for further discussion and recommendations. The recommended amendments by CAC - 2020 would be discussed in the Council Meeting and finally will be ratified in the AGM/EGM 2020”.

Members present noted and approved the same.

### **3. Ratification of Revised amendments of Constitution by the Constitution Amendment Committee and the Council as per resolution of the EGM, held on October 28, 2020.**

Honorary Secretary reported that suggestions received from the members were compiled and were discussed in the 2<sup>nd</sup> meeting of the CAC committee 2020, held on December 19, 2020 and were finalized. The final revised amendments were placed in the 6<sup>th</sup> meeting of the Council for 2020, held on December 27, 2020 and approved.

The revised amendments of Constitution, as approved by the Council 2020, were placed in the meeting. Some amendments were confirmed as proposed by Prof. Vinay Kumar Srivastava and seconded by Mr.

Bhaskar Reddy with some changes in the clauses. The approved amendments are summarized in **Annexure – 2**. The rest of the items of the revised amendments will be considered whenever a physical meeting is conducted in the near future.

**4. Consideration and Adoption of the Annual Report for 2019-2020 (from April 01, 2019 to March 31, 2020) and Adoption of Audited Statement of Accounts of the Institute for the year ended March 31, 2020.**

The Honorary Secretary briefly presented activity reports of the Regional Centres and the Students' Chapters, conducted throughout the reporting year. He also briefed all the meetings (Council meetings and Sub-committee meetings), conducted during 2020 in the prevailing COVID 19 situation.

Regarding the Annual Accounts of the Institute, Honorary Secretary emphasized the difficulties faced by the Headquarters accounts personnel for preparation of Headquarters accounts as well as the consolidated accounts which were stated in the Auditor's Report.

- That adjustments were made in the unreconciled depreciation to the tune of Rs. 4, 80,348.39/- as on 31<sup>st</sup> March 2019 and Rs. 4,78,365.40/- as on 31<sup>st</sup> March 2020 due to wrong depreciation rate, applied by some Regional Centres.
- That depreciation on asset value of Rs. 2, 72,748/- was not reported by the Hyderabad Regional Centre.
- That unreconciled bank balance of Rs.15,45,826.80/- of Headquarters was lying since 2015-16. Previously, this was shown as Prior period income.
- That difference of Rs. 19, 52,828/- in the financial statement of Ankleshwar Regional Centre was not included in the Consolidated Financial Statement.
- That unreconciled difference of Rs.3, 43, 69,980/- in Assets and Liabilities in some Students' Chapter and Regional Centres was adjusted in the opening balance.
- That suit filed regarding accounts net balance of Rs. 23, 31,555/- on investment in UTI, SBI account and FD with UCO Bank was included in the Consolidated Financial Statement but was not reflected in reality.
- The uniform accounting template was designed for the headquarters as well as for the Regional Centres by following the standard accounting procedure as per the IT Act.
- For the last 4-5 years, Headquarters was incurring losses. In fact, in the year 2018 – 19, the loss was to the tune of Rs. 68.0 lakhs, which, in turn, made the General Reserve Fund negative for the first time in the history of IChE-HQ. Those losses were incurred because of the wrong accounting procedures adopted for a long period. In the year 2019 – 20, a complete overhauling of accounting procedures was carried out by rectification of various wrong accounting principles that resulted in a profit of Rs.51.45 lakhs for Headquarters.

Honorary Secretary further stated that after taking care of all the accounting anomalies during the previous years, the Headquarters accounts and consolidated accounts were prepared this year and hopefully, there would not be any complications while preparing annual accounts next year.

The meeting unanimously adopted the Annual Report of the Institute as proposed by Mr. C P Ramulu and seconded by Dr. Sanjay Bharadwaj.

**5. Decision on suspension order in the AGM 2018 (Durgapur and Paradeep) for non-submission of Annual Accounts for the FY 2018-19 and also for non-submission of Annual Report and Annual Accounts for the year 2019-20. Moreover, these RCs are non-functioning.**

Members unanimously decided to suspend Paradeep Regional Centre as it was not responding for a long time. However, a last reminder would be sent from the Headquarters to the Durgapur Regional Center, asking for their audited Annual Accounts, failing which a similar decision will be adopted by the Council. The same will be ratified in the next AGM.

**6. Decision on action in respect of non-receipt of audited accounts from Kalpakkam Regional Centre.**

Members requested the new Council to take decision in this regard.

**7. Appointment of Auditors for the financial the year 2020-2021 for IChE Headquarters Accounts and the IChE Consolidated Accounts as well as all tax related matters and fixation of their remuneration.**

The meeting decided to appoint **M/s K. Jana & Associates**, Chartered Accountants, South End Conclave, Unit – 005, Ground Floor, 1582, Rajdanga Main Road, Kolkata - 700107 as Auditors of the Institute for the financial year 2020-2021 on the following terms and conditions:

Services	Remuneration
Auditing of IChE Headquarters Accounts, Consolidated Accounts, online filing	Rs. 35,000/- + GST

of Form10B, I T Return, Form 10/ 9A and advice on Income Tax & TDS related matters.	
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8. Any other matter(s)

**8.1** The name of Prof Sunil Baran Kuila was proposed by Mr. Ranga Rao and Seconded by Prof. M. K. Jha in the 73<sup>rd</sup> Annual General Meeting (AGM) of the Institute at Hyderabad to fill up the vacancies in the Eastern Zone and the members unanimously elected Prof. Kuila as a Council Member for the year 2021.

**8.2** The Honorary Secretary proposed that the number of Honorary Fellows of the Institute should be increased from **125** (as laid down in the Guidelines of the Constitution) to **150**. The members approved the same and requested the Honorary Secretary to include this point in the amendments of Constitution 2020. Moreover, it was also recommended that in a year a maximum two (02) Honorary Fellowships will be awarded by the Institute. The list of Honorary Fellows would be updated by the Headquarters.

**8.3** Members recommended that the Headquarters account should be handled by a competent account person with a minimum qualification of B.Com (H).

**8.4** The provision of SBI e-collect was adopted for the all types of payment received at headquarters.

**8.5** Members agreed that the online application form for the membership has already been simplified. However, they suggested further simplifications. The Members authorized the Council to take appropriate measure for the same.

**8.6** Members unanimously appreciated the efforts made by the Prof. Basava Rao, President and Dr. Avijit Ghosh, Honorary Secretary, particularly for streamlining/reforming the whole accounting process of IICHe.

The meeting ended with a vote of thanks to Chair.

**Honorary Secretary**

**President & Chairman**

**ANNEXURE - 1**

**Minutes of the Extraordinary General Meeting (EGM) of IICHe held on 28.10.2020 at 05.00 p.m. online through ZOOM meet**

The list of members present in the meeting is given in **Annexure-A**.

Prof.V.V.Basava Rao, President chaired the meeting and conducted the proceedings.

**Agenda**

1. To ratify the MOM of 1<sup>st</sup> Constitution Amendment Committee for 2020 held on 5<sup>th</sup> September 2020 followed by the decision of the Council in its 5th meeting held on 26.09.2020 for the constitution amendment (**Annexure-1**)
2. To ratify the decision of the Emergent Council Meeting held on 16.08.2020 regarding postponement of the Council Election 2020 by one year.

The Honorary Secretary Dr. Avijit Ghosh welcomed the members to EGM.

Prof. Basava Rao, President briefed the activities of IICHe organized during the January-October, 2020 under unprecedented COVID-19 pandemic through power point presentation.

After that, the President took up the 2<sup>nd</sup> agenda point of EGM for the discussion.

**Agenda Point-2**

*"To ratify the decision of the Emergent Council Meeting held on 16.08.2020 regarding postponement of the Council Election 2020 by one year".*

President explained to the members about the Council Election procedure as per the constitution and narrated the difficulties faced to conduct the election as well as some of important annual activities including SCHEMCON 2020, CHEMCON 2020, and council meetings off-line (physically). It was also brought to the notice of the EGM the procedure adopted to take a decision for the postponement of the Council Elections by one year and requested the members to ratify the Council decision taken in the Emergent Council Meeting held on 16.08.2020 through online.

EGM appreciated the Council for their commitment in organizing various activities to raise revenue for the headquarters, to motivate the students and the services rendered by the Council under this COVID-19 pandemic situation.

After deliberations, EGM unanimously ratified the Council decision to postpone the IChE Council Elections 2020 by one year i.e. up to 2021 and the term of the Council which is getting completed in 2020 also be extended by one year i.e. up to December 2021.

#### Agenda Point-1

*“To ratify the MOM of 1<sup>st</sup> Constitution Amendment Committee for 2020 held on 5<sup>th</sup> September 2020 followed by the decision of the Council in its 5<sup>th</sup> meeting held on 26.09.2020 for the constitution amendment (**Annexure-1**)”.*

Considering opinions of the members, EGM deferred the agenda point -1. Further, members were requested to forward their suggestions on the proposed amendments recommended by the Constitutional Amendment Committee (CAC) on or before 30<sup>th</sup> November, 2020 to consolidate for revision on the proposed amendments and then to forward it to CAC for further discussion and recommendations. The recommended amendments by CAC would be discussed in the Council Meeting and would be approved.

Finally, the ratification of approved amendments by the Council would be obtained in the AGM/EGM.

At the end, the Honorary Secretary proposed the vote of thanks.

As there was no other item for discussion, the meeting concluded with thanks to the Chair.

Honorary Secretary

President

### ANNEXURE - 2

#### Constitution of IChE – suggested modifications approved

Sl. No	Agenda point based on the Existing / New Article	Recommendations from the Members of CAC- 2020
1.	<b>Article 18.3: Membership fee (New amendments)</b>	(e) Any tax applicable in the membership fee shall have to be paid by the members as per the relevant Rules and Regulations of Govt. of India.
2.	<b>Article 25. Election and Tenure of Office Bearers &amp; Council Members:</b> 25.4 b) Editor Search Committee: The Council will appoint a search committee for appointment / assessment of performance of the Honorary Editor, consisting of: - President - Immediate Past President - Honorary Secretary - Four eminent persons	<b>25.4 b) Editor Search Committee:</b> The Council will appoint a search committee for appointment / assessment of performance of the Honorary Editor, consisting of: - President - Immediate Past President - <i>One of the Vice Presidents</i> - Honorary Secretary - Four eminent persons
3.	<b>Article 26.0 Standing Committees :</b>	<ul style="list-style-type: none"> <li>• R&amp;D committee shall be renamed as Education, Training and Research &amp; Development Committee</li> <li>• Education and Examination committee shall be renamed as Examination Committee</li> </ul> <p><i>Constitution of additional committees with Conveners based on the current need at the national level are:</i></p> <p>a) Process Safety, Environment &amp; Energy Committee: Convener shall be one of the Senior Council Members / Council Member from Industry;</p>

		<p>b) Legal Committee: Convener shall be the Honorary Secretary</p> <p>c) Internal Audit Committee: Convener shall be the Treasurer</p>
4.	<b>Article 31 : Meeting of the Council</b>	<b>31.4</b> Any two Meetings of the Council for the year shall be conducted through virtual mode.
5.	<p><b>Article 34.3</b></p> <p>- Any number of members of a zone may be nominated to fill up the vacancies in that zone provided that they are duly proposed and seconded by members belonging to that zone itself and provided that no member nominates or seconds candidates in excess of the vacancies announced for that zone itself. Nomination from the candidate(s) desirous for contesting the election shall have to be endorsed by the Executive Committee of the Regional Centre in which he/she (they) served. Voting shall be on an all-India basis, but the voter shall be required to restrict the number of vote or votes which he casts in favour of any one zone, to the number of vacancies in that particular zone. Not more than one vote shall be cast in favour of a single candidate by a voter.</p> <p><b>(Suggested New Amendment Clauses for incorporation)</b></p>	<p>- Any number of members of a zone may be nominated to fill up the vacancies in that zone provided that they are duly proposed and seconded by members belonging to that zone itself and provided that no member nominates or seconds candidates in excess of the vacancies announced for that zone itself. Nomination from the candidate(s) desirous for contesting the election shall have to be endorsed by the Executive Committee of the Regional Centre in which he/she (they) served. Voting shall be on an all-India basis, but the voter shall be required to restrict the number of vote or votes which he casts in favour of any one zone, to the number of vacancies in that particular zone. Not more than one vote shall be cast in favour of a single candidate by a voter.</p> <p><b>34.3.1</b> The non-refundable nomination fees shall be charged Rs. 5000/- (Rupees five thousand only) for contesting the council election.</p>
6.	<p><b>Article 34.8 Annual Election and voting</b> (New Article)</p>	<p><b>34.8 Calamities</b></p> <p><b>34.8.1</b> In case of any calamity and/or national disaster and/or pandemic and/or war prolonging for long period (more than 6 months), Council meeting(s) with physical presence cannot be held and IChE Head Office cannot function. In any such aforesaid situation, Council Election as well as Executive Committee Election of Regional Centers shall not be held until further notice issued by the Council.</p> <p><b>34.8.2</b> In situation as specified under 34.8.1, the term of each council member including those whose term of 3 years is getting over and are retiring in the year of the calamity will be extended by one more year. In effect, the term of each current council member becomes 4 years instead of 3 years. However, the tenure for the co-opted members shall be as per the clause <b>25.7</b> and the office bearer's election shall be held as per the existing practice.</p>
7.	<b>Jurisdiction for Legal matters of IChE (New Article: 40)</b>	Only an appropriate Court in Kolkata (such as Hon'ble Calcutta High Court) shall have the jurisdiction to adjudicate any dispute between the Institution and a Member of any class involving interpretation or operation of the Bye-Laws, Rules & Regulations of IChE as well as decisions of the Council.

Honorary Secretary

President