

Standard Operating Procedure (SOP)
of
The Indian Institute of Metals





IIM
Metallurgy
Materials Engineering

THE INDIAN INSTITUTE OF METALS (IIM)

(Established-1947)

STANDARD OPERATING PROCEDURE (SOP) FOR IIM HEAD OFFICE AND CHAPTERS

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(To be read and interpreted in conjunction with IIM Website)



PREFACE

The genesis of The Indian Institute of Metals (IIM) can be traced back to 1945, when a group of visionary metallurgists recognized the need for a professional organization to serve the growing metallurgical industry in India. Driven by their passion and foresight, they laid the foundation for an Institution that would not only foster knowledge sharing and innovation but also serve as a powerful advocate for the advancement of metallurgy in India.

From its humble beginnings with a modest membership of 42, the IIM has witnessed phenomenal growth over the past 75+ years. Today, it boasts a membership of over 8,000 individuals drawn from diverse fields of metallurgical activity, including academia, industry, and research institutions. This remarkable expansion is a testament to the IIM's unwavering commitment to fostering a vibrant community of metallurgists and contributing to the overall development of the Indian metallurgical sector.

The Standard Operating Procedure (SOP) of The Indian Institute of Metals is a guideline intended to assist as a reference document for Institute's day-to-day Activities. It clearly defines what is expected and required from the functionaries of the Institute, while handling IIM affairs. The need of drafting a SOP was felt to set policies, processes and standards needed for the organization to succeed. It is intended to benefit our Organization by obviating errors, share best practices and increase efficiencies, thus, creating a safe work environment.

I sincerely hope that this initial version of IIM SOP will be useful to the Stakeholders and they would adhere to these guidelines. It will help them to find the information quickly, to communicate & coordinate with one-another more easily.

I would like to thank the Secretary General & the IIM HO Staff for compiling the First Edition of IIM SOP

Kolkata
20th July 2024

Satish Pai
President, IIM



FOREWORD

The IIM Standard Operating Procedure (SOP) document has been compiled with the objective to bring forth the best practices consistent with the charter & principles of the Institute. The Memorandum and Articles of Association (MOA) as available with IIM since its inception, i.e.1947, serves as a supreme document, which defines the relationship between the Institute and its Stakeholders, both Internal and External, along with certain Policies and Modalities with respect to the Formation of Council, Chapters, Various Committees and their respective functioning. This document incorporates the various amendments which have been approved by the Council from time to time. This comprehensive document is the result of the efforts of IIM Head Office and caters to the updated Rules and Regulations of IIM.

This SOP is a set of instructions which shall guide all stakeholders how to perform a process for completion of a task. IIM Stakeholders would find this document very handy and user friendly. Special emphasis is laid on the Organizational Policies and Processes, related to functioning of the Head-Office, Regular Chapters, Student Affiliate Chapters, Council and IIM Members in general. This will help the Executive Committee (APEX) and Council to perform various administrative and technical functions more effectively. The document sets out the jurisdiction and norms for the operation and functioning of the 47 Chapters as on date. It is expected that this SOP document will enable the IIM Head-Office Officials, Chapter Executive Committee Members, APEX and Council to enhance their efficacy & capabilities to function smoothly.

I wish to place on record my great appreciation for the hard work put in for bringing out this document by the Secretary General and his team as the First Edition of the SOP.

Kolkata
20th July 2024

Sajjan Jindal
President (Elect), IIM

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CHAPTER-1

The Indian Institute of Metals



ABOUT THE INDIAN INSTITUTE OF METALS (IIM)

1. GENERAL

1.1 Preamble

The idea of formation of an Indian Institute for metallurgists was conceived as early as in 1945. This was possible by the efforts of a few metallurgists, who realised the need for an adequate body for professional metallurgists in India. During that time many of the technical information were not easily available in India. Communications with other countries were difficult because of the war. The Ordnance factories and many other industries who were involved in manufacture of various products for the war efforts were greatly handicapped because of the non-availability of technical information on metallurgy. The Inspectorate of Metals in the Ordnance factory was the only reliable organisation who could undertake investigations on metal products.

It was in this background that about a dozen young metallurgists met informally in Calcutta and discussed the issue at the residence of Dr. Dara P. Antia, who was then Chief Metallurgist of Indian Aluminium Co. It was unanimously agreed that an institute of metallurgists in India should be formed. The Iron and Steel Institute, UK and Institute of Metals, UK also welcomed the idea and suggested formation of a single institute and not various separate institutes such as Metals, Iron and Steel, etc. Accordingly, the Institute was registered at Calcutta.

The first Organisational meeting was held on 24th February, 1946 at the residence of Mr. K.C. Sood in Calcutta. The Institute was inaugurated by Hon'ble Dr. Shyama Prasad Mukherjee, Minister for Industry and Supply on Monday, 29th December 1947 at the Royal Asiatic Institute Hall, Calcutta. Sir Jahangir J. Gandhi became the first President and Dr. Dara P. Antia the first Honorary Secretary of the Institute.

From its humble beginnings with a modest membership of 42, the IIM has witnessed

phenomenal growth over the past 75+ years. Today, it boasts a membership of over 8,000 + individuals drawn from diverse fields of Metallurgical activity, including Academia, Industry, and Research Institutions. This remarkable expansion is a testament to the IIM's unwavering commitment to fostering a vibrant community of Metallurgists and contributing to the overall development of the Indian metallurgical sector.

The Institute celebrated its Silver Jubilee in 1972, Golden Jubilee in 1996, Diamond Jubilee in 2006 and Platinum Jubilee in 2021 respectively.

1.1.1 Vision Statement

"Build a community of Scientists, Engineers and Technologists that will take India to global leadership in Minerals, Metallurgical and Materials Science and Engineering, and be the premier advocate for Materials and Manufacturing Innovation."

1.1.2 Mission Statement:

Identify the key requirements of the Metallurgical and Materials segments and the professionals that can be served by IIM.

Provide a platform for National and International collaborations.

Provide opportunities for continuous education.

Develop and share authoritative databases with Industry, R&D and Academia.

Be a premier forum for aiding the development of policy issues for Government, Industry, R&D and Academia.

Build a stronger interaction between IIM and Metallurgical & Materials Industries, Academic Institutions, Research Organisations and Professional Bodies in India and abroad.

1.1.3 Objectives

- To promote and advance the study and practice of the Science, Design, Engineering and Technology concerned with Minerals, Metals, Materials and their applications.
- To provide Forums and Opportunities for Exchange, Dissemination of Information and Technology Innovations & updates among Students, Teachers, Research Workers and Industry professionals.
- To promote and facilitate education and development of working professionals.
- To undertake studies on 'Human Resources Requirements and Availability', related to Minerals, Metals, Materials and processes on behalf of the Govt, Industry or Individuals.

- To act as Honorary Advisor to the Government, Industries or Individuals engaged in the fields of Minerals, Metals and Materials.
- To recognize and reward eminent Metallurgists, Material Scientists, Industry Professionals, Teachers and Students for significant contributions in their areas of specialisation.

1.1.4 Milestones

- 1945 Idea conceived for an Indian Institute for Metallurgists
- 1946 Foundation Day: The First Organizational meeting held on 24 February at Calcutta.
- 1947 The Institute registered in March, 1947 at Calcutta.
- 1947 Inauguration by Dr. Shyama Prasad Mukherjee, the then Minister for Industry and Supply, Govt. of India.
- 1947 First Annual Technical Meeting [ATM] held at Calcutta.
- 1948 Transactions of The Indian Institute of Metals launched.
- 1961 'Prof. N. P. Gandhi Memorial Lecture' instituted.
- 1962 AMIIM Examinations started.
- 1962 National Metallurgists' Day Awards [NMDA] Scheme instituted by the Ministry of Steel & Mines, Govt. of India.
- 1963 First NMDA at Bhilai, inaugurated by Shri C Subramaniam, the then Minister of Steel & Heavy Industries.
- 1972 Silver Jubilee Celebrations at New Delhi inaugurated by Shri C Subramaniam, the then Minister for Planning, Science and Technology, Govt. of India.
- 1976 Three Divisions formed: Ferrous, Industrial Metallurgy and Metal Science.
- 1979 The Journal, 'Metal News' launched.
- 1980 ASM-IIM Reciprocal Lectures started.
- 1982 'Prof. G. P. Chatterjee Memorial Lecture' instituted by IIM Durgapur Chapter.
- 1982 Alloy Phase Diagrams [APD] Research Programme launched.
- 1985 'Brahm Prakash Memorial Lecture' instituted by IIM Bangalore Chapter.
- 1985 'Brahm Prakash Memorial Lecture' instituted by IIM Trivandrum Chapter.
- 1989 'Dr Daya Swarup Memorial Lecture' instituted at 1989 during NMDA ATM at Calcutta
- 1990 'Industrial Metallurgy' Division renamed as 'Non – Ferrous Division'.
- 1990 'Brahm Prakash Memorial Materials Quiz' instituted by IIM Kalpakkam Chapter.
- 1991 Foundation Stone laying of Metal House, Kolkata.
- 1992 'Prof. A K Seal Memorial Lecture' instituted by IIM.

- 1992 'Prof G. S. Tendulkar Memorial Lecture' instituted by IIM 'Bombay Chapter.
- 1993 'Brahm Prakash Memorial Lecture' instituted by IIM Kalpakkam Chapter.
- 1994 'Dr R. V. Tamhankar Memorial Lecture' instituted by IIM Hyderabad Chapter.
- 1996 Inauguration of 'Metal House', Kolkata.
- 1996 Golden Jubilee Celebrations at Vigyan Bhavan, New Delhi inaugurated by Dr. Shankar Dayal Sharma, the then President of India and chief guest Shri Birendra Prasad Baishya, the then Minister of Steel and Mines, Govt. of India.
- 1996 IIM Golden Jubilee Commemoration Lecture series instituted by IIM Banglore Chapter.
- 1996 The Biennial event - MMMM (Minerals, Metals, Metallurgy & Materials) instituted by IIM Delhi Chapter
- 2000 'Kishore Kumar Memorial Lecture' instituted by IIM Baroda Chapter.
- 2004 First Lifetime Achievement Award instituted by the Ministry of Steel, Govt. of India in 2004.
- 2006 First 'Dara P Antia Memorial Lecture' instituted by IIM, delivered by His Excellency Dr APJ Abdul Kalam, the then President of India on 8th June 2006 organized by IIM Pune Chapter.
- 2006 Diamond Jubilee celebrations coinciding with 2006 NMDA ATM at Jamshedpur celebrated through 2006-07.
- 2007 Project Report titled: 'A Study on Technical Manpower in Steel Industry, Requirement & Availability: 2007-2020', submitted by IIM as commissioned by the Ministry of Steel, Govt. of India.
- 2008 'Y M Mehta Memorial Lecture' instituted by IIM Mumbai & Baroda Chapters.
- 2009 Generics: With enormous technological advancements consistently taking place around us, industry need based programs, Generics Reports in specific areas of National importance adopted as a thrust area.
- 2009 The Placid Rodriguez Memorial Lecture (PRML) instituted by IIM Kalpakkam & Chennai Chapters
- 2011 'Foundation Day' of the Institute to be observed on 24th February every year by Chapters, Divisions and Head Office.
- 2012 50th National Metallurgists' Day Golden Jubilee Celebration: 16th Nov 2012 @Jamshedpur

- 2012 Metals, Minerals, Metallurgy & Materials (MMMM 2012) International Conference @ Pragati Maidan, New Delhi
- 2014 The 8th Dr Dara P Antia Memorial Lecture titled 'Transformation of our Manufacturing Industry' was delivered by Dr. Baba Kalyani, Chairman & Managing Director, Barat Forge Ltd. on 12th March 2014
- 2016 Ethiopian Delegates visit @ IIM HO 'Metal House'
- 2017 First AMIIM Commencement Ceremony was held @Eco Vista Club, Rajarhat, Kolkata
- 2017 Two new categories of IIM Awards, Distinguished Contributor and Distinguished Services Award were instituted this year for rewarding phenomenal Contributions from IIM HO and IIM Chapters.
- 2018 Introduction of Online Awards Portal
- 2019 Amendment of Membership Fees in certain Categories and Introduction of Online Membership Directory
- 2019 Dr. Baldev Raj Memorial Lecture instituted by IIM Kolkata, IIM HRDC Kalpakkam-Chennai & IIM Bengaluru Chapters in association with National Institute of Advanced Studies (NIAS), Bengaluru
- 2019 The impact factor of Trans-IIM crossed '1' for the first time since its inception
- 2020 A Special Issue of the Trans-IIM on the theme "Special Topics in Advanced Materials Engineering", published by Springer in honour of Professor Subbarao's 90th birthday
- 2020 The flagship event of IIM-ATM, as organised by IIT Bombay was held virtually for the First Time, amidst Covid Break-Out globally.
- 2021: Reckoning 75 years journey of the Institute, IIM celebrated its **Platinum Jubilee Year**, which commenced from 24th February 2021, and continued till 23rd February 2022. Amongst many events being planned to earmark this journey, IIM hosted monthly webinars on topics of national interest related to IIM, involving the various IIM Chapters [Large, Medium & Small].
- 2021 Mural Competition & Designing of Platinum Jubilee Logo Competitions were declared. The Best Mural and the Designed Logo respectively were launched in the Platinum Jubilee Year.
- 2021 International Collaborations established/revived with JIMM, GDMB, ASM International and Materials Australia.

- 2021 Short-Term Courses, encompassing various technical subjects were introduced as an alternative to AMIIM. These Courses were held both in Virtual and Hybrid Modes.
- 2021 The National Metallurgist Day Awards (NMD) Scheme was rationalized to National Metallurgist Awards (NMA) Scheme to enhance the stature of the award in line with the vision of Hon'ble Prime Minister, as per the directions received from MHA. NMA 2021, the maiden Awards Ceremony under this Scheme was held on 20th April 2021 at New Delhi.
- 2022 The 75th Foundation Day of IIM was celebrated @Metal House of IIM Head Quarter. Technical Talks were given by Eminent Speakers and Stakeholders.
- 2022 "IIM Platinum Jubilee Award for Performance Excellence in a Materials Technology Start-up Company" was instituted by the Indian Institute of Metals, to commemorate the completion of the Platinum Jubilee of the Institute. The first Award was given during IIM Awards Ceremony at Ramoji Film City, Hyderabad.
- 2022 The E-Library of the Institute was launched during the Annual General Meeting of the Institute at Tolly Club in Kolkata.
- 2023 The Committee on Circular Economy as steered by Dr. U Kamachi Mudali, Former President, IIM, submitted a report to Ministry of Steel (MoS) and other Government Agencies on how to implement the strategy for a complete circular economy in the metals sector.

CHAPTER-2

The Indian Institute of Metals

2. ORGANIZATION

The activities of the Institute are governed by the National Council consisting of eminent members representing Academia, Industry, R&D including Defence, Atomic and Nuclear establishments. For efficient functioning, the Council appoints Committees to monitor various functions of the institute. The Institute carries out its activities under three Divisions namely: Ferrous, Non-Ferrous and Metal Sciences through a large number of Chapters & Students Affiliated Chapters spread out across the country.

The affairs of the Institute are managed by a Council consisting of a Minimum of Eleven members and a maximum of 51 Members and 11 Office Bearers (1xPresident, 3xVice-Presidents, 1xImmediate Former President, 1xSecretary General, 1xJt.Secretary from President's Office, 1xHon.Treasurer, 2xChief Editors ,1xController of Examination). **The Council of The Indian Institute of Metals** holds the responsibility for the Institute's overarching governance and management, encompassing tasks such as establishing strategic direction, overseeing financial management, appointing and supervising executive staff, ensuring compliance with legal requirements, and making decisions consistent with the Organization's mission.

2.1 PRESIDENT: The President is the Head of the Council and shall preside at all the meetings of the Council (05/06 annually) and at all meetings of members and over all deputations. He shall preside at the Annual General Meeting, address the members on such subjects as he may deem appropriate to bring to their notice; but such address shall not be taken to represent the views of the Institute unless such representation is expressly indicated. The President shall be elected for One Council Year. (1st August to 31st July)

2.2 VICE-PRESIDENT: The Ferrous, Non-Ferrous and Metal Science Divisions are headed by the Vice Presidents who are also the Chairman of the respective Divisions. After functioning as the Vice President of the respective division for 3 years, the Vice President assumes the role of the President of the Institute. In the absence of the President, the Vice-president shall have the powers and perform the duties of the President. Such powers and duties may be exercised and performed by any one of the Vice-presidents by mutual agreement.

2.3 SECRETARY GENERAL: If the business of the Council so requires and it is decided at an Ordinary Meeting that a paid permanent Secretary General should be appointed, the Council shall appoint a permanent Secretary General and fix his/her's remuneration. Such

appointment shall be subjected to confirmation at the next ensuring Annual Meeting. The Secretary General shall be directly responsible to the Governing Council through the President. He shall also be responsible to guide the Chapters/Student Affiliated Chapters and for efficient administration and functioning of the HQ Office. He will coordinate, manage and supervise the affairs of IIM.

The duties of the Secretary General shall be: -

- To conduct the correspondence of the Institute and of the Council
- To sign all notices, papers and letters emanating from the Institute and carry on all other ministerial work of the Institute under the directions and subject to the control of the Council.
- To invite Members to act on Committees or Sub-Committees on the advice of available Members of Council and subject to confirmation at the next Council Meeting.
- To prepare minutes of all the proceedings of the meeting of the Council and of The Institute.
- To prepare and maintain the register of Members.
- To do all acts and things as are required to be done by him in these articles.
- Act as Ex-Officio Member of any committee appointed by the Institute.
- Act in accordance with the Institute's Articles of Association
- Act in good faith in order to promote the objects of the Institute for the benefit of its members as a whole, and in the best interest of the Institute.
- Discharge duties with due and reasonable care, skill and diligence.
- Not to involve in a situation in which he/she may have a direct or indirect interest that conflicts, or possibly may conflict, with the interest of the Institute.
- Not to achieve any undue gain or advantage either to himself/herself or to his/her relatives, partners or associates.
- Initiate speedy and stable growth strategies for the organization in line with the Vision and Mission of the Institute.
- Be responsible for safeguarding and effective utilization of the assets and improving the productivity.
- Be responsible for compliance of various enactments applicable to the organization.
- Be responsible to discharge the duties entrusted by the Council from time to time.
- By default, act as the Convener of the Council, APEX and various committees of IIM as stipulated by the Council, without any voting rights.

2.4 HONY.TREASURER: The Treasurer shall be one of the Authorized Signatories to receive and hold all funds paid or belonging to the Institute; He/She shall disburse all sums due by the Institute and shall keep proper accounts of all receipts and disbursements, through Accounts Team at IIM Head Office. The Hony. Treasurer shall be Ex-Officio Member of any committee or subcommittee appointed by the Council. He /She shall be responsible for preparation and submission of Annual Budget and Audited Financial Statements to the Council.

2.5 AUDITOR: A Statutory Auditor shall from time to time be appointed by the Council for a period as specified in the relevant statute, during the Annual General Meeting at a **remuneration** to be fixed by the Council. The Auditor shall audit the accounts of the Institute every year which would also include Income Tax Audit, and of all funds connected with or controlled by the Institute.

2.6 BYLAWS GOVERNING THE COUNCIL OF THE INSTITUTE:

- a) Any vacancy in the Council between one Annual General Meeting and another shall be filled up by the Council, who shall have the power to add to their number as long as it does not exceed the maximum fixed.
- b) Any such appointment shall be deemed good in the next Annual General Meeting.
- c) At every Annual General Meeting, all the members of the Council shall retire; but shall be eligible for re-appointment. Only Members shall be eligible for appointment as Office Bearers/Council Members of the Institute.
- d) The Retiring Council in consultation with Incoming President shall nominate the names for the new Council every year for the appointment during the Annual General Meeting of the Institute.
- e) The Council shall be responsible for arranging to carry out the aims and objects of the Institute.
- f) The Council shall propose any alteration in the Memorandum and Articles of Association, and draft the bye-laws as and when required.
- g) Members willing to serve shall send their names in writing, at least a month before the date of the meeting to the Institute for consideration for nomination by the retiring Council.
- h) The office of a member of the Council shall be vacated:

- i) If he/she ceases to be a member of the Institute or be excluded or suspended for any period from membership.
- j) If he/she does not attend at-least two Council Meetings in a Council Year. In case of emergencies, prior consent of the President/ APEX/Secretary General may be taken as an exception.
- k) If he/she becomes bankrupt or suspend payments or compound with or make arrangements of his/her property for the benefit of his/her creditors.
- l) If he/she be declared a lunatic or becomes unsound of mind.
- m) A member of the Council may resign by sending in his/her resignation to the President/Secretary General and on acceptance, he/she shall cease to be a member of the Council.
- n) A member of the Council thus retiring shall be eligible for re-election.
- o) The Council shall meet as often as necessary. At least 3-6 weeks prior notice will be given to each member of the Council giving the time, place and agenda of the meeting.
- p) The Hony. Treasurer may with the previous consent of the Council invest in the name of The Institute upon any of the following investments.
 - q) Fixed/Term Deposits
 - r) Corpus
 - s) Trust Funds
 - t) Any other Securities complying to Companies Act 2013
- u) No act done by the Council, whether ultra vires or not, which shall have received the express or implied sanction of the members of the Institute, shall afterwards be impeached by any member of the Institute, on any ground whatsoever and such acts shall deem to be an act of the Institute.
- v) At all meetings of the Council, the President shall be the Chairman and, in his/her absence, one of the Vice-presidents shall be the Chairman. In the absence of the President or all the Vice-presidents, the meeting shall elect a chairman for the meeting.
- w) Conclusion on each Agenda point shall be decided at a meeting of the Council by a Member proposing the same and being seconded by another Member.
- x) Minutes of the proceedings of every meeting of the Council and of the attendance of the members there at shall, with all convenient speed be recorded by the

Secretary General in a book kept for the purpose and circulated to the members of the Council in electronic mode and read at the next meeting and signed by the Chairman of that meeting.

- y) Every such minute when so recorded and signed shall, in the absence of proof or Error therein, be considered a correct record of the proceedings.
- z) No member of the Council shall be disqualified to act as such by reason of his/her being interested, employed or appointed either individually or as a member of Partnership or a Director or Officer of any Company or Corporation but he shall not vote on any matter relating to any operation, undertaking or business in which he is interested otherwise than as a member of the Council.
- aa) All acts done by any meeting of the Council or of any company of the Council or by any member of the Council or their agents shall, notwithstanding that it shall afterwards be discovered that there was some defects in the appointment of any such member of the Council or person, or that they or any of them were not qualified at the time of their appointment or had become disqualified, be as valid as if such person had been duly appointed and was qualified to be a member of the Council or agent.
- bb) In case of the absence of the Secretary General or of his/her inability to act, they may, in like manner, appoint any person to help him/her or to act in his/her stead and in the latter case, such person may temporarily exercise all the duties and powers of the Institute.
- cc) They may from time to time appoint any committee, or any person or persons to be the agents or representatives of the Institute in any country or place with such powers upon such terms, and with such remuneration as they shall think fit, and may from time to time remove any such committee or agents or representatives.
- dd) They may, with the sanction of a general meeting, join with any other Association or Institute in promoting any act of legislature and procuring Royal Charter or other authority having for its object the uniting of the members of the profession into one general body.
- ee) The proceedings of the Council shall be subject to the control of the Institute Head Office.
- ff) A report of the proceedings of the Council and a general report on the position of the Institute and the work done during the then past year, shall respectively be

prepared by the Council annually and shall be printed and circulated for the information of the members at least-three days prior to the annual meeting. Such report shall be submitted to the annual meeting for confirmation and shall be confirmed or otherwise dealt with or disposed of as the meeting shall determine.

The newly inducted Council Members for August to July every year needs to submit Form **Dir 8 and Form MBP 1** respectively. The forms are attached as references in **Appendix I** of the document.

2.7 MEETINGS AND PROCEEDINGS AT IIM

- a) The Annual General Meeting shall be held every year at the end of July at such place within the City where the Registered Office of the Institute is located, as APEX and Secretary General may decide. Council reserves the right to APPROVE the Venue or suggest changes as per guidelines.
- b) The above meeting shall be called "Ordinary General Meetings" and all other Meetings shall be called "Extraordinary General Meetings".
- c) The business of any Ordinary Meeting shall be to discuss, consider and decide upon, as may be applicable, the general affairs and work of the Institute or matters specifically placed before it by the Council.
- d) Notice of Annual Meetings setting out the time and place thereof shall be published as the Council may determine. The Council may, of their own motion and shall on the requisition of at least ten Members, convene an Extraordinary Meeting for the purpose of Transaction of Any special business of the Institute.
- e) Twenty-One Day's notice of an Extraordinary Meeting shall be given to every Member. Such notice shall specify the time and place of such meeting and the special business for which it is convened.
- f) At an Extra-ordinary Meeting, only the special business of which notice has been given, or such questions as necessarily arise thereon, shall be considered and no stranger shall be permitted to be present thereat.
- g) One-third of the Council Strength shall form a quorum at every Council Meeting.
- h) If the quorum be not present at any Meeting, it shall stand adjourned for half an hour, and so and then can be resumed.
- i) The non-receipt by any Member of a notice convening any Meeting shall not invalidate the proceedings of any Meeting.

- j) The President, or in his/her absence one of the Vice-Presidents, shall take the Chair at all meetings, or in their absence a Member of the Council to be chosen amongst those then present, and if neither the President nor the Vice-President nor a Member of the Council is present, or in the latter case more than one, and they are unable to agree within fifteen minutes after the hour fixed for the Meeting, the Members present shall proceed to elect a Chairman.
- k) A notice may be served on every Member via electronic mode by sending it to Member's Email Address as available in HO Records.
- l) All the Members of the Institute except the Student Members shall have one vote at every Annual General Meeting.
- m) A Member qualified to vote being personally present at any General Meeting may decline to vote on any question before the Meeting, but shall not, so declining, be considered absent, from the Meeting, nor shall his/her presence invalidate any proxy duly given by him except as regards any question on which he may vote in person.
- n) A Member entitled to vote may, from time to time, appoint any other Member as his/her proxy in voting at any poll.

2.8 IIM NAME AND LOGO

Name: In all correspondence, in printing of stationery, banners etc, the name of the Institute will be written in abbreviation (IIM), in the prescribed colours and the design of the Emblem as approved by IIM and given below:



The Iron Pillar should be in the colour of "Iron/Steel Grey" and the words Metallurgy Materials Engineering should be in "Silver Grey".

The colours in the logo where it says **IIM**, are in streaks of Gold and Copper.

Use of the IIM logo is restricted and must have the approval of IIM Head Office.

2.9 Constitution of Council:

Council Strength: Up to 62 members as per revised guideline (as stated in the Council resolution, dated 4th February 2017) for constitution of the IIM National Council.

Extract of the resolution for ready reference:

Serial No 10 in the minutes of the Council Meeting No 325

Restructure the IIM Council and Downsize to Strength of 60 Members from Present Strength of 91

“RESOLVED THAT pursuant to the provisions under Companies act 2013, and other applicable provisions, if any, and subject to the Articles of Association of the company and subject to the approval of Council Members in Council Meeting held on 4th February 2017 at IIM Head Office at Kolkata, the consent of the Council Members be and is hereby accorded for having 60 as the Council Strength in place of earlier strength of 91 ,with immediate effect.”

2.9.1The following structure for COUNCIL, as given in **Table I** has been adopted with effect from the formation of New Council for 2017-18

Table I (Composition of IIM COUNCIL)

Affiliations	Earlier	Current Structure/Constituents
1.President, VP's, Functionaries	11	11 [President, Vice President (Ferrous), Vice President (Non-Ferrous), Vice President (Metal Science), Secretary General, Hony. Treasurer, Chief Editor Transactions, Chief Editor IIM Metal News, Controller of Examination and Jt. Secretary from President's Office and Immediate Former President].
2.Chapter (Chair /Recommendation) – by rotation	20	20 [APEX to propose as per guidelines]
3.Organizations (Company, Industry etc)-by rotation Industry Experts	25	9 [APEX to propose as per guidelines]
4.Academic Institute / Dept. – By rotation	12	9 [APEX to propose as per guidelines]
5.Individual expert / mentor – to be nominated by Council	20	9 [APEX to propose as per guidelines]
6.IIM-ATM Convener	-	02 (Current Year + Next Year)
7.President's Nominee	02	02
	91	62

2.9.2 Quorum: For a Council Meeting to be lawful, the required “Quorum” of elected/nominated members will be one-third of the Council Members elected/nominated for the given year.

In absence of quorum, the President may adjourn and invite all members present to reassemble after a reasonable gap of half an hour and proceed with the meeting exercising his/her special power citing specific emergent reasons. The members present at that instant will constitute the quorum.

President, Immediate Former President, Vice Presidents and Secretary General constitute the **Selection Panel** for nominating members for the following predefined categories of Council Members:

- a) Office bearers from Head Office
- b) President’s nominees
- c) Industry
- d) Academia and R&D organizations
- e) Individual domain experts

For #c and d, the concerned industry or organization should intimate their designated representative by **July 15** that year. As a special case, such an elected member may send his/her substitute for a given Council Meeting with prior intimation to the Secretary General, citing specific reasons.

2.9.3 Selection of Chapter Representatives: Chapters eligible as per the new regulations shall be invited to nominate a representative to the Council from either Chairman/Secretary/Treasurer, or any one Office Bearer/Representative from the Chapter. However, any Chapter Representative may attend a Council Meeting as an Invitee in lieu of the elected/designated Chapter Representative with prior permission from the Secretary General.

2.9.4 The Agenda and Notice of the Council Meeting should ordinarily be circulated three to four weeks in advance. Similarly, the Minutes of the Meeting (approved by the President) should ordinarily be circulated within two to three weeks from the date of the Meeting.

2.9.5 It is expected that the Council should meet four to six times a year (tenure is August 1 to July 31).

2.9.6 In all matters, the final decision or ruling of the President should be final and abiding for the Council and the Institute.

2.10 Guideline for selecting Chapters (by rotation) and other Individuals in the Council:

2.10.1 Each year at the time of election of a New Council, Chapters shall be endorsed in the Council, on rotation basis from a predefined alphabetical list of the Chapters in each category (Large, Medium and Small). The Secretary General will notify this list by June each year with prior approval from the President. Applying this norm, Nine large, three medium, Six small sized Chapters and Two IIM-ATM Organizing Chapters shall represent the Council every year based on their adherence to Compliance Parameters (GST Registered, Timely Submission of Audited Accounts etc). The formula of representation may be reviewed time to time by the Council. Apart from representation of these 20 Regular Chapters in the Council , 2 Representatives from 2 Active and Best Performing Student Affiliate Chapters shall be inducted in the Council, thus totalling to 22 Chapter Representatives.

2.10.2 While electing the Chapters every year, the ones who have failed to submit their audited accounts, activity report and executive committee list latest by 15th June in a given year, shall not be eligible for selection by the Panel in the following session beginning August 1 in that year.

2.10.3 The guidelines concerning selection of IIM Chapters in the National Council may be reviewed after **five** years and be approved by the Annual General Meeting, if changes are proposed/desired.

2.10.4 The APEX shall nominate and select incumbents from the industry based on their past contributions, support and value addition to IIM. The same rule shall govern the President's nominations.

2.10.5 The representatives from Academic institutions, and R&D laboratories and Domain Experts cannot serve in the Council for more than 3 years in succession. There must be a three year lay-off before inducting him/her again in the Council.

2.10.6 Any member unable to attend at least two Council meetings in a Council Year without valid reasons permitted by the President, will forfeit his/her candidature immediately and shall be replaced by the President from a list of eligible candidates from the database. The new member shall be co-opted in the next Council Meeting.

2.10.7 The IIM National Council shall be reconstituted every year for a term of one year; August 1st of the Current Year to 31st July Next Year.

2.10.8 The President may invite utmost five members as Special Invitees in a given Council Meeting citing and recording specific reasons.

2.11 Travel reimbursements to Council members: All Council members shall be entitled for re-imbursement of their air/rail travel by the shortest route (in economy class) only once a year, precisely for attending the Annual General Meeting of the Institute on furnishing valid travel documents. Accommodation shall be provided to the Council Members and Chapter Representatives for attending the Council Meeting and Chapter Relations Committee Meeting during the Annual General Meeting of the Institute every year. Any other expenses incurred in accommodation and travel shall not be sponsored by IIM Head Office apart for the one specified above. In all other occasions the concerned Chapter or organization is welcome to bear his/her travel/incidental expenses.

2.12 Office Bearers

The Office Bearers comprises 11 members as specified in **Table I**, who are elected by Council.

In general, the Office Bearers of the Institute is responsible for:

- Setting the strategic direction of the organization
- Ensuring the policies adopted by the IIM Council are implemented
- Oversight of the operations of all IIM programs and services
- Oversight of personnel matters at IIM Head Office
- Oversight on financial matters

2.12.1 Power and Functions of the President:

The President shall serve as the Chair of the Governing Council and preside at the meeting of the Council and Annual General Body Meeting. In his/her absence, the senior most Vice President shall preside over the meeting. Every question / problem / dispute / issue submitted to a meeting of the Council shall be ordinarily decided by the Council Members present during the Meeting.

- The president shall decide the dates of the Council Meeting and shall also be authorized to alter the same, if considered necessary.
- His/her decision shall be deemed Final in cases where Council fails to come to a Consensus.
- To work for the achievements and attainment of the objectives of the Institute
- The President can write to Government and National / International bodies and individuals on important issues and send messages

Primary Responsibilities:

- ✓ Authorize the Secretary General of the Institute to decide upon the Venue and Date of the Council Meeting based on the availability of the President
- ✓ Orchestrate agenda items
- ✓ Recognize Members to facilitate discussions during the Council meetings
- ✓ Preside over Decision Making during the Council Meetings
- ✓ Enforce rules for APEX/COUNCIL/Head Office in consultation with other APEX Members
- ✓ Declare meeting adjournment, if Quorum is not there

Serves as a Member of below mentioned Committees/ Sub-Committees in the following capacities:

- APEX/OFFICE BEARERS: Chairman
- IIM Awards Committee: Chairman
- Advisory Committee of Former Presidents: Convener
- Other Committees (Swarna Jayanti Endowment Fund Committee): Ex-Officio Member

2.12.2 Role of the Three Vice Presidents:

- The Vice President's role is to assume the responsibilities of the President in their absence
- Serves on the Governance Committees/Sub-Committees

- Heads each Vertical (Ferrous, Non-Ferrous, Metal Science) and acts as an Advisor to the Secretary General to enhance Members in the various divisions.
- Each Vice President shall be responsible for supervising the Activities of Various Chapters in their respective Zones and report to the President regarding initiatives to be taken to conduct Regular Membership Drives in the parts which requires immediate attention. These Membership Drives will be conducted by IIM Head Office led by the Secretary General.

2.12.3 Power and Functions of the Secretary General

- a) Time Commitment:** As the Secretary General, one is expected to bring objectivity of view to the Council's deliberations and to help provide the Council with effective leadership in relation to the Organization's strategy, performance and management of finances, ensuring high standard of financial probity and governance.
- A time commitment of 8 hours per day for 5 days a week, Monday to Friday is expected.
 - A greater time commitment may be necessary at times, particularly when travelling for business or during important meetings/events.
- b) Professional Conduct:** The whole time Secretary General, functions as the “**Chief Operating Officer**” of The Indian Institute of Metals (IIM) and reports to the APEX Body & Council.

A Secretary General must act in good faith, in a way that would promote the success of the Institute for the benefit of its members and shall abide to the following:

- Enrol as a Member of the Institute.
- Understand the likely consequences of any decision in the long term.
- Work in order to foster the Institute's business relationship with other organisations and global societies.
- Understand the impact of the Institute's operations on the Chapters & the Community as a whole.
- Uphold ethical standards of integrity and probity.
- Act objectively and constructively while exercising your duties.
- Exercise your responsibilities in a bona fide manner in the interest of the Institute & its employees.

- Devote sufficient time and attention to your professional obligations for informed and balanced decision making.
- Assist in implementing the best governance practices.

Secretary General carries out one's duties under the directions of the Council, and under the supervision and mentoring of the President and Vice Presidents. For day-to-day functions, Secretary General reports to the President as per requirement.

c) Role, Responsibilities and Duties:

Secretary General is responsible for carrying out all related functions, as well as perform all duties of the 'Secretary' as defined in the "Memorandum of Articles of Association of The Indian Institute of Metals, and endeavour to enhance the image and functioning of the Institute. You will coordinate, promote and enhance the objectives with robust communication skills and imagination.

There are certain duties prescribed for the Senior Management which are fiduciary in nature and are as under:

- One shall act in accordance with the Institute's Articles of Association.

The Principal Functions assigned to the Secretary General, explicitly or by inference by the Charter, may be specified as below:

- In all-important matters pertaining to the working of the Institute and the organization of conferences, seminars etc., the Secretary General shall consult the President and APEX before taking a decision except in case of emergency.
- He shall act as a Convener for meetings of the Institute (Council, Committee Meetings, Special Meetings etc.) when needed or called upon to do so.
- Have administrative control over all the affairs of the Institute.
- Have charge of correspondence in relation to the Institute.
- Finalises Council Report (Annual) of the Institute.
- Liaise with IIM Chapters and Other International/National Professional Bodies to strengthen Membership of the Institute and invite Collaborations.
- Pass all bills for payment of IIM Head-Office and Council, jointly with the Treasurer of the Institute.

- Have powers to incur expenses for any of the purposes of the Institute at a limit of Rs. 20 Lakhs at a time subject to ratification by the Competent Authority (Concerned Administrative Body) and the President.
- Be an Ex-Officio member of all Committees and Sub-Committees.
- Perform all such other duties as are incidental to the Office.
- Shall be jointly responsible along with the Hon. Treasurer for keeping up-to-date accounts of the Institute with all the account books posted up-to-date.
- Shall, prepare a budget of the estimated receipts and expenditure of the Institute for each year and present the same for approval of the Council not later than the last day February every year.
- Responsible for Appointment of Statutory Auditors during the Annual General Meeting of the Institute to get the Annual Accounts of the Institute audited.
- Will operate the Bank Account(s) of the Institute along with the Hon. Treasurer as the Authorized Signatory of the Institute.
- Keep confirmed minutes of all the meeting of the Council. Maintain membership records, electronic as well as registers.
- Responsible for growth of Membership under various categories.

Other Responsibilities and Adherences

- Shall act in good faith in order to promote the objects of the Institute for the benefit of its members as a whole, and in the best interest of the Institute.
- Shall discharge his/her duties with due and reasonable care, skill and diligence.
- Shall not involve himself in a situation in which he may have a direct or indirect interest that conflicts, or possibly may conflict, with the interest of the Institute.
- Shall not achieve or attempt to achieve any undue gain or advantage either to himself or to his/her relatives, partners or associates.
- Shall initiate speedy and stable growth strategies for the organization in line with the Vision and Mission of the Institute.
- Shall be responsible for safeguarding and effective utilization of the assets and improving the productivity of the Institute.
- Shall be responsible for compliance of various enactments applicable to the Organization.

- Shall be responsible to discharge the duties entrusted by the Council from time to time.
- Shall by default act as the Convener of the Council, APEX and various Committees of IIM as stipulated by the Council. As a non-member of the Committees, he/she will have no voting rights.

d) Tenure, Remuneration and Reimbursements:

Tenure: Secretary General will be appointed by Selection Committee as decided by APEX for a period of Five (05) years initially which can be extended suitably based on his/her continuous performance, merit, spoken reputation and health condition.

Honorarium: As shall be decided by the APEX duly ratified by the Council of the Institute.

Additional Perks if any shall be decided by the APEX and ratified by the Council.

The Institute shall reimburse the Secretary General for all reasonable, prior approved [or contingent] and properly documented expenses incurred by him while performing the duties at work effectively. Based on Institute's performance, Secretary General shall be entitled to annual increment, subject to satisfactory performance as evaluated by APEX.

e) Confidentiality: During the period of appointment, He shall comply by the rules adopted by the Institute's Governing Council. All information acquired during his/her appointment is confidential to the Institute and should not be released to third parties without prior approval by the APEX Body.

f) Leave Policy: During the tenure, he shall be entitled leave as per his/her entitlement as decided during the time of his/her employment as given in his/her Appointment letter. However, Official Duties in and outside Kolkata is excluded from his/her entitled Leave period.

g) Conflict of Interest: As the Secretary General of the Institute, he should not have any business interests that conflict those of the Institute. As a condition to the appointment, he requires to declare, prior to commencement of his/her tenure, any directorships, appointments and interests to the President in writing.

h) Review Process: The performance of the Secretary General shall be evaluated annually. Any confirmation-based increment or performance-based increment shall be applicable solely on performance as assessed by APEX. If in the interim, one faces difficulty, challenge or concern about his/her role, He/she may discuss them with the President and members of APEX and sort out in appropriate manner. During annual performance review, APEX will

decide on the revision of salary [if any] of Secretary General based on the overall performance and, in turn, financial position of IIM.

i) Termination: A Secretary General may resign from one's position at any time by serving a NOTICE PERIOD of three months in advance written notice to the Council. The appointment of the Secretary General may also be terminated by IIM by giving a month's notice in accordance with the provisions of the Companies Act, 2013, and as per the Articles of Association of the Institute from time to time in force.

2.13 Organisation of Events: Organizing events jointly with IIM

Any IIM Chapter, Government or Private Organization, or Professional Body (duly recognized) may organize a professional/educational/promotional event jointly with IIM Head Office, subject to fulfilling the following conditions:

- a. Prior approval from the President on behalf of the Council is essential.
- b. The Secretary General on behalf of President may invite the partner to sign and submit an agreement and approve the same on behalf of the Council.
- c. Once the agreement is approved, the IIM will allow:
 - Use of logo of IIM, at a nominal cost as per the guidelines
 - Listing in IIM Website
 - Intimation to entire membership by email
 - Listing in IIM Metal News before and after the conclusion of the event as a part of IIM Metal News Monthly Report
 - Use of IIM PAN Card to receive funds and operating an account solely for the said event.
 - Interest free seed money can be given only to IIM Chapters for up to 2xConferences for the same Chapter in a year based on the availability of funds and financial viability.
 - This loan must strictly be refunded within Two (02) months from the completion of the event.
 - Purchase and distribution of IIM memento items in the said event at a subsidised price available to IIM membership only.
- d. Obligations on the part of the Chapter/Partner
 - Sharing all details about the event: aim, committee, scope, program and report

- Submitting the copies of financial budget, the statement of accounts, activity report (including invitees/participants), utilization certificate, souvenir, publication etc
 - Acknowledgement of IIM in announcement, website, brochure, accounts, utilization certificate, advertisement, banner and all other public/confidential documents
 - Submission of activity report, statement of accounts and utilization certificate in 3-6 months of the conclusion of the event.
 - Commitment and adherence to all ethical and other statutory norms.
 - Prior commitment from the organizers to the effect that IIM owes no obligation in case of deficit/loss
 - Reduced registration fee for IIM Members
 - Separate agreement/permission to be signed and obtained for each event of a given series/sequence of events organized by a Chapter/Chapters
- e. Profit/Surplus (as per final audited statement of accounts) sharing norms (between Organizers and IIM):
- Usage of IIM Logo: **10%** of the profit/surplus to **IIM H O**
 - Up to INR 1 lakh : **40 %** of the profit/surplus to **IIM H O**
 - INR 1-5 Lakh : **40 %** of the profit/surplus to **IIM H O**
 - INR 5-10 Lakh : **35 %** of the profit/surplus to **IIM H O**
 - INR ≥10 Lakh : **30 %** of the profit/surplus to **IIM H O**
- f. The above norms will apply to all events except the annual flagship event of IIM like NMA-ATM etc.

2.14 Committees and Sub-Committees

To oversee various aspects of IIM including Chapters/ Student Affiliated Chapters' matters, the Governing Council makes various Committees each year. The present Committee as existing with their duties, responsibilities and roles are given below:

- a. Committees are small groups of Members executing the Institute's strategic initiatives via a Council-approved annual plan.
- b. Committee members actively engage in work efforts, resulting in tangible, valuable resources each year.
- c. Committees also recommend the hierarchy of any Task Forces and Work Groups needed to realize the Institute's vision, and oversee these groups' work to ensure consistency with the Institute's strategic plan.

- d. There is no expectation of Task Forces or Work Groups being created; only if the Committee compliment cannot accommodate the entire scope of work as laid out in the Council-approved annual plan.
- e. Committees can also be set up as collaborative endeavours between IIM and another organization. Committees and their members serve at the discretion of the Chairperson of the IIM Council Members.
- f. Sub-Committees are small groups made up entirely of members from a parent committee. At the direction of the Committee Chairperson, they come together to work on committee projects and then get closed.
- g. Task Forces are groups of members gathering together to work on narrow-issue projects for the Institute.
- h. Task Forces convene for a particular period of time to work on the project and then get closed.
- i. Task Forces serve at the discretion of the Chair of the Council Member and nearly always function under the auspices of IIM Committee.
- j. Work Groups are similar to Task Forces in that they are groups of members that gather together for a particular period of extended time and then get closed.
- k. Work Groups differ in that they gather to work on time-sensitive or single-issue projects for the Institute.
- l. Work Groups always function under the auspices of an IIM Committee.
- m. Further, Work Groups can only be created on the authority of a committee or the Council of Directors.

2.14.1 IIM National Committees:

These Committees were formed for conceiving, shaping, and making suggestions to govern the operations and overall functioning of IIM in various areas. The Committees and Sub-Committees are reconstituted generally every two years, except for the ACFP, APEX & IIM Awards Committees which are to be reconstituted every year, as per the prevalent guidelines.

Role of the Chairperson: The Chairs of the various IIM member groups serve a crucial leadership role. Chairs are considered experts in the topic area of the member group, demonstrate strong leadership roles, and show significant interest in the topic. It is a distinct advantage if the Chairperson also has substantive Metallurgical and Materials Science connections to link the work of the member group to other initiatives and entities.

Specifically, the Chairperson is expected to following:

1. Lead all Group meetings
2. Bring the Group to consensus regarding the Council-approved annual plan, scope of work, priorities, white papers, position papers, etc.
3. Ensure that Group members feel appreciated, valued and involved
4. Ensure that not one Group member – or small Group of members – dominates the discussions or the scope of work
5. Keep the Group engaged, motivated and focused on outcomes to achieve the Group’s charter in a timely manner
6. Recognize that a member leader role is public, and all comments made surrounding the Group’s work must be made carefully in context with the larger IIM strategic vision
7. Upon reasonable request by IIM leadership, offer public comments on behalf of the Institute (ex: provide testimony, give a presentation, be interviewed etc.)

Role of the Co-Chairperson: If deemed appropriate for the Committee, the IIM Council may appoint a Co-Chairperson, generally for a one-year /two-year appointment. In the absence of the Chairperson, Co-Chairperson shall conduct meetings and may also lead a committee’s effort on a particular topic or area.

Role of the Convener:

- Provide induction for new members;
- Work with the Council and APEX on administrative arrangements for their standing committee meetings;
- Chair meetings of their standing committee and check minutes;
- Provide a news report after each committee meeting for the Council
- Provide oral and written reports to Committee meetings, Council Meetings etc;

2.14.1.1 The APEX is an Executive Body responsible to handle day-to-day operations, implement Council’s decisions, and oversee daily affairs. The Composition is given in **Table II** for ease of understanding.

**Table II
(APEX Composition)**

Designate /Capacity	Number of Individuals

President	01
Vice President (Ferrous)	01
Vice President (Non-Ferrous)	01
Vice President (Metal Science)	01
Immediate Former President	01
Hon. Treasurer	01
Secretary General	01
Total	07

Periodicity: 3 Years as Vice President; One Year as President; One year as Immediate President; 5 Years initially as Secretary General with an Honorarium and for an extended period as deemed appropriate by the Council; For Hon. Treasurer, the period as deemed fit by the Council.

However, the APEX gets reconstituted during the Annual General Meeting of the Institute, as held every year in July.

Responsibilities:

- (a) **Support the Council** in identifying areas within the IIM regulatory and governance framework where the development of new or revision of existing regulatory documents would enhance objectivity and clarity, and/or ensure visibility of IIM;
- (b) **Appointing and Overseeing Senior Management:** Responsible for appointing the Secretary General of the Institute and Induction of the Office Bearers and Council, and is responsible for overseeing their performance and ensuring that they are acting in the best interests of the company.
- (c) **Monitor Financial Performance:** The APEX reviews the Institute's financial statements and ensures that the company is managing its finances responsibly.
- (d) **Ensure Compliance with Legal and Ethical Standards:** The board is responsible for ensuring that the Institute is complying with all applicable laws and regulations as per Companies Act 2013, as well as maintaining high ethical standards.
- (e) **Provide Guidance and Support to Management:** The APEX provides guidance and support to Senior Management and Council as needed, and may offer advice on key business decisions or challenges.

- (f) **Representing the Interests of Members:** The APEX represents the interests of the Members and Stakeholders, and works to ensure that the interests of the Members are given highest priority.
- (g) **Setting the Overall Direction and Strategy of the Institute:** The APEX is responsible for setting the IIM's strategic goals and direction, and ensuring that management is taking the necessary steps to achieve those goals.
- (h) **Overall Decision Making**
- (i) **Selection Committee for IIM Awards**

Overall, the APEX plays a critical role in ensuring that the Institute is operating in a responsible and effective manner, and that it is delivering value to its members and other stakeholders.

2.14.1.2 Advisory Committee of Former Presidents (ACFP):

ACFP is an advisory and not an executive body and is meant to provide valuable advice and guidance to the IIM Council, President and APEX Committee on how to enhance its presence & visibility, further strategize and plan for the future.

Tenure: One (01) Council Year (1st August to 31st July 2024)

Reconstitution of ACFP: A former president may be inducted in the ACFP subsequent to one year cool-off period after serving as APEX member.

Each member serves for 9 years in a row (as there are nine members in total) and then makes way for the incoming member. This is similar to the APEX Committee in which the Immediate Former President makes way for the newly inducted Vice President each year, and so on.

Composition: The committee constitutes of nine -Former Presidents (in order of seniority of holding the President's Office) as follows: Senior-most Former President will be inducted as the Chairman. The Current President will be the Tenth member and Convener (ex officio).

Modalities:

- Re-election/nomination generally are not preferred but may be allowed as an exception after a lay-off of One Year, by the incumbent President. ONLY if the Strength of ACFP comes down to lesser than 9 as per the Current Modality, due to any unavoidable circumstance
- ACFP should meet at least twice a year. The records of the meetings should be circulated to the ACFP and the Council.

- IIM to reimburse travel cost (up to economy class air fare) and local hospitality for ACFP members only for any two meetings in a year. Additional expenses shall be borne by the incumbent

Responsibilities:

Acts as an Advisory Board offering guidance and expertise to the organization without decision-making authority.

2.14.1.3 Administrative cum Finance Review Committee (AFRC)

AFRC meets once prior to Each Council Meeting and comprises max.10 Members (1 Chairman + 1 Co-Chairman + 7 Members + Secretary General as Convener) from different fields of Expertise, primarily based out of the same city as that of the Registered Office.

Tenure: Two (02) Council Years

Reconstitution of AFRC:

- AFRC shall be reconstituted after completion of a Term of Two Years.
- The Chairman and Co-Chairman of the AFRC shall be recommended by APEX.
- A Member of AFRC can serve for maximum 3 terms (6 years) in a row. However, Council may decide to continue with the same Chairman and Co-Chairman for a period of maximum 10 years consecutively.
- The Co-Chairman shall succeed as the Chairman of the Committee after cessation of the term of the Chairman.
- The Chairman /Co-Chairman shall be inducted in the Council each year.
- The Chairman shall have the right to invite Chapter Chairmen in a particular Meeting as required.

Responsibilities

- AFRC is the body that monitors the activities of IIM Head Office and Secretary General, in terms of managing the Secretariat at IIM Head Office.
- In addition to its steering role and strategic considerations in terms of approving the IIM Head Office policies, it has a broad managerial prerogative.
- AFRC approves important Agreements related to Engagement of Vendors at IIM Head Office, the appointment of Employees/Staff and Internal Auditors at IIM Head Office, Suggests Amendments to the Human Resources Regulations beside exercising budgetary and financial control.
- The Administrative Committee also resolves disputes between Head Office Employees and addresses Grievances of the Employees if any.

- e) Exercise general Supervision over all Administrative and Finance Related Functions at IIM Head Office
- f) Give direction regarding overall Administration and Management of Finances at IIM Head Office and Chapters.
- g) Framing of organizational policies, appointment, service rules and procedures, etc,
- h) Pass recommendations to the Council on aspects such as measures for improvement and amendments in policies related to Membership and Financial Management.
- i) Has powers to appoint Sub-Committees to advice on such specific matters as may be referred to it by the Council of Management and consider the recommendations of the Sub-Committees and to take appropriate action.
- j) Review the activities of the Chapters and advise the Secretary General to take appropriate actions as deem fit.
- k) Review and Approve the Financial Estimates (Budget) and Annual Audited Accounts of the Institute and place them to the Council for its approval
- l) Release of funds as per recommendation of the Council
- m) Fix limits of the total Recurring expenditure and the total non-recurring expenditure of IIM Head Office for a particular year based on the Income and Resources of the Institute.

2.14.1.4 IIM Awards Committee

The Committee in consultation with APEX, brings forward, reviews and evaluates nominations to select and recognizes IIM Awardees for various categories of IIM Awards.

Tenure

The Awards Committee is constituted for a period of One Year during the Annual General Meeting of the Institute.

Composition

- ✓ President: Chairman
- ✓ Three Vice Presidents (Ferrous; Non-Ferrous and Metal Science); Ex-Officio Members
- ✓ Immediate Former President; Ex-Officio Member
- ✓ Two Former Presidents /Two Experts as appointed by the other Members of the Committee (From Two Divisions apart from that of the President)

- ✓ Secretary General: As Convener with no Voting Rights

Responsibilities

- Conduct an environmental scan of all current awards & recognition in Metallurgy and Materials Science Segment
- Identify to the APEX and Council, areas or categories where awards & recognition do not currently exist and possibilities of introducing Awards in these segments
- Identify Similar Bodies with similar awards and recognition to guide and inform the most comprehensive process.
- Identify the criteria needed for each award by working closely with APEX and IIM Head Office.
- Develop procedures for nominating Individuals, the submission, review and recognition process.
- Recommend processes for responding to Applicants/Nominees, not selected for awards.
- Identify the type of award for honours that would be deemed most cherished and coveted (e.g., a plaque; name listing; cash award; etc.).
- Develop a Timeline for when nominations are due, when they are reviewed, when applicants are notified, and when/how members are notified of honours/Awards.
- Review Guidelines for IIM Awards under Various Categories and suggest changes as necessary.
- Review Award nominations prior to the meeting and choose recipients.
- Bring forward nominations for consideration.
- Attend and participate in meetings as scheduled.
- Provide feedback on proposed Prize Money, Award Type and make recommendations for changes.
- Assess the merit of the nominations based on the materials submitted.
- Evaluate nominations and score based on existing parameters
- Review and finalize Eligibility Criteria and General Parameters of Assessment for Individual Categories of Awards
- To institute new Awards as and when needed
- Bring in transparency and widen the reach out for nominations
- Maintain awareness of all awards presented by IIM
- Recommend to the APEX the most qualified nominees to receive the award.
- Make recommendations to the APEX for appointment of Committee members as needed.
- Conduct an annual assessment of the awards policies and procedures and make recommendations to the Council for any amendments/modifications

Time Commitment

The Awards Committee meets generally Thrice (03) a year over VC/ Physical Meeting.

2.14.1.5 Publications Committee

Tenure: The Publications Committee is constituted for a period of Two (02) Years during the Annual General Meeting of the Institute.

Composition:

- ✓ Chief Editor: Transactions of IIM; Chairman
- ✓ Chief Editor: IIM Metal News; Co-Chairman
- ✓ Convenor: From Kalpakkam and Kolkata (Alternatively)
- ✓ 15 Members as selected by Chairman and Co-Chairman

Responsibilities

The Committee shall be responsible for:

- Assessing editorial quality and content of the publication program of the Institute, including the system of primary publications of books, journals, scientific communications, magazines, the official organ of the Institute, and miscellaneous publications; and reporting its findings to the Council
- Serving as a channel for communication among Institute members, the Council, other users of the Institute's publications, the Governing Board for Publishing to ensure that needs and support are recognized, researched, and addressed
- Consulting with the Editors of the above publications concerning Editorial Policy
- Consulting with the APEX and Council upon matters of appointments of Publishers concerning the above publications
- Define Role of Publishers and arrange for regular meetings with the Publishers and work towards improvement in Quality of Journals and its impact factors.
- Making recommendations to the Council related to the needs and adequacy of the publications of the Institute, including the need for curtailment of ongoing efforts and the initiation of new efforts, and recommending any changes in these publications
- Informing and educating members on copyright through national and regional symposia and through articles in the official organ of the Institute and other IIM publications
- Monitoring developments on copyright issues at international and national levels; and
- Informing the Council of the Committee's activities.
- Informing the Council of the Committee's activities in regular intervals

Time Commitment

The Publications Committee meets generally twice a year over VC/ Physical Meeting.

IIM Transactions Editorial Board

The following shall be the responsibilities:

- The Editorial Board is intended to serve as a communications link amongst the Publishers (exercised through the Committee on Publications) and the Editor-in-Chief and to represent the needs and interests of the Institute's membership.
- The Editorial Board shall meet at least twice a year, during Annual General Meeting of the Institute and IIM-ATM. Additional meetings may be scheduled at the discretion of the Chair or at the written request to the Chair by any five members of the Editorial Board.
- The Editorial Board shall advise the Committee on Publications on matters of editorial policy and recommend general operational guidelines for the publication of IIM.
- The Editorial Board shall review and assess the effectiveness of IIM in meeting its objectives.
- The Editorial Board shall receive periodic written status reports (not less than once per year) from the Editor-in-Chief on current editorial content and features of the periodical. Recommendations for improvement shall be discussed with the Editor-in-Chief and presented in writing to the Committee on Publications as warranted.
- When requested, the Editorial Board shall serve to mediate conflicts and shall be authorized to adjudicate disputes between the IIM Editor-in-Chief and Institute members, Sections, Divisions, or other official units of the INSTITUTE.

Time Commitment

The Editorial Board Committee meets based on requirements, mostly over VC.

2.14.1.6 Examinations & Education Committee (EEC)

Composition: EEC has been constituted with the Controller of Examination, and other Members as given under representing such areas as Industry, Academics, R&D, Education, Engineering, Sciences etc. nominated by Governing Body/ Council of The Indian Institute of Metals:

- ✓ Immediate Former Controller of Examination as the Chairman of the Committee
- ✓ Controller of Examination as the Co-Chairman of the Committee
- ✓ Deputy Controller of Examination as Member of the Committee

- ✓ 12 Members with a mix from Industrial, R&D and Academia Background.
- ✓ Convenor: Secretary General, IIM

EEC is the principal academic body of this Institute responsible for laying down, regulating, and maintaining the standards of instruction, education and examination within the Institute. It has the right to advise the Governing Body on all academic matters.

Functions and Responsibilities:

- To promote and strengthen the Learning and Development initiatives of the Institute.
- To provide direction with regard to methods of instruction, evaluation, research and improvement in Educational Standards
- To consider matters of Academic interest either on its own initiatives or at the insistence of the governing council and take proper action there on.
- To introduce value added courses/ certificate courses which are required to meet industry needs
- To develop the regulations for Student Members admission and enrolment, based on the Institute's policies.
- To formulate guidelines for the conduct of examinations in conformity with bye-laws of the institute
- To maintain proper standards of the existing examination
- To promote research in collaboration with other Academic Bodies and Institutions and acquire reports on such research from time to time for further guidance and advice
- To prescribe measures for departmental coordination
- To make recommendations to the governing council on the following:
 - Inception of new courses, formulated by the SPEC Sub-Committee
 - Initiate measures for improvements of standards of teaching, training and research
 - Institution of Scholarship Grants, Medals, Prizes etc.
 - Establishment or discontinuation of Courses / Examination Centres and formulate by laws

Time Commitment

The EEC meets at least twice a year, either physically or through VC.

2.14.1.7 Short Professional Educational Courses (SPEC) Committee

Tenure: The SPEC is constituted for a period of Two Years during the Annual General Meeting of the Institute.

Composition:

- ✓ As nominated by the Council in consultation with APEX
- ✓ 5 Members with a mix of Industrial, R&D and Academia Background.
- ✓ Convenor: Secretary General, IIM

Modalities for organising the Course

Course duration should be 12 lecture hours, spread over two full days (six hours each) or three half days (four hours each).

For every course, some kind of an evaluation/examination should be conducted at the end of the course. Depending on the participant’s performance in the course, he/she will be given a performance or a participation certificate for the course. The time for the examination (30-45 minutes duration) could be subsumed into the 12 hours if required, or can be additional.

Some form of course/lecture material, and/or references, shall be provided to the participants. The lead coordinator for each course should also ensure that there are no copyright related issues with respect to course material.

The Registration Fees for Virtually Held Course shall be decided for each Course. A typical fees structure is as given below in Table III.

Table III
(Typical Fees Structure for IIM Short-Term Course Registration)

Participant Type	Online Course for 3 Days (Rs)
IIM Member	5000
Non-Member	7500
IIM Student Member	1000
Student Non-Member	1500
<ul style="list-style-type: none">➤ Additional 18 % GST➤ For Organizational Nominations, 10 % Discount would be provided for bulk nominations not lesser than 10.➤ Candidates need to fill in the Google Form for registration to a particular course.➤ On completion of registration, Payment may be done through transfer to the Bank Account/ UPI as shall be detailed in the Course Brochure.	

*IIM would restrict offering two courses in 3 months.

Functions and Responsibilities:

- To analyse Industry needs and design courses on various subjects and levels for Professionals
- To approve the Course Outcomes (COs), Program Outcomes (POs), Program Specific Outcomes (PSOs) and program educational objectives (PEOs) of the programs offered by the Committee
- Prepare the contemporary syllabi for different programs basing on the changing needs of the profession and the requirements of the industry for all courses with respect to the objectives of the Institute, stakeholders, societal/local/ national / regional / global developmental needs.
- Approve the curriculum and its structure for all the programs to be conducted in a particular year
- Advises innovative pedagogical methods teaching and evaluation methods
- Suggest Members from Industries, R&D and Academics
- Co-ordinates research, teaching, consultancy and any other academic matters for the growth of the Institute
- To make recommendations to the Examination and Education Committee for the following:
 - Starting of new courses
 - Initiate measures for improvements of standards of teaching, Training and research

Time Commitment

The SPEC meets over VC, prior to the Commencement of each Courses

2.14.1.8 International Relations Committee (IRC)

Tenure: The IRC is constituted for a period of Two Years during the Annual General Meeting of the Institute held every year in July.

Composition:

- ✓ As nominated by the Council in consultation with APEX; Chairman
- ✓ 5 Members with a mix from Industrial, R&D and Academia Background, including 2x Former Presidents.
- ✓ Convenor: Secretary General, IIM

Responsibilities

1. Create and maintain a data base of International Materials Organisations

2. Determine and recommend to the Council a suitable list of organisations with whom collaboration is desirable, and feasible.
3. With the Council's approval, interact with these organisations to determine the terms of collaboration/interaction
4. Recommend to the Council, terms of engagement for approval.
5. Follow up and action terms of interaction

2.14.1.9 IIM Swarna Jayanti Endowment (SJE) Trust Committee

The Indian Institute of Metals, in commemoration of Golden Jubilee Celebration decided to form a trust named as "IIM Swarna Jayanti Endowment" for education and research activities of general public utility in the field of metallurgy and to organise educational and research activities with a view to encourage, assist, extend knowledge & information connected with the field of Metallurgy and Metal Science.

Currently, a partial grant of Rs. 35,000/- is given to a candidate who is selected by the Selection Committee on meeting the following grants.

In a year, a maximum of 6 grants is being approved by the Council.

The Selected Candidate needs to fill in the following details in the prescribed Form to claim the disbursement of the Partial Grant.

- 1 Name of the Conference attended:
- 2 Date & Place of the Conference:
- 3 Date of Departure & Arrival:
- 4 Travel Expenses Incurred:
 - 4.1 Overseas Travel:
 - 4.1.1 Copy of Visa
 - 4.1.2 Copy of Air ticket
 - 4.1.3 Copy of Invitation letter by Conference Committee
 - 4.1.4 Copy of Bills for Overseas Stay
 - 4.1.5 Local Conveyance Expenses Incurred, as certified.
 - 4.1.6 Any other Supporting Documents if any

Eligibility Criteria: IIM considers only research scholars, PDFs and young scientists or faculty members in academic institutions having age equal to or below 35 years from

Metallurgical and Materials Engineering discipline or carrying out research in related areas eligible for this Grant. Young Scientists with PhD or working towards PhD in R&D Labs with research focus in the area of Metallurgy and Materials Science are also considered.

Tenure: The IIM Swarna Jayanti Endowment Fund Trust Committee is constituted for a period of Two Years during the Annual General Meeting of the Institute held every year in July.

Composition:

- ✓ As nominated by the Council in consultation with APEX; Chairman
- ✓ 3x Former Presidents and 2 Other IIM Members.
- ✓ Convenor: Secretary General, IIM

Roles & Responsibilities

- ✓ Maintenance and Utilization of Corpus Funds
- ✓ Developing an appropriate Grant Policy
- ✓ Rebalancing the portfolio on a regular basis

Composition:

- ✓ HOD: Metallurgy and Materials Science Department from IITs generally is designated as the Chairman
- ✓ 4 Other Members from various Academic Institutions and R&D Chapters.
- ✓ Convenor: Secretary General, IIM

2.15 **IIM Head Office:** The Registered Office of The Indian Institute of Metal is located at Kolkata since 25 March 1947 with its current location being ‘Metal House’ in Salt Lake as per under mentioned Registration details of the Institute, provided in **Table IV**.

Table IV
(Registration Details of IIM)

CIN Number	U80301WB1947GAP015157
Organization Name	The Indian Institute of Metals
Company Status	Active
Company ROC	ROC-Kolkata
Registration #	15157
Company Category	Company Limited by Guarantee

Date of Incorporation	25 March 1947
Activity	Higher Education
PAN #	AAATT3359D
GSTIN	19AAATT3359D1ZF (West Bengal)
Address	"Metal House" Plot 13/4, Block AQ, Sector V Salt Lake, Kolkata – 700091

2.15.1 Code of Conduct. A code of conduct is an essential guide outlining the principles, values, and behaviors expected within a company, reflecting the company's culture and serving as a reference for employees and stakeholders. It sets out clearly the leadership's expectations for behavior across the Institution in the areas of integrity, objectivity, confidentiality, professional behavior and competence. It helps to ensure employees are comfortable in their working environment. A well-written code of conduct clarifies an organization's mission, values and principles, linking them with standards of professional conduct. The code articulates the values the organization wishes to foster in leaders, employees and members and, in doing so, defines desired behavior.

2.15.1.1 Employment Equity

IIM is an equal opportunity employer and employs personnel without regard to race, ancestry, place of origin, colour, ethnic origin, language, creed, religion, gender, sexual orientation, age, marital status, physical and/or mental handicap or financial ability.

2.15.1.2 Recruitment and Selection

All employment opportunities at IIM Head Office are published through Job Portal for a minimum of one month period.

Applicants are invited to submit their application, along with a current résumé, demonstrating that they meet the minimum criteria for the position being sought. At the closing date, all applications are screened, and candidates selected for interview are contacted. If the interview is positive, references will be contacted. Depending on the feedback provided, a position may be offered to the applicant.

AFRC is the Competent Authority to Recruit and Select Individuals for various Roles and Responsibilities as per the Job Descriptions being defined by Secretary General, time and again in consultation with AFRC.

2.15.1.3 Orientation

All new employees at IIM HO shall receive an orientation session which will encompass an overview of general policies, procedures and operations. This will also provide employees, new to either a position, an opportunity to learn the performance expectations management has with regard to the position in question. They will be given a copy of this SOP and will be expected to learn its contents.

2.15.1.4 Employee Classifications

Each position at IIM shall be classified as either Administrative, Technical, Finance or Management in nature, as determined by the Secretary General. This decision will be based on the duties assigned and qualifications required for each position. It should be noted that Management positions (Secretary General and equivalent) are not covered by the Hours of Work and Biometric Rules as the expectations and role assigned is of mostly wider canvas of duties encompassing additional hours of work, both at Home and Office.

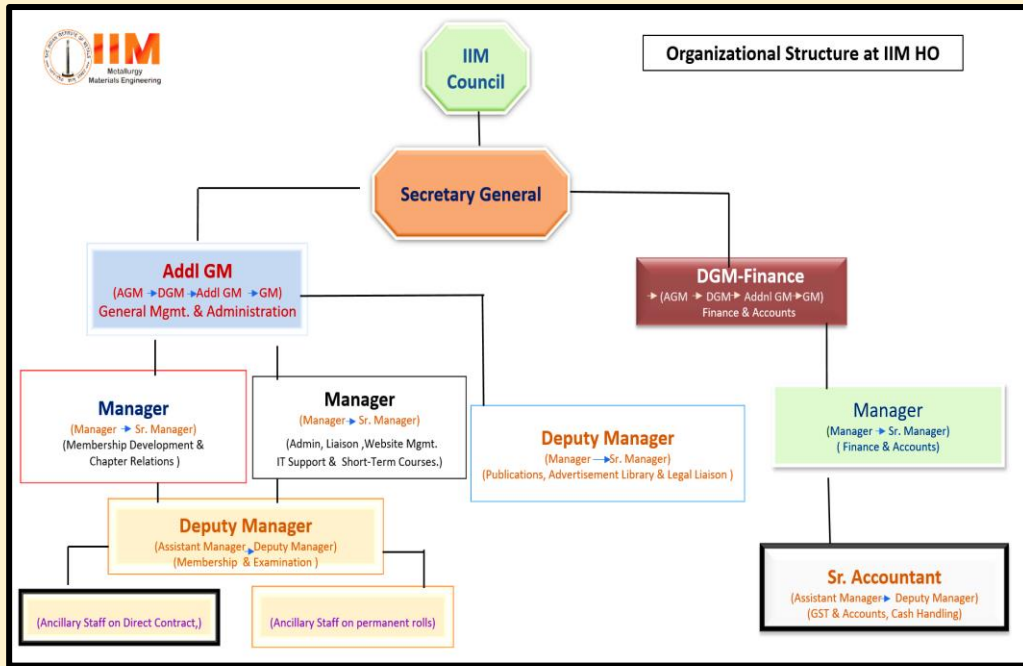
Currently the following functions are undertaken at IIM Head Office:

- ❖ General Administration
- ❖ Finance & Accounts
- ❖ Membership & Chapter Relations
- ❖ Publications & Library
- ❖ Education & Examination
- ❖ Legal & Compliances

The Organizational Structure at IIM Head Office is shown in **Picture I**, subject to changes as per requirements and internal decision making.

Picture I

(Organizational Structure at IIM HO))



2.15.1.5 Employee Duties

Attached to an Offer of Employment, is a description of the job and the associated responsibilities, along with any additional tasks possibly required. This document will be used to evaluate performance both during the probation period and after. If an employee is unsure of its contents, they should not hesitate to ask for clarification.

From time to time, it may be necessary to amend an employee's job description. These amendments will be discussed with the employee in advance however; the final decision on implementation will be made by management.

2.15.1.6 Personnel File

IIM does collect personal information for inclusion in personnel files. This information is available to the respective Employee, the Secretary General and Head-Administration. This information is kept secured, and confidentiality is maintained. Information which is contained in an employee's personnel file includes the following: résumé, letter of offer, performance reviews, amendments to job descriptions, disciplinary notices, tax forms, copies of enrolment forms for benefits etc.

2.15.1.7 Probation

The first six months/one year of Employment is probationary based on Role/Designation. During this time, both parties may assess suitability for employment with the Employer. This also provides management an opportunity to assess skill levels and address areas of potential concern. During the first Ninety (90) days of the probationary period, employment may be terminated by either party for any reason whatsoever, with or without cause, and without notice or payment in lieu of notice **only by informing the other party in writing**, as may be amended from time to time. Upon satisfaction of the requirements, as amended, the Employer shall have satisfied any and all obligations of the Employee. At the completion of the probation period, the Employee and employer shall meet and review progress to date. At this time one of three things will occur:

- i. Probation will end and the Employee will be confirmed
- ii. Probation may be extended for an additional Six Months/ One Year
- iii. Employment will end

2.15.1.8 Annual Salary

Salaries shall be determined by the APEX / AFRC/ Secretary General, based on budget considerations and commensurate with the experience of the successful candidate which will be duly ratified by the Council as the case maybe. The organization shall pay employees on a monthly basis **as per English Calendar Month**, after deduction of the usual and necessary statutory and other taxes payable in accordance with the Employer's standard payroll practices. These payroll practices may be changed from time to time at the Employer's sole discretion. Currently, payday occurs first week of each month and gets credited in the employee's respective account.

The Regularised employees, after the probation period shall be entitled to Provident Fund, Gratuity and the benefit under the Employees' state Insurance Scheme, as per the policy of the Organization/Institute, as may be decided and implemented by the National Council from time to time and for such purpose necessary deductions shall be made from the salary of each of the employees, to which the employees agree by accepting the employment with the Institute.

2.15.1.9 Performance Appraisals

The performance review document will be a living document for each employee. Each employee will be responsible for developing their respective Objective Setting /Key Result Area for the year. This plan will be reviewed by Management and amended as necessary.

At the time of the performance appraisal, the employer and employee will review the objectives and the results achieved. Throughout the year, the employee and employer may refer to their respective Key Responsibility Areas toward accomplishment of their individual objectives, highlight areas of concern and indicate challenges identified along the way.

Performance reviews, for all employees, will occur during July every year in 180 degrees format where the Line Manager and Secretary General shall review and finalise the Assessment Scores for the Employees in their respective Roles.

Employees should prepare for this meeting by finalizing one's self-appraisal for the preceding year and preparing a draft workplan (KRA) for the coming year. This meeting is to review successes and challenges from the preceding year, and to establish the Objectives and Key Result Areas (KRAs) for the coming year. This would also be the opportunity for either party to identify and recommend professional development opportunities which may assist the employee in their day-to-day work or to grow within the organization. Once completed, both parties shall sign off on the final document and it shall be added to the employee's personnel file. Quarterly reviews undertaken shall not have any monetary impact though. Any sort of increment will be effective from the beginning of the particular Financial Year while Promotion will be effective from the Date of Approval or as categorically stated during the time of approval.

2.15.1.10 Professionalism

When representing IIM, the staff should dress and behave appropriately. Employees should choose to formally dress in a manner which is aesthetically correct maintaining the decorum of professional and social image to the public and is respectful of others. The conduct and behaviour of respective employee is expected of exemplary nature. Excessive use of profanity is neither professional nor respectful to co-workers and will not be tolerated.

2.15.1.11 Discipline

Discipline at IIM shall be progressive, depending on the nature of the problem. Its purpose is to identify unsatisfactory performance and / or unacceptable behaviour. The stages may be:

- i. Verbal reprimand
- ii. Written reprimand
- iii. Dismissal

Some circumstances may be serious enough that all three steps are not used. Some examples of these types of situations are insubordination, theft, assault, moral turpitude, financial embezzlement or wilful neglect of duty. In all cases, record and documentation should be included in the employee's personnel file.

2.15.1.12 Process for imposition of Penal measures:

An employee or staff of the Organization shall be subjected to disciplinary action and resultant penalty on the ground of misconduct consisting of dereliction of duty, insubordination, moral turpitude, defalcation of money or financial embezzlement etc which will constitute major offence. Indiscipline, rowdiness and working against the interest or conducive atmosphere of the institute of organization shall constitute minor offence. The explanation given herein is not exhaustive but merely explanatory, which will depend on further clarification by the Secretary General.

Major offence shall be dealt with by imposition of major penalty and minor offence shall be dealt with by imposition of minor penalty.

- a) **Major Penalty:** It means dismissal from service, termination or removal from service.
- b) **Minor Penalty:** Penalty involving down grading in terms of post, job profile or working criteria or stoppage of increment, if any, and reverting to lower scale of pay.

2.15.1.13 Disciplinary Action Procedure:

In case of dealing with the disciplinary aspect of an employee, the following steps to be followed chronologically: -

- Preliminary investigation by the Secretary General of the institute, in which such incumbent is employed.
- Submission of report of the preliminary enquiry with the Administrative and Finance Review Committee (AFRC).
- On perusal of the report of the preliminary enquiry, the AFRC shall form its opinion as to whether the incumbent to be proceeded against further or not.
- On the decision of the AFRC to proceed against the incumbent/employee, a Notice to show-cause containing the specific allegations/charges against the employee shall be issued on behalf of the National Council asking the employee/incumbent concern to

show-cause within seven days from the date of receipt of such notice as to why he should not be proceeded against on the charges mentioned in such notice.

- If the employee/incumbent concern does not reply to the show-cause or the cause shown by such employee is not satisfactory to the discretion of the AFRC, the employee/incumbent concern shall again be served with a further notice by the AFRC specifying the charges therein, on the basis of which such employee or employees is or are sought to be proceeded against and also conveying the date of hearing of such charge or charges respectively.
- On the date of hearing, if the employee concern does not appear or on the appearance of such incumbent/employee after hearing the Presenting Officer of the Institute and the incumbent/employee concern on the specific charges, the AFRC shall deliver its decision by way of passing a reasoned order.
- Appeal:
 - If the employee or incumbent concern is aggrieved by the order passed by the AFRC, he may prefer an appeal to the APEX whose decision shall be final in this regard.

2.15.1.14 Hours of Work

The regular office hours for IIM Head Office are 9.00 to 18:00 hrs., Monday through Friday inclusive (excluding holidays). During core hours, it is expected that most staff will be available. All employees are expected to work 8 hours per day, which include those hours indicated as core, inclusive of lunch break of at least thirty (30) minutes and at most 45 mins. Employees may also be expected to work such other hours as may be requested or required, from time to time. Employees hired on a part time basis will have schedules determined on a case-by-case basis.

Employees are required to notify their supervisor, in advance, of planned days away from the office. Unplanned absences from the office should be reported to the employee's supervisor as soon as could reasonably be expected. At the discretion of the Secretary General/Director, depending on circumstances, employees may be allowed to work from home for specific periods of time only on an exceptional case. As a courtesy, the Administrative Head/Manager should also be kept notified of this absence.

2.15.1.15 Guidelines for Biometric Attendance System for Employees at Head Office:

Biometric attendance system (BBAMS by ELSS) was introduced in 2019 for digitally

recording the attendance of all the faculty and staff. Accordingly, biometric attendance machine has been installed at the Entrance in the Ground Floor of METAL HOUSE. Installed machine and the adjacent corridor leading to the device is under 24 hours CCTV surveillance. Disciplinary Action shall be taken against any official found to be tampering with the attendance monitoring system/surveillance system.

The guidelines for biometric attendance system are framed with regard to the main objectives to ensure the punctuality and observation of daily working timings by Head Office Employees, Ancillary Staff and Security Guards.

The guidelines for biometric attendance system to be adhered are as follows:

1. Recording/ Marking of Daily Working Timings

a) The daily working timings of the Employees and Other Staff as indicated above are fixed for any 8 hours between 8:00 hrs and 18:00 hrs, Monday to Friday. The Security Guards work in 3 shifts @ 8 hours per shift.

.b) It is compulsory for each Employee/Staff to register his/her daily working attendance by recording their finger impression through the biometric machines at the time of incoming as well as at the time of outgoing from Office on all working days except on that working day when he/she on full day leave.

c) Following Guidelines related to Biometric Attendance Recording are being adhered to by Employees and Staff at IIM Head Office.

- The Biometric Based Attendance Monitoring System [BBAMS] shall be handled by Administration Department at IIM HO. Manager [Administration] is being entrusted to do the needful on functional issues/escalations related to the same.
- All Officials, Sub-staff and Security Guards need to access the bio-metric monitoring device every day and register themselves successfully both while entering and leaving the Work Premises. It is the employee's duty to ensure the recording of their entry/exit in the Biometric registry device. In case of device-failure, it may be reported to the Administration Department.
- The Security Guards at IIM Head Office are responsible to take a record of the Entry and Exit Time manually which may be reconciled with the Biometric records.
- In case of power/system failures at Head Office, the manual records shall be taken as final.

- The operational hours shall be considered from 9.00 hrs to 18.00 hrs, inclusive of lunch time for Employees and 8:00 hrs-18:00 hrs for Ancillary Staff. Each official has to put in 40 hours of work time for 5 days a week.
- 8:00 hrs shall be considered as the earliest reporting time at BBAMS even if an Employee reports earlier to work, and check out shall be considered on completion of 8 hours duty on work. Any employee reporting to work after 10.00 hrs shall be considered late till 10.30 hrs. Reporting to work after 10.30 hrs shall be considered as 1 hour consumption, wherein 2 hours of Early Exit and Late Entry shall be considered in a Month.
- On exhausting 2 hours of Grace Period in a Month as stated above, Employees reporting to Work after 10:30 hrs but before 11:00 hrs shall be considered Half-A-Day Working.
- Arrival at office after 10.00 hrs but before 10.30 hrs for three consecutive days shall be reckoned as half a day Casual leave or General Leave. Casual Leave [CL] being exhausted, a Privilege Leave [PL] gets deducted as applicable. Further to this, if PL is also exhausted, this shall be considered as Leave Without Pay [LWP]
- Half-Day shall be considered for a period of four hours on a working day without lunch break. Any official availing half-day Casual Leave in the forenoon will make arrival entry in the BBAMS upto 14.00 hrs , and the official availing half-day Casual Leave in the afternoon will make departure entry in the BBAMS on or after 13.00 hrs and latest by 14.00 hrs.
- If an Employee forgets to register his/her's Check-In or Check-Out time or both a particular day, not exceeding twice a Month in totality , he / she need to take a Special Approval from Manager-Administration. Beyond the maximum limit permitted, it shall be considered as Half-A-Day Leave.
- Without taking a half-day leave, any employee at work departing early before completion of 8 hours (less than 60 mins) of duty shall be considered as short leave of one hour. A maximum of two hours of short leave (cumulative) in a month has been kept Grace Period for an employee.
- Monthly Salaries are mapped to the Electronic Attendance System. Salary Cycle is considered from first to last day of a particular month.
- **Official Duty Out pass:** This is the sanction/endorsement given by the Competent authority with name and signature to allow the temporary exit of an employee at the

main gate of the premises for official/emergency purpose. The probable time of return shall be mentioned in the out pass.

- An employee/ancillary Staff who reports to work on a Holiday/Off-Day shall be entitled for a Compensatory Leave on a Week-Day as per the below-mentioned guidelines:
 - ❖ An Employee needs to work atleast for 4 hours to avail a Half Day Compensatory Leave.
 - ❖ An Employee who stays and works at office for more than 6.5 hours but lesser than 8 hours shall be entitled to avail a Full Day Compensatory Leave
 - ❖ Compensatory Leaves can be availed within 2 Months of getting credited.
 - ❖ Employees who completed 8 hours of Duty as per stipulations and stays back at Office for extended hours after 7.30 pm can avail conveyance (Cab Fare on Actuals not exceeding Rs. 500 at a time).

2.15.1.16 Employee Leaves

Leave is a provision to stay away from work for genuine reasons with prior approval of the authorities. It may be granted for a casual purpose or a planned activity, on medical grounds or in extra ordinary conditions. Leave rules have been framed in conformity with the existing norms and practices and has the approval of the Governing Body. These rules shall be applicable with effect from 1st September 2024 for all employees of the IIM and supersedes all previous rules and notifications on the subject. The leave rules are subject to alteration / modification / review at the exclusive discretion of the Governing Body either in part or whole, at any time hereafter.

The employees of The Indian Institute of Metals are entitled for getting Statutory Leaves as per the below mentioned specifications, given in **Table V (A, B)**:

Table V (A)

Leave Structure followed at IIM HO

Employee Category/Leaves entitled for Per Annum	Privilege/ Earned	Sick	Casual	General
Regularised	30	08	12	
Contractual	Not Applicable			30
General Rules	<ul style="list-style-type: none"> ➤ Leave cannot be claimed as a matter of Right ➤ May be refused or revoked by the authority competent to grant. ➤ Any claim to leave to the credit of an employee who is dismissed or removed or who resigns from IIM ceases from the date of such dismissal or removal of the employee. ➤ No employee shall be granted leave of any kind for a continuous period exceeding three months. ➤ Prefixing and suffixing holidays to leave shall be allowed. However, the number of days of leaves will also consider the number of holidays which has been included during Continuous Leaves. 			

Table V (B)

Leave Categories and their Benefits availed by Employees

Leave Category	Leave Benefits
PRIVILEGE /EARNED LEAVE (PL/EL)	<ul style="list-style-type: none"> ➤ A regularised employee shall be eligible for Earned/ Privilege Leave only after completing a year of continuous service or probationary period at The Indian Institute of Metals. ➤ In a particular year, 30 Privilege Leaves shall get credited to an Employee's Leave account. ➤ Employees who are appointed during the course of the year shall be entitled to it on pro-rata basis. ➤ Earned/ Privilege Leave can also be availed for less than one day at a time, unless otherwise specified. ➤ Earned/Privilege Leave cannot be combined with Casual leave under any circumstances. ➤ Unutilized Earned/ Privilege Leave in any calendar year will be carried forward to the next year, not exceeding 150 days in one's tenure with the Organization. ➤ Privilege/Earned Leave can be encashed to an extent of 30 days per annum and not exceeding 150 accrued number of days .
SICK LEAVE (SL)	<ul style="list-style-type: none"> ➤ A regularised employee of the institute shall be entitled to sick leave for 8 days per annum and can be carried forward to an extent of 60 Days of accrued Sick Leaves. ➤ Sick Leave needs to be approved post facto by the Line Manager, Administration Head/Manager and Secretary General. ➤ In case of applying for more than 2 consecutive days of sick Leaves, furnishing proper Medical Certificates is mandatory. ➤ Sick Leave can't be avail for lesser than One Day except for any Medical Emergency which may arise when available at Work.
CASUAL LEAVE (CL)	<ul style="list-style-type: none"> ➤ All regular employees are eligible for 12 days of Casual Leave per calendar year. ➤ CL will be credited during March every year and shall be effective from 1st April of every year. ➤ Employees who are appointed during the course of the year shall be entitled to it on pro - rata basis. ➤ Casual leave cannot be combined with any other kind of leave. ➤ Causal leave may be granted at the exclusive discretion of the sanctioning authority as and when the occasion arises, provided that the total period of absence from duty does not exceed three days at a time. ➤ Unutilized Casual leave in any calendar year will lapse and can neither be carried forward to the next year nor encashed.

	<ul style="list-style-type: none"> ➤ Proportionate deduction/ recovery will be made at the time of separation, if an employee has availed CL in excess of his/her eligibility.
GENERAL LEAVE (GL)	<ul style="list-style-type: none"> ➤ Thirty Annual Leaves assigned for Employees on Contract. ➤ The Leave Policy may undergo a change for Contractual Employees wef FY 2024-25. The Amendments to the Current Leave Policies shall be provided subsequently as and when implemented.
MATERNITY LEAVE	<ul style="list-style-type: none"> ➤ Maternity leave may be granted to a female employee who has been in the continuous regular service of the Institute for not less than one year prior to the date of application for such leave. ➤ Maternity leave can be availed pre- or post-delivery, up to a maximum period of 3 months i.e. 90 days in one stretch with prior sanction. ➤ Maternity leave may be combined with earned leave, if any, under special circumstances. ➤ A person on maternity leave cannot engage in any other employment whatsoever ➤ Maternity Leave is applicable once in two years and cannot be permitted more than twice in an employee's service with the Organization. However, it must be clearly understood that, this permission is not automatic and, shall be subject to the approval, if at all, by the Governing Body.
SHORT LEAVE	<ul style="list-style-type: none"> ➤ Short leave up to 2 hours in a month may be granted for genuine reasons after obtaining due sanction of the competent authority. Under these circumstances, an employee may leave an hour early from one's usual time of departure, not exceeding two hours in a particular month.
LEAVE TRAVEL ALLOWANCE (LTA)	<ul style="list-style-type: none"> ➤ A Regularised Employee is entitled for LTA from one's second year of Employment. ➤ LTA is equivalent to a Month's Basic Salary which can be claimed on proper Leave Application, amounting to not less than 5 Consecutive Days of Privilege/Earned Leaves. ➤ Only domestic travel shall be considered for exemption, i.e., travel within India. No international travel is covered under LTA/LTC ➤ The exemption for travel is available for the employee alone or with his/her family, where 'family' includes the employee's spouse, children and wholly or mainly dependent parents, brothers, and sisters of the employee. ➤ Valid Proof of travel is essential to claim the exemption. ➤ The exemption is available only on the actual travel costs i.e., the air, rail or bus fare incurred by the employee. No expenses such as local conveyance, sightseeing, hotel accommodation, food, etc., are eligible for this exemption. The exemption is also limited to LTA provided by the employer. ➤ For example, if LTA granted by the employer is Rs 30,000, and the actual travel cost incurred by the employee is Rs 20,000, then only Rs 20,000 will be available as an exemption and the balance of Rs 10,000 would be included in taxable salary income. ➤ Lower of the following amounts: Actual Expenses/Flight Tickets (Economy Class) and Train Tickets (Second Class/First Class) shall be taken as the CLAIM LIMIT. <p>*The aforesaid LTA Rules shall be implemented subject to Approval by the Competent Authority. Currently, all Regularised Employees at HO is entitled for LTA where they can claim a month's Basic Salary at any time of the Year on taking 5 Consecutive Days of PL/EL.</p>

Procedures to apply for a Leave at IIM HO

- Leave should always be applied through proper channel and on the prescribed form and prior sanction taken except in emergency cases. In case of emergency and absence without prior sanction, the sanctioning authority should be notified over the phone and “post facto” sanction should be obtained appropriately.
- Once an employee resigns, he / she will not be entitled to leave of any description whatsoever from the date of resignation. However, EL and CL credited / due till the date of resignation to his / her account may be availed subject to the prior approval of the Governing Body. Further, any leave that was applied and / or approved prior to resignation but yet to be availed in the Notice Period, shall also stand revoked.
- In case leave is availed without prior approval, it will tantamount to non-compliance with the Service rules/Leave rules. Appropriate action including termination from service can be initiated under such circumstances.
- During the period of leave, an employee shall not take up or accept any employment or work whether on remuneration or without remuneration.
- During the period of suspension, an employee may not be granted any kind of leave.
- Before proceeding on leave, an employee shall intimate to the sanctioning authority and the person/s responsible for looking after his / her duties during the absence his/ her address including email address while he/ she is on leave and shall keep the said authority informed of any changes in address.
- Taking leave or extending leave without sanction will be treated as unauthorized absence from duty and shall render an employee liable to disciplinary action including suspension and/or termination from the services of the Institute.
- An employee on leave may be allowed to return to duty before the expiry of leave provided, he/she should notify the administration department in writing giving reasons for resuming work before expiry of leave or for cancellation of leave duly approved by the sanctioning authority.
- Unpaid Leave/Leave Without Pay: Absenting from the job by an employee who has exhausted all the available leave under the foregoing head may under exigencies abstained from job, which will be treated as leave without pay but in no case, such leave without pay with pre-facto or post-facto approval of the superior authority can be extended beyond one month (30 days) under normal circumstances and three months (90 days) for medical reasons.

- Any leave availed during the month with pending sanction on the last working day of that month shall be treated as “Leave Without Pay” irrespective of leave balance/entitlement. The Leave Application Form Format to be duly filled by the Employee at IIM Head Office while going for Leaves is given in **Appendix II** of the Document for ease of reference.

2.15.1.17 Travel Policy (Employee’s Entitlements and Related Reimbursements)

IIM Head Office Employees shall be sanctioned Payments / Reimbursements /Booking of Tickets for Travel/Conveyance as per the following Entitlements, given in **Table VI (A)**, **Table VI(B)** and **Table VI (C)** respectively:

A) Transportation: I. Intercity:

Table VI(A)

Designation	Mode of Travel Eligible For	Maximum Permitted Class of Travel
Assistant Manager	Train	AC III
Manager/Senior Manager	Train	AC II
AGM/DGM/Add'l GM/GM	Flight/ Train where Air connection is not Available	Economy/ AC II
Secretary General	Flight/ Train where Air connection is not Applicable	Economy or Premium Economy Train EC/ACI

i. Intracity:

Table VI(B)

Designation	Mode of entitled travel
Executives/ Assistant Manager	Bus/Taxi/App Cab
Manager/Senior Manager	Taxi/App Cab
AGM/DGM/GM	Taxi/App Cab
Secretary General	Taxi/ App Cab /Rented Car with prior approval of the Secretary General
	As required

B] Accommodation & Food:

Table VI (C)

Designation	Accommodation	Food, Laundry/day
Executives/Assistant Manager	INR 2500/night	Rs 1000
Manager/ Sr. Manager	INR 3500/night	Rs 1000
AGM/DGM/GM	INR 5500/night	Rs 1000
Secretary General	INR 7500/night	Rs 1000
Aforesaid entitlements are exclusive of GST		
Deviation if any, if approved by Secretary General shall be considered for re-imburements.		

2.15.1.18 Termination for Cause

An Employment Contract may be terminated by the Employer at any time for cause, without notice or payment in lieu of notice or severance pay whatsoever, except payment of outstanding salaries and dues to the date of termination. Cause includes, but is not limited to, any act of dishonesty, conflict of interest, breach of confidentiality, harassment, insubordination, or careless, negligent or documented poor work performance.

2.15.1.19 Resignation of Employees

After completion of the probationary period, employees must give the Employer a minimum of one month and a maximum of three months notice period (Based on the designation and related policies) for resignation. The Employer may waive the resignation notice period in whole or in part at any time at its discretion by providing payment of salary for the period so waived.

2.15.1.20 Employer Property

Upon termination of employment for any reason, all items of any kind created or used pursuant to the employee's service or furnished by the Employer including but not limited to computers, reports, files, diskettes, manuals, literature, confidential information, or other materials shall remain and be considered the exclusive property of the Employer at all times, and shall be surrendered to the Secretary General, in good condition, promptly and without being requested to do so.

2.15.1.21 Professional Development & Training

At the discretion of the Secretary General & Management, employees may be able to attend conferences, courses, seminars and meetings, identified through annual work plans and performance reviews, which may be beneficial to the employee's professional development. If these opportunities are directly related to the employee's position, or are suggested by the Secretary General, then the Institute will cover the cost of registration, course materials and some travel expenses.

If IIM has agreed to pay for a course, the fees will be paid on evidence of successful completion. If IIM sponsors a course (or courses) and the employee departs IIM within a year of completion, the course fees will become repayable in full.

2.15.1.22 Confidential Information and Intellectual Property

a. Confidential Information

From time to time, employees of the Institute may come into contact with confidential information, including but not limited to information about the Institute's members, suppliers, finances and business plans. Employees are required to keep any such matters confidential that may be disclosed to them or learned by them.

Furthermore, any such confidential information, obtained through employment with IIM must not be used by an employee for personal gain or to further an outside enterprise. **Each of the employee shall have to execute an undertaking in this regard at the time of acceptance of employment with the institute, to which such employee cannot raise any objection.**

b. Intellectual Property

Any intellectual property, such as trademarks, copyrights and patents, and any work created by an employee in the course of employment at IIM shall be the property of IIM and the employee is deemed to have waived all rights in favour of IIM. Work, for the purpose of this policy refers to written, creative or media work. All source material used in presentation or written documents must be acknowledged.

c. IT Information Storage and Security

Any storage devices (CD's, USB's, Pen Drives) used by employees at IIM, located at IIM's address, acknowledge that these devices and their contents are the property of IIM. Furthermore, it should be understood by employees, that Institute's Hardware/Equipment should be used for IIM business only during normal working hours.

Each of the employee shall have to execute an undertaking in this regard at the time of acceptance of employment with the institute, to which such employee cannot raise any objection.

2.15.1.23 Health and Safety

IIM along with its employees, must take reasonable precautions to ensure that the workplace is safe. The organization complies with all requirements for creating a healthy and safe workplace in accordance with the Occupational Health and Safety Act as per Shop and Establishment Act, West Bengal.

Employees who have health and safety concerns or identify themselves as potential hazards should contact the Manager-Administration/ Administration Head at IIM.

Alcohol consumption or illegal drug use is not permitted during work hours on the premises. From time to time, with Secretary General's permission, alcohol may be consumed by employees outside the office premises in a party to celebrate an occasion/event relevant to IIM activities.

2.15.1.24 Harassment Redressal

The Indian Institute of Metals wants to provide a harassment-free environment for its Employees and Members. Mutual respect, along with cooperation and understanding, must be the basis of interaction between members and staff. IIM will neither tolerate nor condone behaviour that is likely to undermine the dignity or self-esteem of an individual, or create an intimidating, hostile or offensive environment.

There are several forms of harassment but all can be defined as any unwelcome action by any person, whether verbal or physical, on a single or repeated basis, which humiliates insults

or degrades. “Unwelcome”, for the purposes of this policy, refers to any action which the harasser knows or ought to reasonably know is not desired by the victim of the harassment.

Sexual harassment is any unwanted attention of a sexual nature such as remarks about appearance or personal life, offensive written or visual actions like graffiti or degrading pictures, physical contact of any kind, or sexual demands.

2.15.1.25 Workplace Violence and Redressal

Workplace violence can be defined as a threat or an act of aggression resulting in physical or psychological damage, pain or injury to an employee or sub-staff which arises during the course of work. Further to the definition of violence, is the definition of abuse. Abuse can be verbal, psychological or sexual in nature. Verbal abuse is the use of unwelcome, embarrassing, offensive, threatening or degrading comments. Psychological abuse is an act which provokes fear or diminishes a person’s dignity or self-esteem. Finally, sexual abuse is any unwelcome verbal or physical advance or sexually explicit statement and such violence shall be construed to be misconduct.

IIM has a zero-tolerance limit with regards to harassment and violence. Employees or members engaging in either harassing or violent activities will be subject to discipline, which may include termination of employment, removal from Councils or committees and possibly criminal charges.

2.15.1.26 Dispute Resolution

Regrettably, conflict can occur in any working environment. In an effort to resolve conflict in an expedient, yet fair manner, IIM recommends the following process for conflict or dispute resolution.

- Speak to the person you are having the dispute with. Many a times, disputes arise due to misunderstandings and miscommunications.
- If speaking to the individual does not work, speak to the Administration-Head /Secretary General. The Administration-Head / Secretary General will arrange a meeting between those involved in the dispute, to determine a resolution.
- If the Secretary General is unable to resolve a workplace dispute, the parties may be referred to mediation by AFRC. The resolution of the AFRC is binding on both parties of the dispute.

CHAPTER-3

The Indian Institute of Metals

3. IIM MEMBERSHIP:

There shall be the following classes/categories of membership:

(a) Patron Member, (b) Donor Member (One-Time and Annual) (c) Honorary Member (Honor) (d) Fellow Member (Honor) (e) Life Member (f) Member (g) Professional Member (h) Student Member (i) IIM-ATM Complimentary Membership for Nov-July every year.

3.1 Enrolment and Election as a Member

- Every person on becoming a member shall undertake to be bound by the rules and regulations or other bye-laws in force at the time of the election or thereafter which may be made from time to time.
- Every member shall from time to time notify to the Secretary General/Head-Office his/her place of business or residence and any changes therein to be registered as his/her place of address and the place from time to time so registered shall for the purpose of those present, be deemed to be his/her place of residence.
- No person who, by death or otherwise, ceases to be a member of the Institute shall have nor his/her representative shall have any claim upon or interest in the funds on any other assets of the Institute, but this provision shall not prejudice the rights of the Institute to recover from his/her heirs or representative any due which he owes to the Institute at the time of his/her ceasing to be a member.

3.1.1 One-time Membership Categories

a) Patron (Organizations having an Annual Turnover of more than Rs. 5 Crore)

Any Company, Institution, Government Department, Corporation or individual, connected with the metallurgical industry, education research, will be eligible to be elected as Patron Members.

b) Donor (Organizations having an Annual Turnover of less than Rs. 5 Crore)

Any Company which satisfies the qualification for a Patron Member, but whose annual turnover is less than Rupees five crores will be eligible for this class of membership.

c) Life Member

An Individual who holds bachelor's Degree in Metallurgy or equivalent discipline from an Institute recognised by the Council or should have passed Parts I and II Examinations held by the IIM OR Shall hold a Master's Degree in Metallurgy or equivalent degree recognised

by the Council OR Shall hold a Bachelor's Degree in Engineering disciplines other than Metallurgy or equivalent or a Master's Degree or Doctorate in Physics or Chemistry or Geology OR Shall be a Diploma Holder in Metallurgy with at least 3 years' experience OR Shall be a Diploma Holder in Engineering other than Metallurgy/B.Sc. with Physics, Chemistry, Mathematics/Geology and at least 3 years' experience OR Shall hold a Degree from a recognised University and shall be proposed.

d) Professional

Individuals who are directly engaged in the promotion of science and art of making, shaping and treating of metals and alloys for a period of not less than 10 years who in the opinion of the Council are qualified for membership. OR Any person who is not eligible for Membership of the Institute in any other way, but whose association with the Institute will in the view of the Committee be useful to the Institute may be elected as a Professional Member.

3.1.2 Annual Categories of Membership

a) Donor (Annual)

Shall be individual, companies, corporations, firms, industrial or trade associations or such other organisation as the Council may deem as properly coming under this classification.

b) Member

Any Individual who holds bachelor's Degree in Metallurgy or equivalent discipline from an Institute recognised by the Council or should have passed Parts I and II Examinations held by the IIM OR Shall hold a Master's Degree in Metallurgy or equivalent degree recognised by the Council OR Shall hold a Bachelor's Degree in Engineering disciplines other than Metallurgy or equivalent or a Master's Degree or Doctorate in Physics or Chemistry or Geology OR Shall be a Diploma Holder in Metallurgy with at least 3 years' experience OR Shall be a Diploma Holder in Engineering other than Metallurgy/B.Sc. with Physics, Chemistry, Mathematics/Geology and at least 3 years' experience OR Shall hold a Degree from a recognised University and shall be proposed.

c) Student Member

Studying Bachelor's Degree in Engineering / Studying Diploma in Metallurgy / Studying B.Sc. with Physics, Chemistry, Mathematics/Geology / M. Tech. (Dual Degree) Can be a student member till completion of Degree.

d) Student Affiliate Member

A member of a Student Affiliate Chapter of the Institute.

Guidelines

To obtain the status of Student Affiliate Chapter, the Association shall pass a resolution requesting the Council of The Indian Institute of Metals for affiliation and shall use the title a Student Affiliate Chapter of Indian Institute of Metals after its name.

- The Faculty Advisor of the association shall be a Member of The Indian Institute of Metals.
- The Indian Institute of Metals shall provide every Student Affiliate Chapter of the Institute the following by way of support and sponsor ship.
- An Annual grant of Rs. 5000/- for the activities of the Student Affiliate Chapter. The Student Affiliate Chapter should send a utilization certificate with supporting vouchers or audited statement every year for the grant amount.
- A copy of the publication of IIM Metal News of the Institute
- Help and Support (financial and organizational support) in organizing special events like inter-collegiate meets of metallurgy and material engineering students and research students meet etc.
- Support in organizing special Camps for career guidance and counselling and campus interviews by Industries, R&D Establishments, Government Organizations etc
- Help in identifying and implementing industry- relevant projects with innovation potential at BTech, MTech and PhD level with active involvement of the Members of the Indian Institute of Metals in the neighbouring industries and R&D institutions
- Student Affiliate Members are encouraged to become student members of the IIM. With effect from 2024, the Student Members are exempted from paying any Membership fees.
- A Student Affiliate Chapter will get an annual grant of Rs.150/- per student Member over and above the annual grant of Rs.5000/-.
- With effect from 2024-25, Chapter Performance Metrics for Student Affiliate Chapters has been designed wherein the Best Student Affiliate Chapter would be felicitated during IIM-ATM Annual Flagship event held every year in various locations.
- APEX Members are being regularly interacting with Students and Faculty Members for getting their feedbacks and addressing their grievances if any.

Formation:

A Student Affiliate Chapter of the Institute shall be formed in an Institute / College of Engineering where education in Metallurgy / Materials Science is imparted.

e) IIM-ATM Complimentary Membership

This Membership shall be open to all registered Participants of IIM-ATM every year and shall be valid for the period of November to July every year, after which complimentary membership shall cease to be effective. One may then upgrade to any of the following categories to continue enjoying Membership Benefits.

1. Ordinary Membership
2. Life Membership
3. Professional Membership
4. Student Membership

The Offline Application Form formats for Enrolment in Individual, Corporate, Student, IIM-ATM Complimentary Membership are given in **Appendix III** of the document for reference.

3.2 Subscription Fees for various categories of Membership wef 1st April 2024:

Members can apply online through [Online Applications \(iim-india.net\)](http://iim-india.net) IIM website and pay the respective fees as against respective Categories, details given in **Table VII**.

Table VII

MEMBERSHIP CATEGORIES		Admission Fees (One-time)	Postage	One Time Subscription	Annual Subscription
One-Time Categories					
1.Patron	One-Time	NA	NA	₹2,50,000	NA
2.Donor	One-Time	NA	NA	₹1,50,000	NA
3.Life	One-Time	₹300	₹50	₹15,000	NA
4.Professional	One-Time	₹400	₹50	₹15,000	NA
Renewal Categories					
5.Donor	Annual	NA	NA	₹15,000	₹15,000
6.Member	Annual	₹300	₹50	NA	₹1,500
7.Member (Retd)	Annual	₹300	₹50	NA	₹750
Complimentary Categories					
8. Students	Annual (Tenure: Three (3) Years in a row)	Not Applicable			Exempted (First Three Years post enrolment)
9.IIM-ATM Complimentary Membership	Annual (November to July)				Exempted

3.3 Process followed at HO for Membership Enrolment

- a) Application: Application for membership shall be submitted ONLINE on prescribed forms as approved by the Council.
- b) Review: IIM Head Office is responsible for thorough scrutiny of the Application Forms being received from Members. The Secretary General has been authorized by the Council to reject any application for membership in-case criteria doesn't get fulfilled.
- c) Acceptance: Non-election shall not necessarily prejudice the candidate concerned, in any future application for election.

3.3.1 Membership Application Process for New Members

➤ Online

- a. Apply for specified categories of Membership through IIM Website (<https://www.iim-india.net>)
- b. On receiving the duly filled in Application, the Membership department verifies the credentials and sends E-mail to the respective Member acknowledging the receipt of their application within 2 Days of submission of the online Application forms.
- c. The Membership Enrolment Number gets assigned to a particular Member within 3 Working Days of Enrolment
- d. The Membership Kit (Contents: Membership Card, Membership Certificate for Lifetime Category, Intimation Letter, few Editions of Metal News and the Institute's Brochure) is sent to the Member by IIM HO within 2 weeks of getting enrolled as a Member of the Institute.

3.3.2 Responsibilities of Membership Department at IIM Head Office and Responsibilities of Chapter Relations Committee (CRC):

- a. The Membership Department at Head Office constituting of 2 or more employees solicit, receive, evaluate, and approve or decline nominations for membership according to guidelines formulated by Chapter Relations Committee time and again.
- b. The Membership Department at Head Office is responsible for facilitating the End-to-End Process for Enrolment of New Members of the Institute and Retention of the Existing Members.

- c. The Membership Department at Head Office organises Membership drives at various Chapter locations in periodic intervals, in coordination with the Chapter Secretaries and other Members.
- d. The Membership department at Head Office recommends any modifications relevant to membership that it views as potentially advantageous to the Institute.
- e. The Chapter Relations Committee (CRC) delegates authority for evaluation and approval of membership applications to the Secretary General of the Institute.
- f. The Membership Database at IIM Head Office is required to be regularly updated with the current co-ordinates of Members.
- g. Invitations should be sent to Members of the Institute for attending Annual General Meetings and Flagship Events of the Institute every year.
- h. The Membership Cards for all Existing Members should be processed and issued to the Chapter Office Bearers within the first month of Enrolment of a Member in Life category.

3.3.3 Composition of Chapter Relations Committee (CRC)

- The committee shall be comprised of 15 members.
- The Chair shall be appointed by the President in consultation with APEX. Former Presidents, and Former Chapter Chairmen may be recommended as Chair and Co-Chair of the Committee for a period of 2 years.
- Convener of the CRC would be relatively a younger Member who is equipped with Chapter Activities. He/she may be either Chapter/HO Representative.

3.3.4 Specific Responsibilities of CRC

- Review and recommend Chapter development, Chapter partnerships and engagements, and membership policies to the Council.
- Act as sounding board for Chapter partnership programs and induction and retention pilots and strategies.
- Develop strategies for improving Chapter relations and communication.
- Recommend agenda items for the CRC Meeting / Conclave to be held twice every year.
- Oversee the Chapter Development Fund/ Chapter Grant
- Review the Chapter Performance Metrics as designed by IIM Head Office in consultation with APEX.

The CRC in consultation with AFRC also recommends to the Council any modifications relevant to Membership and Chapters that it views as potentially advantageous to the Institute. These can include modifications to the current guidelines for membership, to the Nomination Form, and to strategies to be implemented for membership solicitation, promotion, nomination, induction, application, and application evaluation.

The CRC in collaboration with the Council, is then responsible for the implementation of **approved modifications**.

3.4 Renewal of Annual Membership:

- Membership tracking – Standard membership is 1st April through March 31st.
- Dues renewal – During March every year, the Membership Department at IIM Head Office mails dues renewal letters to all members.

Membership Dues Annual dues shall be reviewed and determined by the Executive Committee annually.

The Membership Department e-mails a notice to members who have not renewed their annual membership. This notice will remind members they must renew their membership to serve or participate in any IIM Activities.

Schedule of mailing details related to Dues: March every year

- After 30 days > 1st reminder.
- After 45 days > Membership status will be converted from unpaid to lapsed should there be no payment after sending reminders.
- After 60 days > Final reminder. The Administrator mails a notice to members who have not renewed their annual membership. This notice will remind members they must renew their membership to serve or participate in any IIM activities.
- A Member who doesn't pay for two consecutive years shall be removed from Membership database.
- Members who have not renewed have the option to renew their membership by paying fees for all the previous years without any formal application and approval.

3.5 Powers and Privileges of Members

Members shall enjoy the Privileges and Rights of the Institute and shall be allowed to use the Abbreviations of Membership to indicate their association with the Institute.

- a) **Donor (Annual)** Members shall enjoy the Privileges and Rights of the Membership. In case of Companies, they would be entitled to nominate one person who will enjoy these privileges and rights on their behalf. The Companies will be entitled to change their nominations from time to time.
- b) **Patron** Members shall enjoy all the Privileges and Rights of Life Membership. In case of Companies, they would be entitled to nominate one person who will enjoy these privileges and rights on their behalf. The Companies will be entitled to change their

nomination from time to time. Donor Members (Lifetime) shall also enjoy the Privileges and Rights of Life Membership. In case of Companies, they would be entitled to nominate one person who will enjoy these privileges on their behalf. The Companies will be entitled to change their nomination from time to time.

- c) **Professional** shall have all the rights and privileges enjoyed by members except that they will not be entitled to vote or hold any office. Every member shall be bound to put in his/her best to further the interest and influence of IIM to the best of his/her ability and judgement. They shall pay at all times and in the manner prescribed such entrance fees on election, such fees on transference from one class of membership to another and such annual subscriptions as shall for the time being prescribed.

The Membership Benefits are given in **Table VIII** below for reference.

Table VIII

Benefits for Individuals	Benefits for Organizations
a. Access to online Membership Directory (IIM Membership Directory Home (iim-india.net))	a. Access to online Membership Directory (IIM Membership Directory Home (iim-india.net))
b. Special Discounts for attending Seminars, Conferences, Symposiums	b. Business Networking during various Flagship Events of the Institute, Symposiums and Conferences
c. Certifications for Short Term Courses conducted by the Institute on various subjects	c. Technical Consulting and Various Skill Development Programs
d. Free online access to IIM Technical Publications, Transactions of IIM and Semi-Technical Publications, IIM Metal News	d. Free online access to IIM Technical Publications, Transactions of IIM and Semi-Technical Publications, IIM Metal News
e. Eligible to apply for various categories of IIM Awards in Individual, Organizational and Students Categories	e. Nominate Individuals for various categories of IIM Awards in Individual, Organizational, Start-Up and Students Categories
f. Can attend various Flagship Events and present technical papers in various forums / participate in Technical Talks and various discussions etc.	f. Get Invitations to attend Various Seminars and Symposiums as Delegates
g. Access to Digital Library	g. Access to Digital Library
h. Skill Development Programs being organised by various Chapters of the Institute in collaboration with various Industries	h. International Collaborations with Global Societies / Get Nominated as Speakers in various Global Platforms
i. Student Members are completely exempted from paying any Membership Fees	i. Senior Management Team from various Organizations are entitled to become a part of the Institute's Council and Leadership Team
j. Paid Delegates attending the flagship event of IIM-ATM are being entitled for IIM-ATM Complimentary Membership for November-July every year.	j. Advertorials/advertisements of these Organizations are published at a nominal cost in IIM Metal News and Websites in regular intervals, showcasing their products and services
k. Certificates and Member Cards are provided for all categories of Life time Individual Membership Categories	k. Certificates and Member Cards are provided for all categories of Life time Corporate Membership Categories

3.6 Retirement From or Forfeiture of Membership

- Every member of the Institute has a right to resign his/her membership of the Institute on giving one calendar months' notice in writing to the Council, but prior to such notice he shall pay all sums that may be due from him to the Institute.
- A member shall 'ipso facto' ceases to be member in the event of his/her subscription being in arrears for twelve months from the date of the same being payable or on the removal of his/her name from the Institute. The Council shall have powers upon applications in special cases to suspend the operation of this clause.
- If any member shall be accused of dishonourable conduct or of conduct prejudicially affecting his/her professional status or, the reputation of the Institute upon ground which the Council after investigation and after hearing him shall deem sufficient to warrant his/her expulsion from the Institute. The Council shall convene a meeting of the Council (of which such members shall have one month's previous notice) and such members may by resolution passed in that meeting be excluded or otherwise dealt with as the Council may think appropriate, but such decisions may on appeal be revoked or modified by a special resolution.
- A notice of resignation may be cancelled by the member at any time within six months.

A member who has resigned from his/her membership as aforesaid shall be eligible for re-admission.

CHAPTER-4

The Indian Institute of Metals

4. Institute's Activities

The scope of the activities of the Institute includes mineral beneficiation, extraction, fabrication, heat treatment, finishing as well as practical and theoretical aspects of metallurgy of all ferrous and non-ferrous metals and alloys. Ceramics and other disciplines and technologies allied to metallurgical problems also come under the scope of the Institute.

IIM in its journey since 1947 has been a recognised leading source of dedicated service in the fields of minerals, metals, metallurgy and materials science through its workshops, short term courses and technical exhibitions, reciprocal e-membership with international institutes, educational courses and HRD initiatives. The Institute offers exciting opportunities and platform for interaction of latest technology innovations and updates.

Seminars, Symposia, Conferences, Workshops, Short Term Courses, Technical Meetings, Projects and Technical Exhibitions, Plant Visits are some of the Events/Activities being organised by Chapters across the year.

4.1 Flagship Events

➤ **National Metallurgist Awards [NMA]**

As a tribute to the important role played by metallurgists in the country's economic development, the **National Metallurgists' Day Awards** Scheme was instituted by the Ministry of Steel & Mines, Govt. of India in 1962 which has been renamed to **National Metallurgist Awards** Scheme wef year 2021 to enhance the stature of the award in line with the vision of Hon'ble Prime Minister, as per the directions received from MHA. The Indian Institute of Metals continues to undertake the organisational and administrative work as well as to participate in the selection of leading national metallurgists in accordance with the annual NMA Awards scheme, since inception.

➤ **IIM-Annual Technical Meeting (ATM)**

The Flagship annual event, **IIM-ATM**, is a unique platform wherein the relevant people representing all significant sectors of industry, academia and R & D institutes from all parts of India join together to deliberate the future advancements and development initiatives. Every year during the ATM, the participating metallurgists and material

scientists, engineers do lot of knowledge-sharing, speak about their rich experiences and do exchange of new ideas. The international conferences during the IIM-ATMs throw light on contemporary topics of relevance such as green manufacturing, strategic and rare metals, additive manufacturing and accelerated development of materials, which are of immense interest to the industrial community at large.

➤ **Annual International Symposium / Conference**

An International Symposium / Conference on an appropriate topical theme is organised annually in conjunction with the IIM-ATM event. Eminent experts on selected theme of the symposium / conference from India and abroad are invited as participants and speakers.

4.2 Chapters & Divisional Activities:

Chapters and Divisions of the Institute organise various activities including Seminars, Symposia, Conferences, Technical Meetings, Workshops, Short term Courses and Technical Exhibitions round the year at different locations. The details of few such events are as given under:

➤ **MMMM**

It is one of the most significant Delhi Chapter events in the Indian Minerals, Metals and Materials market which serves as an ideal B2B platform for entrepreneurs, CEO's, consultants, senior government officials, decision makers and trade delegations to congregate, brainstorm, showcase and forge meaningful business partnerships. This Business Platform provides an excellent opportunity for interacting with luminaries from practically all corners of the globe, promoting business and giving a fillip to the growth & development of Minerals, Metals, Metallurgy and Materials industries in the country, joint ventures, investments and technology transfer.

This biennial international trade fair has developed into a prestigious show attended by both national and international participants. The event has gained widespread recognition and has become a fixed entry in the industry's list of important international trade fairs. A high-level technical conference, which includes presentations given by experts from across the globe, allows further opportunity to learn of the latest developments and innovations, and provides direct interaction with industry peers.

➤ Prof. Brahm Prakash Memorial Materials Quiz

The Prof. Brahm Prakash Memorial Materials Quiz is a materials-centric, broad-based quiz intended for students at senior secondary school level (classes XI-XII) and the IIM Kalpakkam chapter has been conducting this program since 1990. This program was initiated as a part of efforts to create awareness among the students about the importance of metallurgy and materials science in the industrial and technological development, and to inculcate an interest in them to choose these areas as their future course of study and profession. Over the years, this annual event has grown in popularity and today school students from all over the country participate in this event. The quiz program is organised in two stages, first at the Chapter level and then at the National level. On an average, about 40 Chapters of IIM organise the preliminary event. The winners and runners-up from each chapter get the chance to participate in the National level final Quiz held at Kalpakkam each year. An eminent metallurgist is invited to deliver Prof. Brahm Prakash memorial Lecture during the event. All the participating students in the grand finale are given a certificate. Winners and Runner Ups of the grand finale are rewarded with Cash Prize. Besides the quiz programme, the event also hosts an Essay Writing and Elocution competition and the best three contestants are also rewarded with cash prize at Kalpakkam. The Quiz prize money is distributed to the students at Kalpakkam and also during IIM-ATM held annually during November month of the year.

➤ BTTD

Behind The Teacher's Desk (BTTD) is a national level Student Seminar on Materials and Metallurgical Engineering organised by the IIM Jamshedpur Chapter. Since its inception in 2011, the seminar "BTTD" has blossomed into one of the most sought-after events among the student fraternity of India. BTTD has been held annually at the CSIR-NML Jamshedpur and attracts more than 200 students from across the country. The event provides a launch pad for the students to showcase themselves and interact with scientists, eminent metallurgists, engineers and entrepreneurs to develop new skills in metallurgy and materials technology.

All registered student delegates receive certificates of participation. Papers and e-posters presented in each technical session are judged by experts. The best speaker and e-posters are awarded attractive prizes for every technical session. The grand prize is given for the best presentation among all the technical sessions.

4.3 Projects:

The Institute undertakes projects of public interest on various aspects related to Metallurgy and Materials Science, especially the human resources development. Most recently, IIM's Former President Shri T.V. Narendran, Global CEO & MD, Tata Steel proposed a Thematic Group led by Dr. U. Kamachi Mudali, Former President, IIM to deliberate the circularity of metals sector and come out with proposals for implementation with government support. Accordingly, a Report of the Thematic Group was submitted to the Secretary of Ministry of Mines, Shri Vivek Bharadwaj and Principal Scientific Advisor to Government of India, Prof. Ajay Kumar Sood at New Delhi in 2023.

4.4 Human Resources Development Chapters:

In the year 2006-07, the Institute set up two 'IIM Human Resources Development Chapters' at Chennai-Kalpakkam and Jamshedpur respectively with the objectives of enhancing chapter level activities and membership besides assisting the weaker chapters.

4.5 Core Publications:

IIM believes in the power of knowledge dissemination and thought leadership to drive innovation, foster industry growth, and create value for all stakeholders. The publications which get published from IIM serve as a cornerstone of commitment to excellence, providing insights, expertise, and solutions that shape metal industry and beyond.

4.5.1 Purpose and Significance: The publications play a pivotal role in advancing vision and mission of IIM. They serve as a tool for sharing research findings, best practices, and thought-provoking insights that empower its audience to make informed decisions and drive positive change within their organizations.

4.5.2 Publication Standards and Guidelines: IIM adheres to strict publication standards and guidelines to maintain consistency, quality, and credibility across all its publications. Its style guide, branding requirements, and editorial policies ensure that the content reflects the correct brand identity and values while upholding the highest standards of integrity and professionalism.

4.5.3 Medium: IIM publications are disseminated through a various medium to reach its target audience and members effectively. Transactions and IIM Metal News both are available for download to the Stakeholders through online access from the IIM Website through Membership Directory.

4.5.4 Metrics and Impact: The Indian Institute of Metals measure the impact of its publications through various metrics, including website traffic, citation counts, downloads, and feedback from readers. These metrics help to assess the effectiveness of the content such as to refine the publication strategy to maximize impact.

4.5.5 Types of Publications: IIM produces a diverse range of publications tailored to meet the evolving needs of its audience. From in-depth research papers and case studies to informative articles, and industry reports, each publication is meticulously crafted to deliver value and relevance.

IIM presently publishes Two Journals:

1. Transactions of The Indian Institute of Metals
2. IIM Metal News

4.5.5.1 Transactions of The Indian Institute of Metals is a specialized technical journal dedicated to advance metallurgy and materials engineering through selected reviews and original research articles.

- Devoted to the publication of contemporary topics in the field of Metallurgy and Materials Engineering.
- Follows a Single Blind Peer Review Process.
- Provides a platform for rapid publication of advances in all branches of Metallurgy and Materials Engineering.
- Hosts both original research articles and extensive review articles.
- Occasionally publishes special issues on current topics of interest.

A) Process of Publishing Technical Papers in IIM Transactions:

The papers are uploaded onto an online platform maintained by Springer. The webpage for this activity is as given under:

<https://www.editorialmanager.com/tiim/default.aspx>

- An author needs to create a profile and upload the paper as per guidelines of the journal indicated in:
<https://link.springer.com/journal/12666/submission-guidelines?IFA>
- After initial submission, the manuscript undergoes preliminary checks at the portal's back-end. Springer does this. Similarity and duplicate submission checks are also carried out. It is then put up to IIM's Managing Editorial Team for further scrutiny.
- The editorial team makes a preliminary judgement of the manuscript's suitability for the journal and peer review. If satisfied, the same is then assigned to a Handling Editor.
- It is now up to the Handling Editor to get the article peer reviewed and submit their recommendation. A final call regarding Acceptance/ Major or Minor Revisions as well as Rejection (Transfer to other journals) and Rejections without Transfer.
- The TOT varies from Editor to Editor from few weeks to few months. Sometimes it is very difficult to get a proper review done owing to specialised subject content of the paper and therefore takes time. But under no circumstances, quality is compromised.
- A high rate of rejection is maintained, an essential requirement for impact factor.
- Once accepted, Springer does the typesetting, and takes revisions/ reports from IIM's Language Editor and then publishes online with a DOI number.
- Manuscripts get their Issue Number as and when they actually get generated. This is done by Springer personnel in consultation with IIM's Editor
- Time duration is almost 3-4 months after acceptance of the paper.
- Usually, each issue is made up of 30 articles. There are 12 issues in all per year including special issues, if any.

B) Process adopted to print IIM Transactions.

Springer handles the online publication of issues. The Secretariat team at IIM Kalpakkam Chapter publishes some hardcopies with the designated Printer and distribute as per norms. Springer (As per the Agreement between Springer & IIM) sends the typeset issues directly to VRK as and when they are ready.

4.5.5.2 The **IIM Metal News** publishes articles of general interest catering to both Members and Non- Members and for general dissemination of metallurgical knowledge among engineering community. In addition, announcements, abstracts of proceedings of important seminars, conferences, workshops, courses, etc. organised by the Institute and its Chapters are also published in the Metal News. The Metal News also provides information about the activities of various Chapters and Divisions. It also contains advertisement material too for its sustenance.

A) Publications Schedule: Both of our Publications are published on a monthly basis. The respective Subscription Rates on an Annual Basis is given under **Table IX (A , B & C)** respectively.

Table IX (A): Subscriptions Rates for IIM-Transactions

Annual Subscription rates for IIM-Transactions wef January 2023	
Category	Subscription Rates In INR
Institute Libraries / Any individual who wishes to opt for hard copies	20,000/-
Research Institute/Industries	25,000/-

Table IX (B) Subscriptions Rates for IIM-Metal News

Annual Subscription rates for IIM-Metal News wef 2018	
Category	Subscription Rates In INR
IIM Members	Free
IIM Non-Members	1800/-
Libraries (Teaching Institutions)	1800/-
Subscribing Agencies (other than Teaching Institutions) in India	2400/-

Table IX (C) Advertisement Tariff

IIM Metal News ADVERTISEMENT TARIFF	
wef 1st April 2018	
Advt. Position	Unit Cost (Excluding GST*) ₹
Front Cover Page	50,000/-
Back Cover Page	30,000/-
Inside Front Cover Page	15,000/-
Inside Back Cover Page	15,000/-
Full Page	10,000/-

* 5% GST is charged additionally as applicable.

* Customization is available as per requirement

B) Guidelines for Article Submission in IIM Metal News:

- IIM Metal news covers general articles related to metals/alloys and composites, research articles. Research/Review Articles should be lucidly written so as to reach the beginners and should be between 6000-7500 words and include a maximum of 30 references. No limits are given on the number of figures, although authors are requested to use an appropriate number of figures.
- Ensure that the following details are present:
 - ✓ One author has been designated as the corresponding author with contact details:
 - ✓ E-mail address
 - ✓ Full postal address
 - ✓ All necessary files have been uploaded: Manuscript: • Include keywords • All figures (include relevant captions)
 - ✓ All tables (including titles, description, footnotes)
 - ✓ Ensure all figure and table citations in the text match the files provided
 - ✓ Indicate clearly if colour should be used for any figures in print
 - ✓ Make sure that permission has been obtained for use of copyright material from other sources (including the Internet).
- To avoid unnecessary errors, it is strongly advised to use the 'spell-check' and 'grammar-check' functions of standard word processor. Article Structure Subdivision - Numbered Sections - Divide the article into clearly defined and numbered sections. Subsections should be numbered 1.1 (then 1.1.1, 1.1.2, ...), 1.2, etc. (the abstract is not included in section numbering).

- The image should be readable at a size of 5 × 13 cm using a regular screen resolution of 96 dpi. Preferred file types: TIFF, EPS, PDF or MS Office files. PS (or PDF): Vector drawings, embed all used fonts. TIFF (or JPEG): Color or grayscale photographs (halftones), keep to a minimum of 300 dpi. TIFF (or JPEG): Bitmapped (pure black & white pixels) line drawings, keep to a minimum of 1000 dpi. TIFF (or JPEG): Combinations bitmapped line/half-tone (color or grayscale), keep to a minimum of 500 dpi.
- Abbreviations: Define abbreviations that are not standard in this field in a footnote to be placed on the first page of the article. Such abbreviations that are unavoidable in the abstract must be defined at their first mention there, as well as in the footnote. Consistency of abbreviations throughout the article to be ensured.
- Acknowledgements: Collate acknowledgements in a separate section at the end of the article before the references and do not, therefore, include them on the title page, as a footnote to the title or otherwise.
- Figure captions: Ensure that each illustration has a caption. Supply captions separately, not attached to the figure. A caption should comprise a brief title (not on the figure itself) and a description of the illustration. Keep text in the illustrations themselves to a minimum but explain all symbols and abbreviations used.
- Tables: Needs to be submitted as editable text and not as images. Tables can be placed either next to the relevant text in the article, or on separate page(s) at the end. Number tables consecutively in accordance with their appearance in the text and place any table notes below the table body. Be sparing in the use of tables and ensure that the data presented in them do not duplicate results described elsewhere in the article. Avoid using vertical rules and shading in table cells.
- References Citation in text: Ensure that every reference cited in the text is also present in the reference list (and vice versa).
- Reference style in Text: Indicate references by number(s) in square brackets in line with the text. The actual authors can be referred to, but the reference number(s) must always be given. Example: 'as demonstrated [3,6]. Barnaby and Jones [8] obtained a different result'
- List: Number the references (numbers in square brackets) in the list in the order in which they appear in the text.

C) Review of papers and Selection:

- Once submitted, the paper undergoes a peer-review process. The Chief Editor or Handling Editor evaluates the submission to determine its suitability for the journal. If the manuscript passes the initial assessment, the editor selects peer reviewers. Reviewers are typically experts in the field who can evaluate the manuscript based on various criteria including originality, methodology, clarity, and contribution to the field (Reviewers are anonymous). They provide constructive feedback and may recommend acceptance, revision, or rejection. Based on the reviewers' comments and recommendations, the Editor makes a decision. This decision could be acceptance, rejection, or a request for revisions to the Author. The editor evaluates the revised manuscript and decides whether to accept it for publication. If accepted, the manuscript undergoes formatting and proofreading before being published in the journal.

D) Turnaround Time (TAT):

- The time from submission to final decision varies widely. It can range from a few weeks to several months, depending on factors such as the journal's review process, the availability of reviewers, and the complexity of the paper.

E) Publishing House empanelled with IIM:

- The empanelled Publishing House covers a range of activities and responsibilities, continuous liaison with Publication department, maintain formatting to ensure consistency and professionalism in its successful production.

4.5.6 Process adopted at HO to print IIM Metal News:

4.5.6.1 Process of Publishing Tender:

- Clearly define the requirements for the publishing project. This may include the type of publication (e.g., book, journal), the scope and content, desired quality standards, distribution channels, and any other specific needs.
- Tender documents are prepared outlining the project details, requirements, submission instructions etc., clearly communicate what is expected from potential publishing houses and how they should respond to the tender.
- Publication of tender announcement through IIM's website with a deadline for submissions.

- Review the proposals submitted by publishing houses in response to the tender. Evaluate them based on predefined criteria, such as experience and reputation, proposed approach and methodology, cost, timeline, quality assurance measures, and any other relevant factors. Shortlist the publishing houses whose proposals best meet the requirements and evaluation criteria.
- Initiate negotiations with the shortlisted publishing houses to discuss terms, conditions, and any specific requirements that may need further clarification or adjustment. Negotiate pricing, timelines, deliverables, and contractual terms to ensure alignment as per IIM's expectations and budget.
- Work with the selected publishing house to finalize the contract, ensuring that all terms and conditions are clearly defined and agreed upon by both parties. Address any outstanding issues or concerns before signing the contract to ensure a smooth project execution.

4.6 Other Publications:

A) Book Fund for Publications

To impart the education in metallurgy & material sciences, the Institute has created a Book Fund to support publication of 2 to 3 Books each year that would help Indian Industry / Academic Institutes / Engineering students.

The study of metallurgy and materials science is vital for developing advanced materials for diverse applications. In the last decade, the progress in this field has been rapid and extensive, giving us a new array of materials, with a wide range of applications, and a variety of possibilities for design of new materials, processing and characterising the materials. In order to make this growing volume of knowledge available, an initiative to publish a series of books in Metallurgy and Materials Science was taken during the Diamond Jubilee year of The Indian Institute of Metals (IIM) in the year 2006, and has been published in partnership with Springer since 2016.

This book series publishes different categories of publications as per their Agreement with IIM: Textbooks to satisfy the requirements of students and beginners in the field, monographs on select topics by experts in the field, professional books to cater to the needs of practising engineers, and proceedings of select international conferences organized by IIM after

mandatory peer review. The series publishes across all areas of materials sciences and metallurgy. A panel of eminent experts serves as the advisory body in overseeing the selection of topics, important areas to be covered, and the selection of contributing authors.

B) Non-Ferrous Metals Strategy cum Source Books:

Book 1: Aluminium / Book 2: Magnesium / Book 3: Copper Book 4: Nickel, Cobalt, Chromium, Vanadium / Book 5: Titanium Book 6: Rare Earth Metals / Book 7: Lead, Zinc, Cadmium Book 8: Gold, Silver, Platinum / Book 9: Tungsten, Molybdenum, Tantalum, Niobium / Book 10: Beryllium, Boron, Hafnium, Zirconium.

4.7 Academic Activities:

A) Associate Membership Examination: General Information

Since the inception of The Indian Institute of Metals, the professional Institute of the Metallurgical Engineers, it had under its consideration, the conduct of qualifying professional examination having the same standard as that of a Bachelor's degree in Metallurgical Engineering from a recognised Indian or foreign University (the Union Public Service Commission confirmed that the All India Council for Technical Education deemed (AMIIM) Certificate equivalent to a Degree in Metallurgy for the purpose of recruitment, vide order no: F. 1/15/68-RR dated 31st October 1968). However, the recognition now stands withdrawn. Since the withdrawal of the Recognition of MHRD, the Course is being run by IIM autonomously. New Enrolments are currently being discontinued. However Candidates who have appeared in the AMIIM Examination earlier and are yet to complete the Course can enrol themselves for AMIIM Examination, being held once a year in December.

From the Academic Year 2006, The Indian Institute of Metals has adopted the Grading System instead of Absolute Marking System in the Evaluation Process. A Student's Performance would be judged on a 6 (six) Point Scale Grading System as per the following Table X.

Table X (Six Point Scale Grading System)

The revised Grading System is based on the following guideline for conversion of Absolute Scored Marks into Letter Grades:

- Marks scored greater than or equal to **75 - Ex Grade** (Grade Points 10)

- Marks scored **65 to 74: A Grade** (Grade Points 9)
- Marks scored **55 to 64: B Grade** (Grade Points 8)
- Marks scored **45 to 54: C Grade** (Grade Points 7)
- Marks scored **35 to 44: D Grade (Grade Points 6)**
- **Marks scored less than 35: F Grade** (Grade Point 0, i.e. Fail)
- VIVA-VOCE Examination: Minimum pass marks = **45 i.e. Grade "C"**
- Project and Report = Minimum **Grade "C"**, to complete the Project successfully.
- The candidate should obtain at least Grade D or higher in each Theory Paper to be declared **"Passed"**.
- A candidate to be declared **"Passed"** should also obtain for the final diploma a overall minimum grade point average (**GPA**) = **7.0 in Part-I and Part-II** Examinations separately, failing which he/she may re-appear in subject/subjects of his/her choice for improvement of his/her overall Grade.
- The overall Grade Point Average (GPA) in Part-I/Part-II Examinations is to be evaluated separately only when a candidate has secured at least the minimum Grade for passing in each subject and cleared all the subjects of either Part-I or Part-II and the GPA to be estimated.

Discontinued Candidates:

Students who enrolled before May 31, 2013, but subsequently discontinued their studies, will no longer have the opportunity to resume the course.

Total Grade point scored

No. of subjects passed.

- No reappearance in improving the grade in a subject/subjects to be allowed if the candidate has already scored **GPA>7.0** in either Part - I or Part - II examination.
- For the candidates who have passed Part-II AMIIM Examination and still wish to appear in some additional paper/s for specialization, the candidate should obtain at least Grade C for such additional paper(s) and they will be provided a separate Grade Sheet of the same. Grade obtained in that subject (s) will not be included for assessment of results.
- Charges for re-totalling of the assessed Answer Scripts is Rs.100/- per script plus Rs 50/- for courier charges and the charges for issuance of the Official Transcript is Rs.1,000/- per set of 1 (one) copy plus Rs 150/- for courier charges.

- **Percentage Certificate:** The issuance of percentage certificates to candidates has been halted for the 2020 academic year onwards, as it was recognized that the GPA and Absolute Marking System cannot be implemented simultaneously.

B) Examination Fees:

A candidate will be permitted to appear in more than five (5) papers at a time. The examination fee will be Rs 2000/- (Upto 5 papers) as earlier. However, if the candidate selects more than five (5) papers, he or she will have to pay Rs 500/- extra for each paper. The details is given below in **Table XI**.

Table XI (AMIIM Examination Fees)

Particulars	<u>Part - I</u>	<u>Part - II</u>
Examination Fees/attempt	Rs.2,000/-	Rs.2,000/-
	(including cost of the Form)	
An Additional charge of Rs 500/- will be applied for every paper that exceeds five (5) subjects.		

*Examination Fees once paid are normally not refunded but transferred to subsequent examinations.

C) **Subjects for PART - I Examination as given in Table XII(A-D)**

- **For Ordinary Non-Graduates**

Table XII (A) (AMIIM PART-I Subjects for Ordinary Non-Graduates)

English for Technical Communication (101)	100 marks
Mathematics (102)	100 marks
Chemistry (103)	100 marks
Physics (104)	100 marks
Basic Metallurgy (105)	100 marks
Engineering Drawing and Graphics + (106)	100marks
Mechanics of Solids and Fluids (107)	100 marks
Electrical Technology and Basic Electronics (108)	100 marks
Metallurgical Thermodynamics & Kinetics (109)	100 marks

- **For Science Graduates (with Physics, Chemistry & Mathematics)**

Table XII (B) (AMIIM PART-I Subjects for Science Graduates)

English for Technical Communication (101)	100 marks
Mathematics* (102)	100 marks
Chemistry*(103)	100 marks
Physics*(104)	100 marks
Basic Metallurgy (105)	100 marks
Engineering Drawing and Graphics + (106)	100marks
Mechanics of Solids and Fluids (107)	100 marks
Electrical Technology and Basic Electronics (108)	100 marks
Metallurgical Thermodynamics & Kinetics (109)	100 marks

- **For Diploma Holders in any branch of Engineering**
(other than Metallurgical Engineering)

Table XII (C) (AMIIM PART-I Subjects for Diploma Holders in any Non-Metallurgical stream of Engg.)

English for Technical Communication (101)	100 marks
Mathematics* (102)	100 marks
Chemistry*(103)	100 marks
Physics*(104)	100 marks
Basic Metallurgy (105)	100 marks
Engineering Drawing and Graphics*+ (106)	100marks
Mechanics of Solids and Fluids (107)	100 marks
Electrical Technology and Basic Electronics (108)	100 marks
Metallurgical Thermodynamics & Kinetics (109)	100 marks

- **For Diploma Holders in Metallurgical Engineering**

Table XII (D) (AMIIM PART-I Subjects for Diploma Holders in Metallurgical Engg.)

English for Technical Communication (101)	100 marks
Mathematics* (102)	100 marks
Chemistry*(103)	100 marks
Physics*(104)	100 marks

Engineering Drawing and Graphics*+ (106)	100marks
Mechanics of Solids and Fluids (107)	100 marks
Electrical Technology and Basic Electronics (108)	100 marks
Metallurgical Thermodynamics & Kinetics (109)	100 marks

+ 4-hour Paper

* Remaining papers of both Part-I and Part-II are of 3(three) hour duration.

For Part-II Examination a candidate is required to clear 10 (ten) papers (8 compulsory and 2 elective papers) of 100 marks each as given below. The standard of the question papers will generally be that of a Bachelor Degree Examination in Metallurgical Engineering.

D) Compulsory Subjects for PART - II Examination as given in Table XIII

**Table XIII
(AMIIM Compulsory Subjects for Part II Examination)**

1.	Iron Making (201)	100 marks
2.	Steel Making (202)	100 marks
3.	Extractive Metallurgy of Non-Ferrous Metals (203)	100 marks
4.	Phase Equilibrium and Phase Transformation (204)	100 marks
5.	Heat Treatment Technology (205)	100 marks
6.	Deformation and Fracture Behaviour of Metals and Alloys	100 marks
7.	Mechanical Working and Testing of Metals and Alloys (207)	100 marks
8.	Materials Processing	100 marks

- **Elective Subjects for PART - II Examination as given below under Group -A and Group-B**

Candidates are required to select an elective paper from one of the two groups provided, choosing only one subject from each group. Full marks for each subject would be 100.

Group – A

1. Corrosion and Corrosion Prevention (E05)
2. NDT of Metals and Alloys (E04)
3. Industrial Pollution and Pollution Control (E06)
4. Mineral Beneficiation and Agglomeration (E12)
5. Industrial Management (E09)

6. Secondary Steel Making And Casting Processes (N2E27)

Group – B

1. Energy Management in Metallurgical Industries (E07)
2. Polymeric, Ceramic and Electronic Materials (E10)
3. Fuels, Furnaces and Refractories (E15)
4. Materials Characterisation (N2E26)

E) Viva Voce and Reporting

A candidate who would qualify in all the subjects as well as in the aggregate for both Part-I & Part-II of AMIIM examinations, will have to appear for a Viva-Voce Examination on Compulsory Papers of Part-II. In addition, he/she will have to submit a detailed report on work experience/project work carried out by him/her. The full marks for Viva-Voce examination will be 100. Marks secured in the Viva-Voce examination will not be considered for computation of total marks. The technical Report submitted by the candidate will be examined either by the Controller of Examinations or any of his/her nominees. The examiner will grade the report either as satisfactory or unsatisfactory. Obtaining a satisfactory grade will be the qualifying requirement.

The detailed Guidelines related to conduct of AMIIM, Subjects pertaining to Part-I and Part II (AMIIM) are given in **Appendix IV** of the Document for information and reference. These are applicable only for Existing AMIIM Candidates as New Enrolments have been discontinued since 2023.

4.8 Academic Activities: IIM Short-Term Courses

The Indian Institute of Metals [IIM] organises short term courses to engage extensively the professionals and students from different specializations. In order to develop technical skills to meet the needs of metallurgical industries and make successful career in Indian and Global industries and to create awareness about safety, environmental hazardous and their solutions in metallurgical industries, various tailor-made courses covering wide range of subjects in contemporary topics.

The Short-Term Courses are designed and conceptualized by the SPEC.

Any Individual/ Organization may apply for a Short-Term Course by filling in Google Application Form, as given in **Appendix V** of the document.

The subjects for this Short-Term Courses captures various topics related to Metallurgy and Materials Science Domain. A SOP related to organising Short Term Courses and

Committees responsible for successfully organising the Courses is given below in **Table XIV**.

Table XIV (Delegation of Responsibilities for conducting Short Term courses)

Activities	Responsibilities	Target Days/ Dates
1.Preparation of the Course Module	SPEC Chairman	First week of August every year
2.Framing of Course Outcomes based on the Course Module	Course Co-Ordinator identified by the SPEC Chairman for a particular Course	Couple of Months prior to Commencement of a Course
3.Validation of Course Outcomes	SPEC Chairman & Controller of Examination	A month and half before Commencement of a Course
4.IT and Administrative Support to be provided for the Conduct of a Course	IIM Head Office	As per requirement
5.Course Materials /Handouts to be provided to the Candidates after completion of a particular Course	Course Co-ordinator	On successful Completion of the Course
6.Honorarium to Faculties and Course Co-ordinator	IIM Head Office (Based on the Revenue Model being approved by the Council)	On Receipt of 100 % of the Total Registration Fees of the Course Attendees and Successful Completion of the Course
7.Assessment /Evaluation Questionnaire	Course Co-ordinator	On the Last Day of the Course at the end of sessions

Table XIV (Delegation of Responsibilities for conducting Short Term courses) Contd.

Activities	Responsibilities	Target Days/ Dates
8.Course Certificates (Types: <ul style="list-style-type: none"> ➤ Certificate of Appreciation for Candidates scoring more than 75 % ➤ Certificate of Participation for Candidates who would score lesser than 75 % 	IIM Head Office	Within 3 weeks after completion of the Course

4.9 IIM Digital Repository

IIM recognises the invaluable role of knowledge and continuous learning in fostering innovation, creativity, and professional growth. As part of IIM's mission to provide opportunities for continuous education, it is dedicated in providing comprehensive library services through digital form.

The Digital Library is accessible by Members through Institute's website [IIM Digital Repository: Home \(iim-readingroom.com\)](http://iim-readingroom.com).

Modalities at Head Office

4.9.1 Access and Authentication:

- Ensure that all members having Lifetime Membership have access to the digital library platform through their designated login credentials.
- IIM protects sensitive user information by ensuring the authenticity of login credentials and prevent unauthorized access to the library portal.

4.9.2 Content Management:

- Regularly review and update the content of the digital library to ensure its relevance.
- Organize the resources into categories, subcategories, or tags for easy navigation and retrieval.
- Monitor the usage statistics and user feedback to identify popular resources and areas for improvement.

4.9.3 Technical Maintenance:

- Conduct regular maintenance checks to ensure the smooth functioning of the digital library platform.
- Address any technical issues or system updates promptly to minimize disruptions in access.
- Backup the digital library data periodically to prevent data loss and ensure data integrity.

4.9.4 User Manual:

➤ Accessing the Digital Library

Users navigate to the IIM website and locate the login section of digital library.

➤ Authentication:

Users input their credentials (username and password) to authenticate their identity.

➤ Browsing and Searching:

Upon successful login, readers can browse through available resources or use the search function to find specific materials.

➤ Reading and Interacting with Content:

Readers can view and read the content as per their requirements. Download, copy, print and save facilities are not available for any reader.

➤ Feedback and Support:

If encountering any issues or requiring assistance, readers can contact the library support team through the e-mail id given in the website.

➤ Logout:

Once finished, readers log out of their accounts to ensure the security of their information.

4.9.5 User Support and Training:

- Provide ongoing support to users for navigating the digital library platform and accessing resources effectively.
- Offer training sessions or tutorials for new members to familiarize them with the features and functionalities of the digital library.
- Address user queries and feedback promptly to enhance user experience and satisfaction.

The Indian Institute of Metals

CHAPTER-5

The Indian Institute of Metals

5. Awards & Honours

A) National Metallurgists Awards (NMA) (Introduction)

The **NMA Awards function** is held under the aegis of the Ministry of Steel (MoS), Govt. of India. The Core Organising Committee (COC) shall send to the IIM Head Office, minute by minute programme of NMA function and it should be forwarded to the MoS along with the Dais arrangement for information, suggestions and formal approval.

Almost invariably, the NMA Awards function requires last minute changes and adjustments, thus putting to test the flexibility of the COC. COC must be ready with Programme B and Programme C etc to utilise the time usefully.

Table XV
NMA Awards Ceremony (Dais Arrangement)
(For Reference Only)

01	02	03	04	05	06	07	08
Chair Core Orgns'g Comm (COC)	Special Guest	Guest of Honor	Chief Guest	President IIM	VP IIM	Secretary General IIM	Convenor: Core Organizing Committee
	Jt Secret'y MoS	Secretary, MoS	Hon'ble Minister of Steel/ Minister of State for Steel				

- As a tribute to the important role played by metallurgists in the country's economic development, the **National Metallurgists' Day (NMD) Awards** was instituted by the Ministry of Steel & Mines, Govt. of India in 1962 which has been rechristened to **National Metallurgist Awards (NMA) Scheme** to enhance the stature of the award. The objective of this award is to recognise these outstanding contributions of the metallurgists working in the Iron & Steel sector covering the fields of manufacturing, research, design, education, waste-management and energy conservation.
- **Background of the Scheme: National Metallurgists Day Awards (NMD)**, was instituted in 1962 by the then Ministry of Steel & Mines to recognize & honor the outstanding contributions of Metallurgists in the metallurgical field covering

operation, research, design, education, waste management and energy conservation. The awards are given in annual basis. The first award was given in the year 1963 and subsequently every year thereafter. Over the years, the number of categories and the award money were revised upwards.

As per the directions received from MHA, it was proposed to change the name of the award, date of the award ceremony, reduce the number of awards & make the awards more stringent such that subject award's stature gets raised with widen nomination pool etc. Accordingly, the name of the award got changed to **National Metallurgist Award (NMA)** in year 2021. The details of the scheme are given below:

- **Objective:** To recognise outstanding contribution of metallurgists working in Iron & Steel sector covering the fields of manufacturing, research, design, education, waste-management and energy conservation.
- **Mode of Nominations:** Nominations for the award shall be invited online on Ministry of Steel's Portal or the centralised portal being developed by MHA. Nominations will be through companies/ organisations or from the public through self-nomination.
- **Date of National Metallurgist Award:** It is organised along with IIM-ATM Awards function in the month of November every year
- **Number of Awards & Awards Money:** Details as on date are given in Table XVI.

Table XVI

(Nomenclature: Number of Awards & Awards Money under NMA Scheme)

S. No.	Name of Award	No. of Awards	Prize Money (Rs.)
1	Lifetime Achievement Award	1	Nil
2	National Metallurgist Award	1	Nil
3	Young Metallurgist (Environment/ Metal Science)	2	200,000
4	Award for R&D in Iron & Steel Sector	1	100,000
	Total	5	300,000

- **Eligibility Conditions:** For Nominations under the various categories of NMA Scheme , as given in Table XVII.

Table XVII**(NMA: Categories of Awards and its modalities)**

Sl.No	Award Category	Min. No of Years ofExp	Age Limit (in years)	Qualifications Criteria
1	Lifetime	20	Minimum: 50	Minimum: Bachelor's degree in Metallurgical Engineering/ Materials Science or Equivalent
2	National Metallurgist	15	Minimum: 40	Minimum: Bachelor's degree in Metallurgical Engineering/ Materials Science or Equivalent.
3	Young Metallurgists of the year	05	Maximum: 35	Minimum: Bachelor's degree in Metallurgical Engineering/ Materials Science or Equivalent
4	Award for R&D in Iron & Steel Sector	10	Minimum: 35	Minimum: Bachelor's degree in Metallurgical Engineering/ Materials Science or Equivalent

- **Assessment Criteria & Weightage:** Awards shall be considered only on minimum score of 75 out of 100. There should also be minimum 5 Nominations/Applications for each category for the consideration of the awards. The Evaluation Parameters for each Category of Awards is given under **Table XVIII** for information.

Table XVIII**(NMA: Evaluation Parameters)**

Sl. No	Criteria	Details	Weightage
Criteria I	Work-related Achievements/ Accomplishments	Performance, outcome and impact in the specified line of business.	30%
Criteria II	Service to the Profession	Public education and creating awareness of the role of metallurgy in India; active participation in various Industry, Academic & Research domain.	30%
Criteria III	Service to the community beyond the Nominee's regular employment	Apart from technical competence, Community Services & Member work carried out for redressal of socially oriented problems with the aim of alleviating the conditions of people & community in general.	10%
Criteria IV	Technical Publications/ Patents/ Copyrights	Indicates the peer recognitions of the work carried out and published/ utilised for industrial applications. The significance and quality of such articles/ patents would be an added merit.	30%

➤ **Selection Methodology**

The evaluation shall be done based on two tier mechanism comprising of Screening Committee and Selection Committee.

- ✓ The **Screening Committee** shall scrutinize the applications & supporting documents and accept or reject applications based on the eligibility conditions

and submit consolidated report of applications for the Selection Committee.

- ✓ The **Selection Committee** after scrutinizing the documents will assign the marks as per the set criteria and recommend the list of awardees.

➤ **Composition of the Committees:**

The members of the Screening/ Selection Committees shall comprise only such individuals whose antecedents are known, and enjoy good reputation, and there is nothing adverse against them. The members shall not be related to the applicants/ sponsoring organisations directly or indirectly.

- ✓ **Screening Committee:** A panel of sectoral experts from industry, research organizations & academic institutions shall be selected as members of the Screening Committee under the Chairmanship of Additional Industrial Adviser, Ministry of Steel.
- ✓ **Selection Committee:** The NMA Awards selection Committee, is chaired by Secretary, Ministry of Steel and other members include Additional Secretary/ Joint Secretary, Ministry of Steel; DG Awards, MHA: and sectoral experts from industry, research organizations & academic institutions.

- **Timeline for the Awards:** A timeline has been set for the End-to- End Process of Inviting Applications to Awards Presentation, as detailed below under **Table XIX**.

Table XIX (Timeline to be adhered for NMA)

Actions to be taken	Time Period	Cumulative Days
Notice for Applications	0 date	0
Last date for Applications	30 days	30
Assessment of the Applications: Eligibility	30 days	60
Evaluation of the Applications	45 days	105
Approval of the Awardees	30 days	135
Awards Presentation	45 days	180
Total Time	6 months	

B) IIM Honours and Awards (Introduction)

The Institute recognises and rewards outstanding contributions from metallurgists, material scientists, professionals, researchers, teachers and students in specific areas of specialisation.

➤ IIM Honors

i. IIM Honorary Membership (Honorary Members)

Honorary Members are elected every year by the IIM Awards Committee & IIM National Council from among those who have rendered outstanding exemplary and meritorious service to IIM and to the materials / metallurgical profession service to IIM shall preferably be honorary in nature, in the IIM designated fields of interest.

ii. IIM Fellowship [Fellow Members]

Fellow Members are elected every year by IIM Awards Committee in consultation with the IIM APEX body, from the nominations received each year. A Fellow is a member of a group that works together in pursuing mutual knowledge or practice.

➤ IIM Core Categories of Awards

Every Year during February-March every year, the following Categories of IIM Awards under the Core Categories are being invited through Online Awards Portal

(<https://nmd-iimawards.com/>) and Business Portal (<https://iim-india.net>) .

- i. IIM -JRD Tata Special Award for Excellence in Corporate Leadership in Metallurgical Industries
- ii. IIM - Platinum Medal
- iii. IIM - Tata Gold Medal
- iv. IIM - G D Birla Gold Medal
- v. IIM - Hindustan Zinc Gold Medal
- vi. IIM - SAIL Gold Medal
- vii. IIM - Essar Gold Medal (Biennial: Odd Year Award)
- viii. IIM- Mecon Award (Biennial: Odd Year Award)
- ix. IIM - O P Jindal Gold Medal (Biennial: Even Year Award)
- x. IIM - SMS Demag Excellence Award (Biennial: Even Year Award)
- xi. IIM - NALCO Gold Medal

- xii. IIM – TSL New Millenium Iron Award
- xiii. IIM - Distinguished Educator Award
- xiv. IIM- Distinguished Contributor Award
- xv. IIM- Distinguished Service Award
- xvi. IIM - Dr A K Bose Gold Medal
- xvii. IIM - Vidya Bharathi Prize
- xviii. IIM - Students Prize
- xix. IIM- Prof Brahm Prakash Memorial Quiz Award
- xx. IIM- Best Chapter Award
- xxi. IIM - Certificate of Honour
- xxii. IIM-National Sustainability (Organizational Award)
- xxiii. IIM-Materials Technology Start Up Award
- xxiv. IIM- ASM Lectureship Award

The guidelines and Modalities for the various categories of IIM Awards are given in the later part of this document.

➤ **IIM Awards Applications Online Portal: Scope & Process**

The Indian Institute of Metals has designed and developed an Online application & assessment portal (<https://NMA-iimawards.com>) in 2019, in line with Indian National Academy of Engineering, New Delhi [INAE]. The Online portal constitutes of provisions for application for a particular category of Award. After a candidate applies online in the prescribed proforma , uploading all recommended credentials, the application shall get submitted when filled in appropriately.

➤ **Timeline for submission of Nominations and Assessment through Online Portal** (<https://www.NMA-iimawards.com>) as given in **Table XX** in the next page.

**Table XX (Timeline regarding End-End Process of Invitation
for Nominations of IIM Awards to Assessment)**

Timeline	Actionable
April 1	Call for Nominations for IIM Honors and IIM Core Awards
June 1	Reminder Email sent to IIM Members and Stakeholders
June 10-15	Deadline for receiving Nominations for IIM Honors (Honorary Membership and Fellowship) through Online Portal
July 15	IIM Awards Committee Meeting for Selection of IIM Honors
July 25-31	Announcement of IIM Honors on IIM Website and Intimation to the Honor Recipients
August 1	Reminder Email sent to IIM Members and Stakeholders for seeking nominations for IIM Core Awards
September 15	Deadline for receiving Nominations for IIM Core Awards
October 15	IIM Awards Committee Meeting for Selection of IIM Awardees under various categories
October 30	Announcement of IIM Awardees under 22 categories on IIM Website and Intimation to the respective Recipients

➤ **Procedures for Applying through the Portal**

- The Applicant's need to register in the [Applicant's Registration Panel](#) by filling in their First Name, Last Name, Mobile Number, Email Address, Awards Category and Awards Sub Category.
- After successful registration, an auto-generated confirmation mail containing the login credentials goes to the registered email address of the applicant.
- The login credentials can be used for accessing the [Applicant's Login Panel](#). Here the Username and Password are required for accessing the applicant account.
- This leads the applicant to their User Dashboard. Here User has 3 Options. 1. Online Applications 2. Account Settings 3. Change Password.
- The Online Application section navigates the User to the application Form section where applicant selects the respective IIM Awards category.
- After the selection of the Award category, the rules and regulation page get opened.
- After reading the rules and regulations, the applicant can proceed to fill up the form.
- Here applicant needs to fill up the form with their details.
- After rechecking the filled in details, the applicant needs to submit the application.
- If every mandatory fields are filled correctly, the form is successfully submitted and details are captured in the backend of the portal.
- The Account Settings section leads to a page where the applicant can edit their account details.

The Change Password section allows user to change the account password.

➤ Assessment Criteria & Weightage for IIM Awards

• Individual Categories

Awards shall be considered only on minimum score of 75 out of 100. There should also be minimum 3 applications for each category for the consideration of the awards.

The Evaluation parameters for Assessment of IIM Awards under Individual Categories is given in **Table XXI** for reference.

Table XXI

(IIM Awards & Honors under Individual Categories: Evaluation Parameters)

SI.No	Evaluation Parameters	Weightage
Criteria I	Work-related Achievements/ Accomplishments	30%
Criteria II	Service to the Profession in the Specific Domain for which nominated	30%
Criteria III	Contributions in the recent years meriting the Nomination	10%
Criteria IV	Contributions to the Metallurgical Industries in the last 3 years (Not applicable for certain categories of Awards)	
Criteria V	Technical Publications/ Patents/ Copyrights	30%

➤ Organizational Categories

- Category: I [Large integrated manufacturing plants]
- Category: II [Secondary processing / fabrication plants (other than casting and forging)]
- Category: III [Units engaged in casting and forging operations]

The Evaluation parameters for Assessment of IIM Awards under Organizational Categories is given in **Table XXII** for reference.

Table XXII

(IIM Awards & Honors under Individual Categories: Evaluation Parameters)

Evaluation Parameters	Marks
Quality Management	10
Environment & Ecology	10
Social Responsibility	10

Productivity	10
Research & Development	10
Human Resource and Focus	10
Total Marks	60

➤ Guidelines for the Nominees/Applicants

- All IIM Awards applications shall be valid in the Portal for two years. It means that the details of the nominees [applications] for 2024 IIM Awards who have applied ONLINE & have not received any Award in 2024, shall be available in the database of the portal, and hence need not apply again [ONLY applicable in the SAME CATEGORY] in the next year. However, the applicants can update/edit their application with additional information during the year.
- A successful IIM Awardee in a particular category [Applicable ONLY FOR INDIVIDUAL AWARDS CATEGORIES UNDER IIM AWARDS] will not be eligible to apply for any other IIM Awards Categories in the next Five years. That is someone getting an award in, say 2024 can only apply for another award in the year 2030 at the earliest. Whenever any such Awardee tries to apply through the portal, there shall be a system generated notification stating that
- Organizations under Category III are exempted from paying any registration fees. [In both Ferrous & Non-Ferrous Categories]. For Category I and Category II, the application fees are Rs. 10,000/- and Rs. 5,000/- respectively.
- In the absence of suitable Nominations, APEX in consultation with the IIM Awards Committee Members may select Eminent Individuals meeting the criteria for the Specified Awards even if one hasn't been nominated for any Award.
- Any Individual who has delivered any One of the Memorial Lectures organised by IIM Head Office will not be selected again for delivering any other Memorial Lectures. However, he/she can be nominated for any IIM Awards after a cooling period of 5 years on delivering the Lecture.
- IIM Head Office shall encourage various Experts from Industry, Academia and R&D in Metallurgy and Materials Science fraternity to apply for various categories of Awards.
- These guidelines may be amended by the IIM Awards Committee in an interval of 5 years, subject to approval by the APEX and Council. Any such amendments must be reflected in all appropriate award documentation.

A) Nominations and Endorsement Guidelines for all Categories of IIM Awards are given in the next pages in details.

Guidelines for Award # 1

IIM-JRD Tata Award for: “Excellence in Corporate leadership in Metallurgical Industries”- 2024

- **Year Established:**

“IIM - JRD Tata Award for “Excellence in Corporate leadership in Metallurgical Industries”, instituted by Tata Steel Ltd. in 2007, the Centenary year of Tata Steel and Diamond Jubilee year of The Indian Institute of Metals.

- **Periodicity:**

Only one award will be made each year.

If no suitable nominations are received, the award may not be given that year and will not be carried over.

- **Posthumous Selection:**

The award shall not include posthumous selection.

- **Purpose of the Award:**

One annual award to an Indian citizen shall be made to an outstanding active Corporate Executive in metallurgical industry, in recognition of significant contributions in the fields of leadership and development, having an impact on national and / or international scenario

- **Award money:** Rs 5.00 lakhs [five lakhs] , a Memento and a scroll of honour.

- **Eligibility:**

- a) Contributions & Achievements:**

Persons of eminence who have made significant contributions and have a proven record of development and growth of metallurgical industry, in any one or more of the following areas, having an impact on national and / or international scenario in the past **15** years.

- b) Growth**

Includes: Leadership, New Initiatives, Expansions, Mergers & Acquisitions

- c) Human Resources Management**

Includes: Team Development, Corporate Social Responsibility [CSR],
Entrepreneurial & Technical Manpower Development

d) Quality Up-gradation, Cost Control & Cost Reduction

Includes: Awareness & Motivation generation, Implementation & Achievements

e) Environmental Aspects, Energy & Waste Management

Includes: Consciousness & Awareness Creation, Successful implementation –
Achievements

f) Research & Development [R&D]

Includes: Development or Indigenization of Plant & Machinery, Innovative Design &
Process Technology, Industrial Application of R & D Efforts

- The award is limited to Indian citizens only.
- **IIM Membership:** Not mandatory but preferred.
- **Singular / Joint Award :** Singular
- **Age:** Open
- **Qualifications:** Open
- **Nominations:**
 - Candidates for the award may be nominated by the Honorary Members, Former Presidents, Former Secretaries, National Council Members, Fellows, Chapter chairs, Patron, Donor and Sustaining Members of 'The Indian Institute of Metals', and / or by other public and private sector Industries / organizations / Institutions, Industry & Business organizations engaged in and representing the metals and metals related industries.

Nominations to be received by: **15th September Every year**

- **Presentation:**
IIM–JRD Tata Award for “Excellence in Corporate Leadership in Metallurgical Industries”, comprising a cash prize of Rs 5.00 lac [five lac] and a scroll of honor will be presented to the recipient, in person, during a special event organized by IIM.

Guidelines for Award # 2

IIM Honorary Membership (IIM Honors)

- **Year Established:**

The IIM Honorary membership was established in 1950.

- **Periodicity:** Annual

In the absence of a suitable candidate in the year under consideration, the Council may not give the award that year.

Honorary Members shall be elected by unanimous affirmative vote of members of the Awards Committee present at a meeting.

- **Posthumous Selection:**

The award shall not include posthumous selection.

- **Description of the Plaque:**

A plaque with citation inscribed describing the field of contribution and the year of award.

- **Purpose of the Award:**

To recognize distinguished services to the metallurgical profession and to the IIM.

- **Eligibility:**

- **Contributions & Achievements:**

Nominees will be truly outstanding individuals who have significantly furthered the purpose of the Institute and have carried out work of significance to Metallurgical Industry, Research or Education.

- **Citizenship:** Open.

- **IIM Membership:** **Not Mandatory but preferred**

- **Singular / Joint Award:** Singular.

- **Age:** Open.

- **Qualifications: Preferred:** Bachelor's degree in Metallurgy / Engineering / Materials Science or equivalent, or any degree relevant to Metallurgy / Materials Science profession.

- **Nominations: Singular**

- Candidates for the 'Honor' will be nominated by the Honorary Members, APEX Council Members, Chapters and Corporate Members.

- **Presentation:** The IIM Honorary Plaque, with citation inscribed, will be presented to the recipient during the IIM Awards Ceremony of the Indian Institute of Metals.
- **Selection Committee Guidelines:**

The IIM Awards Committee as approved by the Council shall meet to consider the nominations received and make its recommendations to the National Council.
- The National Council of The Indian Institute of Metals will be the sole authority to decide the recipients from the recommendations submitted by the IIM Awards Committee

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Guidelines for Award # 3

IIM Fellow Membership (IIM Honors)

- **Year Established:** The IIM Fellow membership was established in 1992-93.
- **Periodicity:** Annual
In the absence of a suitable candidate in the year under consideration, the Council may not give the award that year.
- The council has directed that in any year, Fellows can be elected up to a maximum limit of ten in a year.
- **Posthumous Selection:** The award shall not include posthumous selection
- **Description of the Plaque:**
A plaque with citation inscribed describing the field of contribution and the year of award.
- **Purpose of the Award:**
- To recognize a person of eminence in the profession who has significantly contributed in metallurgy and materials science including metals industry and academia of value / relevance in India with 15 (fifteen) years of professional experience.
- **Eligibility:**
 - **Contributions & Achievements:**
Nominee will be a person of eminence in the profession who has significantly contributed in metallurgy and materials science including metals industry and academia of value / relevance in India.
- **Professional Experience: Minimum 15 years professional experience**
- **Citizenship:** Open
- **IIM Membership:** **Not Mandatory but preferred**
- Singular / Joint Award: Singular
- **Age:** Open
- **Qualifications: Preferred:** Bachelor's degree in Metallurgy / Engineering / Materials Science or equivalent, or any degree relevant to Metallurgy / Materials Science profession.
- **Nominations: Singular**
Fellows will be nominated by the Honorary Members, APEX, Council Members, Chapters and Corporate Members.

- **Presentation:**

The IIM Fellowship Plaque, with citation inscribed, will be presented to the recipient during the IIM Awards Ceremony of the Indian Institute of Metals

- **Selection Committee Guidelines:**

The IIM Awards Committee as approved by the Council shall meet to consider the nominations received and make its recommendations to the National Council.

- The National Council of The Indian Institute of Metals will be the sole authority to decide the recipients from the recommendations submitted by the IIM Awards Committee.

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Guidelines for Award # 4

IIM Platinum Medal (Core Category)

- **Year Established:**

The IIM Platinum Medal was established in 1966

- **Periodicity:**

Only one award will be made each year.

In the absence of a suitable candidate in the year under consideration, the Council may not give the award that year.

The award will not necessarily be made every year, but will depend on an outstanding Lifetime contribution to metallurgical profession coming to the notice of the Council.

- **Posthumous Selection:**

The award shall not include posthumous selection

- **Description of the Medal:**

Platinum Medal to be coated on Silver Metal casting and be embedded in a metal finish Picture Frame which can be hung on a wall as a display. On one side of the medal will be inscribed the Institute's crest with the words "The Indian Institute of Metals Platinum Medal" on the periphery of the circular medal, along with the name of the recipient, field of contribution and the year of award.

Recipient shall be felicitated with the Platinum Medal along with a Scroll of Honor.

- **Purpose of the Award:**

To honour outstanding contribution to the metallurgical profession and to create an incentive by the recognition of such contribution.

- **Eligibility:**

- **Contributions & Achievements:**

Persons of eminence, working in any field connected with metallurgy, shall be eligible for the Medal.

- The award is limited to **Indian citizens** only.

- **IIM Membership: Not Mandatory but preferred**

- Singular / Joint Award: Singular

- **Age: Open**

- **Qualifications: Preferred:** Bachelor's degree in Metallurgy / Engineering / Materials Science or equivalent, or any degree relevant to Metallurgy / Materials Science profession
- **Nominations: Singular**
 - Candidates for the award will be nominated by the Honorary Members, Council Members, Chapters and Corporate Members.
 - Nominations are invited in the prescribed format by the Secretary General of the Institute
- **Presentation:**

The IIM Platinum Medal, accompanied with a scroll of Honor, will be presented to the recipient during the IIM Awards Ceremony of the Indian Institute of Metals
- **Selection Committee Guidelines:**

The IIM Awards Committee as approved by the Council shall meet to consider the nominations received and make its recommendations to the National Council

The National Council of The Indian Institute of Metals will be the sole authority to decide the recipient from the recommendations submitted by the IIM Awards Committee.

Guidelines for Award # 5

IIM Tata Gold Medal (Core Category)

- **Year Established:**

The Tata Gold Medal was established in 1980.

- **Periodicity:**

Only one award will be made each year.

- In the absence of a suitable candidate in the year under consideration, the Council may not give the award that year.

- **Posthumous Selection:**

The award shall not include posthumous selection

- **Description of the Medal:**

Gold Medal to be coated on Silver Metal casting and be embedded in a metal finish Picture Frame which can be hung on a wall as a display. On one side of the medal will be inscribed the Institute's crest with the words "Tata Gold Medal" on the periphery of the circular medal, along with the name of the recipient, field of contribution and the year of award. Recipient shall be felicitated with the IIM-Tata Gold Medal along with a Scroll of Honor.

- **Purpose of the Award:**

To honour a distinguished personality actively connected with the metallurgical industries or shall have helped substantially to advance the arts and science relating to the metallurgical industries or metallurgical science.

- **Eligibility:**

- **Contributions & Achievements:**

Persons of eminence are eligible for this award.

Candidates should be distinguished executives responsible for making far reaching decisions and should have contributed significantly to the development in their specialized fields in metallurgy in the country.

- The award is limited to **Indian citizens** only.
- **IIM Membership: Not Mandatory but preferred**

- Singular / Joint Award: Singular.
- **Age:** Open.
- **Qualifications: Preferred:** Bachelor's degree in Metallurgy / Engineering / Materials Science or equivalent, or any degree relevant to Metallurgy / Materials Science profession.
- **Nominations: Singular**
 - Candidates for the award will be nominated by the Honorary Members, Council Members, Chapters and Corporate Members
 - The nominations are invited in the prescribed format by the Secretary General of the Institute

- **Presentation:**

The Tata Gold Medal, accompanied with a scroll of Honor, will be presented to the recipient during the IIM Awards Ceremony of the Indian Institute of Metals

- **Selection Committee Guidelines:**

The IIM Awards Committee as approved by the Council shall meet to consider the nominations received and make its recommendations to the National Council.

The National Council of The Indian Institute of Metals will be the sole authority to decide the recipient from the recommendations submitted by the Awards Committee

Guidelines for Award # 6

IIM GD Birla Gold Medal (Core Category)

- **Year Established:** The G D Birla Gold Medal was established in 1985.
- **Periodicity:** Only one award will be made each year.

In the absence of a suitable candidate in the year under consideration, the Council may not give the award, that year.

- **Posthumous Selection**

The award shall not include posthumous selection.

- **Description of the Medal:**

Gold Medal to be coated on Silver Metal casting and be embedded in a metal finish Picture Frame which can be hung on a wall as a display. On one side of the medal will be inscribed the Institute's crest with the words "G D Birla Gold Medal" on the periphery of the circular medal, along with the name of the recipient, field of contribution and the year of award. Recipient shall be felicitated with the IIM-G D Birla Gold Medal along with a Scroll of Honor.

- **Purpose of the Award:**

To Honor a distinguished research worker for continuing and outstanding research work in the field of Materials Sciences and Technology, who over a period of years will have consistently made significant contribution to research of these subjects.

- **Eligibility**

- **Contributions & Achievements:**

Candidates should have proven ability for research in Materials Sciences and Technology over a period of time and should have contributed significantly through their research efforts in their specific fields. Research to be done in India.

- The award is limited to Indian citizens only
- IIM Membership: **Not Mandatory but preferred**
- Singular / Joint Award: Singular
- **Age:** Open.
- **Qualifications: Preferred:** Bachelor's degree in Metallurgy / Engineering / Materials

- Science or equivalent, or any degree relevant to Metallurgy / Materials Science profession.

- **Nominations: Singular**

Candidates for the award will be nominated by the Honorary Members, Council Members, Chapters and Corporate Members.

The nominations are invited in the prescribed format by the Secretary General of the Institute.

- **Presentation:**

The G D Birla Gold Medal, accompanied with a scroll of Honor and citation, will be formally presented to the recipient during the IIM Awards Ceremony of the Indian Institute of Metals

- ✓ The selected research worker will be required to deliver a lecture on the field of specialization at the IIM-ATM Annual Flagship Event of the Institute.
- ✓ Return fare to and from the residence of the recipient and incidental expenses will be reimbursed to the awardee.
- ✓ The recipient should personally be present to receive the award and deliver the lecture.
- ✓ The manuscript of the lecture should be sent to the Chief Editor, Transactions of The Indian Institute of Metals in advance for publication.

- **Selection Committee Guidelines:**

The IIM Awards Committee as approved by the Council shall meet to consider the nominations received and make its recommendations to the National Council.

The National Council of The Indian Institute of Metals will be the sole authority to decide the recipient from the recommendations submitted by the Awards Committee.

Guidelines for Award # 7

IIM TSL New Millenium Award (Core Category)

- **Year Established:**

The IIM –TSL New Millennium Iron Award has been established in 2024 by merging the Steel Eighties Award and the TSL Black Diamond Award
- **Periodicity:** Only one award will be given each year.
- **Posthumous Selection:** The award shall not include posthumous selection
- **Description of the Award:** A cash prize of Rs 50,000/- accompanied with a scroll of Honor.
- **Purpose of the Award:**

To recognize original contributions in the area of blast-furnace based Iron making including process improvements, raw materials selection, preparation, agglomeration, improvements in operating practices, alternative iron making processes.
- **Eligibility:**
 - **Contributions & Achievements:**

Candidates should have made original contributions in Iron making, over a period of time.
 - The award is limited to **Indian citizens** only.
 - IIM Membership: **Not Mandatory but preferred**
 - Singular / Joint Award: Singular.
 - **Age:** Open
 - **Qualifications: Preferred:** Bachelor's degree in Metallurgy / Engineering / Materials Science or equivalent, or any degree relevant to Metallurgy / Materials Science profession.
 - **Nominations: Singular**

Candidates for the award will be nominated by the Honorary Members, Council

Members, Chapters and Corporate Members. The nominations are invited in the prescribed format by the Secretary General of the Institute

- **Presentation:**

The IIM – TSL New Millennium Iron Award accompanied with a scroll of Honor, will be presented to the recipient during the IIM Awards Ceremony of the Indian Institute of Metals.

- **Selection Committee Guidelines:**

The IIM Awards Committee as approved by the Council shall meet to consider the nominations received and make its recommendations to the National Council.

The National Council of The Indian Institute of Metals will be the sole authority to decide the recipient from the recommendations submitted by the Awards Committee

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Guidelines for Award # 8

IIM Hindustan Zinc Gold Medal (Core Category)

- **Year Established:**

The Hindustan Zinc Gold Medal was established in 1991 to commemorate the Silver Jubilee of Hindustan Zinc Ltd.

- **Periodicity:**

Only one award will be made each year. In the absence of a suitable candidate in the year under consideration, the Council may not give the award that year.

- **Posthumous Selection:**

The award shall not include posthumous selection.

- **Description of the Medal:**

Gold Medal to be coated on Silver Metal casting and be embedded in a metal finish Picture Frame which can be hung on a wall as a display. On one side of the medal will be inscribed the Institute's crest with the words "Hindustan Zinc Gold Medal" on the periphery of the circular medal, along with the name of the recipient, field of contribution and the year of award.

Recipient shall be felicitated with the IIM-Hindustan Zinc Medal along with a Scroll of Honor.

- **Purpose of the Award:**

To honour a distinguished personality actively connected with the Non-Ferrous Metallurgical Industries.

- **Eligibility:**

- Contributions & Achievements:

- ✓ Persons of eminence are eligible for this award.
- ✓ The recipient shall have consistently made significant contributions over a period of years
- ✓ To Non- Ferrous Metallurgical Industries and shall have helped substantially to advance
- ✓ The arts and science relating to the Non-Ferrous Metallurgical Industries.

- The award is limited to **Indian citizens** only

- **IIM Membership: Not Mandatory but preferred**

- Singular / Joint Award: Singular.

- **Age:** Open.
- **Qualifications: Preferred:** Bachelor's degree in Metallurgy / Engineering / Materials Science or equivalent, or any degree relevant to Metallurgy / Materials Science profession.
- **Nominations: Singular**
Candidates for the award will be nominated by the Honorary Members, Council Members, Chapters and Corporate Members.
The nominations are invited in the prescribed format by the Secretary General of the Institute
- **Presentation:**
The Hindustan Zinc Gold Medal, accompanied with a scroll of Honor will be formally presented to the recipient during the IIM Awards Ceremony of The Indian Institute of Metals.
- **Selection Committee Guidelines:**
The IIM Awards Committee as approved by the Council shall meet to consider the nominations received and make its recommendations to the National Council.
The Council of The Indian Institute of Metals will be the sole authority to decide the recipient from the recommendations submitted by the Awards Committee.

Guidelines for Award # 9

IIM SAIL Gold Medal (Core Category)

- **Year Established:**

The SAIL Gold Medal was established in 1993 by M/s Steel Authority of India Ltd. New Delhi.

- **Periodicity:**

Only one award will be given every year.

- In the absence of a suitable candidate in the year under consideration, the Council may not give the award that year.

- **Posthumous Selection:**

Awards shall not include posthumous selection.

- **Description of the Medal:**

Gold Medal to be coated on Silver Metal casting and be embedded in a metal finish Picture Frame which can be hung on a wall as a display. On one side of the medal will be inscribed the Institute's crest with the words 'SAIL Gold Medal' on the periphery of the circular medal, along with the name of the recipient, field of contribution and the year of award. Recipient shall be felicitated with the IIM-SAIL Gold Medal along with a Scroll of Honor.

- **Purpose of the Award:**

To acknowledge the contributions made through research and development work by eminent metallurgist, whose work has been accepted for publication in the Ferrous group, in the Transactions of The Indian Institute of Metals.

- **Eligibility:**

- **Contributions & Achievements:**

Technical papers published in the Transactions in the preceding year of the year in which the award is made, are eligible for this award. All papers published in the ferrous group, in the Transactions are eligible for consideration.

- **IIM Membership: Not Mandatory but preferred**

- **Singular / Joint:** The Medal is presented to the principal author of the best technical paper

published in the Transactions. Co-authors are presented with a Certificate of Merit.

- **Age:** Open.
- **Qualifications: Preferred:** Bachelor's degree in Metallurgy / Engineering / Materials Science or equivalent, or any degree relevant to Metallurgy / Materials Science profession.
- **Nominations:**
Committee constituted to assess technical papers shall send recommendations in order of merit to the IIM Awards Committee.
- **Presentation:**
The SAIL Gold Medal accompanied with a scroll of Honor will be formally presented to the recipient during the IIM Awards Ceremony of the Indian Institute of Metals. Co-authors are presented with a Certificate of Merit.
- **Selection Committee Guidelines:**
The IIM Awards Committee as approved by the Council shall meet to consider the proposal of the Committee and make its recommendations to the National Council.
The Council of The Indian Institute of Metals will be the sole authority to decide the recipient from the recommendations submitted by the Awards Committee.

Guidelines for Award # 10

IIM -SMS DEMAG Excellence Award (Core Category)

- **Year Established:**

The SMS-Demag Excellence Award was established from 2002 by SMS Demag Pvt. Ltd.

- **Periodicity:**

Only one award will be made in even years.

In the absence of a suitable candidate in the year under consideration, the Council may not give the award that year.

- **Posthumous Selection:**

The award shall not include posthumous selection

- **Description of the Medal:**

Gold Medal to be coated on Silver Metal casting and be embedded in a metal finish Picture Frame which can be hung on a wall as a display. On one side of the medal will be inscribed the Institute's crest with the words 'SMS Demag Excellence Award' on the periphery of the circular medal, along with the name of the recipient, field of contribution and the year of award.

Recipient shall be felicitated with the SMS Demag Excellence Award along with a Scroll of Honor.

- **Purpose of the Award:**

To honor an outstanding executive from the industrial sector under whose leadership, Innovative solutions have been achieved in the iron, Steel or Non-Ferrous Industry in India.

- **Eligibility:**

- **Contributions & Achievements:** Persons of eminence are eligible for this award. Candidates should be outstanding executives from Industrial Sector under whose leadership, innovative solutions have been achieved in the improvement or modification in design of the substitute for other material in the Iron, Steel or Non-Ferrous Industry in India.

- The award is limited to **Indian citizens** only.

- **IIM Membership: Not Mandatory but preferred**

- Singular / Joint Award: Singular.
- **Age:** Open.
- **Qualifications: Preferred:** Bachelor's degree in Metallurgy / Engineering / Materials Science or equivalent, or any degree relevant to Metallurgy / Materials Science profession.
- **Nominations: Singular**
Candidates for the award will be nominated by the Honorary Members, Council Members, Chapters and Corporate Members.
The nominations are invited in the prescribed format by the Secretary General of the Institute
- **Presentation:**
The SMS Demag Excellence Award, accompanied with a scroll of Honor will be formally presented to the recipient during the IIM Awards Ceremony of The Indian Institute of Metals.
- **Selection Committee Guidelines:**
The IIM Awards Committee as approved by the Council shall meet to consider the nominations received and make its recommendations to the National Council.
The Council of The Indian Institute of Metals will be the sole authority to decide the recipient from the recommendations submitted by the Awards Committee.

Guidelines for Award # 11

IIM -NALCO Gold Medal (Core Category)

- **Year Established:**

The NALCO Gold Medal was established from 2006 by National Aluminium Co Ltd. in memory of Late Satyabadi Satpathy, former Director (Technical) NALCO.

- **Periodicity:**

Only one award will be made each year.

In the absence of a suitable candidate in the year under consideration, the Council may not give the award that year

- **Posthumous Selection:**

The award shall not include posthumous selection.

- **Description of the Medal:**

Gold Medal to be coated on Silver Metal casting and be embedded in a metal finish Picture Frame which can be hung on a wall as a display. On one side of the medal will be inscribed the Institute's crest with the words 'NALCO Gold Medal' on the periphery of the circular medal, along with the name of the recipient, field of contribution and the year of award.

Recipient shall be felicitated with the 'NALCO Gold Medal' along with a Scroll of Honor.

- **Purpose of the Award:**

To Honor an outstanding professional for distinguished contributions to the Aluminium Industry, based on Research / Production in the field of Bauxite, Alumina, Aluminium and its products in India.

- **Eligibility:**

- **Contributions & Achievements:**

Candidates should be an outstanding professional for distinguished contributions to the Aluminium Industry, based on Research / Production in the field of Bauxite, Alumina, Aluminium and its products in India.

- **IIM Membership: Not Mandatory but preferred**
- Singular / Joint Award : Singular
- **Age:** Open.
- **Qualifications: Preferred:** Bachelor's degree in Metallurgy / Engineering / Materials Science or equivalent, or any degree relevant to Metallurgy / Materials Science profession.

The award is limited to **Indian citizens** only

- **Nominations: Singular.**

Candidates for the award will be nominated by the Honorary Members, Council Members, Chapters, Corporate Members, Government, Institutions and Technical Institutes.

The nominations are invited in the prescribed format by the Secretary General of the Institute

- **Presentation:**

The NALCO Gold Medal accompanied with a scroll of Honor will be formally presented to the recipient during the IIM Awards Ceremony of the Indian Institute of Metals.

- **Selection Committee Guidelines:**

The IIM Awards committee as approved by the Council shall meet to consider the nominations received and make its recommendations to the National Council. The Council of The Indian Institute of Metals will be the sole authority to decide the recipient from the recommendations submitted by the Awards Committee.

Guidelines for Award # 12

IIM -Best Non-Ferrous Paper in TIIM (Core Category)

- **Year Established:**

It was known earlier as The Binani Gold Medal, established in 1959 by Binani Industries Ltd to perpetuate the memory of G.D. Binani. [Last given in 2018]

- **Periodicity:**

Only one award will be given every year.

In the absence of a suitable candidate in the year under consideration, the Council may not give the award that year.

- **Posthumous Selection:**

Awards shall not include posthumous selection.

- **Description of the Medal:**

- Gold Plated medal accompanied with a scroll of Honor. On one side of the medal will be inscribed the Institute's crest with the words "NF Best Paper Trans IIM Medal "on the periphery of the circular medal, along with the name of the recipient, field of contribution and the year of award.

- **Purpose of the Award:**

To acknowledge the contributions made through - research and development work by eminent metallurgist, whose work has been accepted for publication in Non-Ferrous Group, in the Transactions of the Indian Institute of Metals.

- **Eligibility:**

- **Contributions & Achievements:**

Technical papers published in the Transactions in the preceding year of the year in which the award is made, are eligible for this award. Papers in Non-Ferrous group published in the Transactions are eligible for consideration.

- **IIM Membership: Not Mandatory but preferred**

- Singular / Joint: The Medal is presented to the principal author of the best technical paper published in the Transactions. Co-authors are presented with a Certificate of Merit.

- **Age:** Open.

- **Qualifications: Preferred:** Bachelor's degree in Metallurgy / Engineering / Materials Science or equivalent, or any degree relevant to Metallurgy / Materials Science profession.

- **Nominations:**

Committee constituted to assess technical papers shall send proposal in order of merit to the IIM Awards Committee.

- **Presentation:**

The gold-plated medal accompanied with a scroll of Honor will be formally presented to the recipient during the IIM Awards Ceremony of the Indian Institute of Metals. Co-authors are presented with a Certificate of Merit.

- **Selection Committee Guidelines:**

The IIM Awards committee as approved by the Council shall meet to consider the proposal of the Committee and make its recommendations to the National Council.

The Council of The Indian Institute of Metals will be the sole authority to decide the recipient from the recommendations submitted by the Awards Committee.

Guidelines for Award # 13

IIM -OP Jindal Gold Medal (Core Category)

- **Year Established:**

The OP JINDAL Gold Medal was established from 1996 to commemorate the Golden Jubilee of IIM by Jindal Group of Industries, Hisar.

- **Periodicity:**

Only one award will be made in even years.

In the absence of a suitable candidate in the year under consideration, the Council may not give the award that year.

- **Posthumous Selection:**

The Award shall not include posthumous selection.

- **Description of the Medal:**

Gold Medal to be coated on Silver Metal casting and be embedded in a metal finish Picture Frame which can be hung on a wall as a display. On one side of the medal will be inscribed the Institute's crest with the words 'OP Jindal Gold Medal' on the periphery of the circular medal, along with the name of the recipient, field of contribution and the year of award. Recipient shall be felicitated with the 'OP Jindal Gold Medal' along with a Scroll of Honor.

- **Purpose of the Award:**

To honour a distinguished metallurgist for outstanding contributions to Ferrous metals in general.

- **Eligibility:**

- **Contributions & Achievements:**

Persons of eminence, who have made significant contributions for the development of Ferrous Metals and Alloys, are eligible for consideration of this medal.

- The award is limited to **Indian citizens** only.

- **IIM Membership: Not Mandatory but preferred**

- Singular / Joint Award: Singular

- **Age:** Open.

- **Qualifications: Preferred:** Bachelor's degree in Metallurgy / Engineering / Materials Science or equivalent, or any degree relevant to Metallurgy / Materials Science profession.

- **Nominations: Singular.**

The nominations shall be made by IIM Honorary Members, Council Members, Chapters and Corporate Members

The nominations are invited in the prescribed format by the Secretary General of the Institute.

- **Presentation:**

The OP Jindal Gold Medal accompanied with a scroll of Honor will be formally presented to the recipient during the IIM Awards Ceremony of The Indian Institute of Metals.

- **Selection Committee Guidelines:**

The IIM Awards committee as approved by the Council shall meet to consider the nominations received and make its recommendations to the National Council.

The Council of The Indian Institute of Metals will be the sole authority to decide the recipient from the recommendations submitted by the Awards Committee.

Guidelines for Award # 14

IIM -Distinguished Educator Award (Core Category)

- **Year Established:**

The “IIM Distinguished Educator Award’ was established in 2009 by the IIM.

- **Periodicity:**

Only one award will be made each year.

In the absence of a suitable candidate in the year under consideration, the Council may not give the award that year ‘Distinguished Educator’ shall be elected by unanimous affirmative vote of all members of the Awards Committee present at a meeting.

- **Posthumous Selection:**The award shall not include posthumous selection.

- **Description of the Award:**

Cash Prize of 50,000 /-and a Scroll of Honor, with citation inscribed describing the field of contribution and the year of award.

To recognize distinguished services to Metallurgical Education and to IIM.

- **Eligibility:**

- **Contributions & Achievements :**

Nominees will be eminent Professors who through their exemplary teaching of metallurgy and guidance of M Tech & PhD theses, have inspired students and have made contributions to IIM in its various activities.

The award is limited to **Indian citizens** only.

- **IIM Membership: Not Mandatory but preferred**

- Singular / Joint Award: Singular.

- **Age:** Minimum **45** years, Maximum **70** years as on 14 November

- **Qualifications:** Minimum: Ph.D. in Metallurgy / Material Science or Equivalent.

- **Experience:** Minimum **15 years** in Teaching

- **Nominations: Singular**

Candidates for the ‘Distinguished Educator Award’ shall be nominated by the Honorary Members, Fellows, Council Members, Chapters, Corporate Members and Educational

Institutions.

- **Presentation:**

The IIM 'Distinguished Educator Award' will be presented to the recipient during the IIM Awards Ceremony of The Indian Institute of Metals.

- **Selection Committee Guidelines:**

The IIM Awards Committee shall consider the nominations received and make its recommendations to the IIM National Council.

The National Council of The Indian Institute of Metals will be the sole authority to decide the recipient from the recommendations submitted by the IIM Awards Committee.

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Guidelines for Award # 15

IIM -Distinguished Contributor Award (Core Category)

- **Year Established:**

The IIM Distinguished Contributor Award was instituted in 2017.

- **Periodicity:** Maximum two awards will be made each year.

In the absence of a suitable candidate in the year under consideration, the Council may not give the award that year.

The award will not necessarily be made every year, but will depend on an outstanding Lifetime contribution to metallurgical profession coming to the notice of the Council

- **Posthumous Selection:**

The award shall not include posthumous selection.

- **Description of the Award:**

Cash Prize of INR 50,000/- (Rupees Fifty thousand Only) and a Scroll of Honor, with citation inscribed describing the field of contribution and the year of award.

- **Purpose of the Award:** To honour outstanding contribution to The Indian Institute of Metals, and to create an incentive by the recognition of such contribution. The IIM Distinguished Contributor Award is designed to honor individuals who has made outstanding contributions or given exemplary support to The Indian Institute of Metals in all possible endeavours.

The award shall be given to a nominee who meets the following criteria:

- ✓ The nominee has supported an area of the general operation of the Institute, in either a personal or professional capacity that has contributed to the overall growth and expansion of the Institute's mission.
- ✓ The nominee has contributed to the Institute in a way which has enhanced a program, the operation and/or future development of the Institute, which went beyond the ordinary and such results would probably not have achieved without the nominee's special efforts.
- ✓ The nominee is recognized by the metallurgical fraternity in his/her own fields of accomplishments.

- **Eligibility:**

- **Contributions & Achievements:**

Persons of eminence, working in any field connected with metallurgy, shall be eligible for the Medal.

The award is limited to Indian citizens only.

- **IIM Membership: Not Mandatory but preferred**

Singular / Joint Award: Singular.

- **Age:** Open.

- **Qualifications:** Preferred: Bachelor's degree in Metallurgy / Engineering / Materials Science or equivalent, or any degree relevant to Metallurgy / Materials Science profession.

- **Nominations:** Singular

Candidates for the award will be nominated by the APEX/Chapters/IIM Awards Committee.

- **Presentation:**

The IIM Distinguished Contributor Award, accompanied with a scroll of Honor, will be presented to the recipient during the IIM Awards Ceremony of The Indian Institute of Metals.

- **Selection Committee Guidelines:**

The IIM Awards Committee as approved by the Council shall meet to consider the nominations received and make its recommendations to the National Council.

Guidelines for Award # 16

IIM -Distinguished Services Award (Core Category)

- **Year Established:**

The IIM Distinguished Services Award was instituted in 2017.

- **Periodicity:**

Maximum two awards will be made each year.

In the absence of a suitable candidate in the year under consideration, the Council may not give the award that year.

- **Posthumous Selection:**

The award shall not include posthumous selection

- **Description of the Award:**

Cash Prize of INR 25,000/- (Rupees Twenty-five thousand Only) and a Scroll of Honor, with citation inscribed describing the field of contribution and the year of award.

- **Purpose of the Award:**

To honour outstanding contribution to The Indian Institute of Metals, and to create an incentive by the recognition of such contribution. The Distinguished Service Award is presented to employees/associates (Both Head Office and Chapters) who, over an extended period of time, have served the Institute in an outstanding way, especially through member participation in its management, operation or planning.

The award is endowed by contributions from individual members.

- **Eligibility:** Affiliation: Currently/ Formerly associated with IIM Head Office or Chapters under the purview of the Institute.

- **IIM Membership:** **Not Mandatory but preferred**

- **Singular / Joint Award:** Singular.

- **Age:** Open.

- **Qualifications:** Preferred: Open

- **Nominations:** **Singular**

Candidates for the award will be nominated by the APEX/Chapters/IIM Awards Committee.

- **Presentation:**

The IIM Distinguished Services Award, accompanied with a scroll of Honor, will be presented to the recipient during IIM Awards Ceremony of the Indian Institute of Metals.

- **Selection Committee Guidelines:**

The IIM Awards Committee as approved by the Council shall meet to consider the nominations received and make its recommendations to the National Council.

The Indian Institute of Metals

Guidelines for Award # 17

IIM -Dr. AK Bose Gold Medal (Student Prize Category)

- **Year Established:**

The Dr A K Bose Gold Medal was established in 1972 to perpetuate the memory of Dr A K Bose.

- **Periodicity:**

Only one award will be given every year.

In the absence of a suitable candidate in the year under consideration, the Council may not give the award that year.

- **Posthumous Selection:**

Awards shall not include posthumous selection.

- **Description of the Award:**

Gold plated medal accompanied with a scroll of Honor. On one side of the medal will be inscribed the Institute's crest with the words "Dr. A K Bose Gold Medal" on the periphery of the circular medal, along with the name of the recipient, field of contribution and the year of award.

- **Purpose of the Award:**

To Honor best student whose **M E / M.Tech. / M.S.** Thesis is adjudged as the best, presented during the year.

- **Eligibility:**

- **Contributions & Achievements:**

- The Medal is presented to a Student of Metallurgy whose M E / M.Tech. / M.S. Thesis is adjudged as the best.

- **IIM Membership: Not Mandatory but preferred**

- Singular / Joint Award: Singular.

- **Age:** Open.

- **Qualifications:** Minimum: Bachelor's degree in Metallurgy

- **Nominations:**

- M E Thesis are invited from Engineering Institutions imparting metallurgy & materials science education.

- **Presentation:**

The Dr A K Bose Gold Medal accompanied with a scroll of Honor will be formally Presented to the recipient during the IIM Awards Ceremony of The Indian Institute of Metals.

- **Selection Committee Guidelines:**

The IIM Awards Committee as approved by the Council shall meet to consider the proposal of the nominated Panel constituted to evaluate the Thesis and make its recommendations to the National Council.

The Council of The Indian Institute of Metals will be the sole authority to decide the recipient from the recommendations submitted by the Awards Committee.

The Indian Institute of Metals

Guidelines for Award # 18

IIM – Vidya Bharathi Prize (Student Prize Category)

- **Year Established:**

The Vidya Bharathi Prize was established in 1978.

- **Periodicity:**

Only one award will be given every year.

In the absence of a suitable candidate in the year under consideration, the Council may not give the award that year.

- **Posthumous Selection:**

Awards shall not include posthumous selection.

- **Description of the Prize:**

A cash prize of **Rs 5000/-** accompanied with a Memento and a scroll of Honor.

- **Purpose of the Award:**

The Award is presented to the candidate securing highest grade in order of merit in the Final B. Tech Examinations conducted by Indian Institutes of Technology and Institutes of Technology. Candidates will be considered for the Award based on performance in the Examinations held in the session immediately preceding the year of Award distribution

- **Eligibility:**

Students appeared in the Final B Tech Examinations conducted by the Indian Institutes of Technology are eligible. All Institutions shall nominate only the best performer for this Award.

- **IIM Membership: Not mandatory.**

- Singular / Joint Award: Singular.

- **Age:** Open

- **Nomination:**

Candidates nominated by concerned authority of the Indian Institutes of Technology

The nominations are invited in the prescribed format issued by the Secretary General of The Indian Institute of Metals

- **Presentation:**

The Vidya Bharathi Prize accompanied with a scroll of honor will be formally presented to the recipient during the IIM Awards Ceremony of The Indian Institute of Metals.

- **Selection Committee Guidelines:**

The IIM Awards Committee as approved by the Council shall meet to consider the recommendation of the Head of the Departments and make its recommendations to the National Council.

The Council of The Indian Institute of Metals will be the sole authority to decide the recipient from the recommendations submitted by the Awards Committee.

The Indian Institute of Metals

Guidelines for Award # 19

IIM – Students Prize (Student Prize Category)

- **Year Established:**

The IIM Students Prize was established in 2001.

- **Periodicity:**

Three awards will be given every year.

In the absence of a suitable candidate in the year under consideration, the Council may not give the award that year.

- **Posthumous Selection:**

Awards shall not include posthumous selection.

- **Description of the Prize:**

A cash prize of **Rs 5000/-** accompanied with a Memento and a scroll of Honor for the 1st Award Recipient

A cash prize of **Rs.3500/-** accompanied with a Memento and a scroll of Honor for the 2nd Award Recipient

A cash prize of **Rs.1500/-** accompanied with a Memento and a scroll of Honor for the 3rd Award Recipient

- **Purpose of the Award:**

The Prize is presented to 3 students for securing 1st, 2nd & 3rd highest grades / marks in order of merit in the final B. Tech / B. E. (Met) examinations conducted by the National Institutes of Technology / Indian Universities / Engineering Colleges

- **Eligibility:**

Students appeared at the Final B Tech / B E (Met) Examinations conducted by the National Institutes of Technology / Indian Universities / Engineering Colleges, in the year immediately preceding the year of Award distribution, are eligible

- **IIM Membership: Not mandatory.**

- **Singular / Joint Award: Joint.**

- **Age: Open.**

- **Qualifications:** Minimum: B.Tech / B.E. (Met) students.

- **Nomination:**

Candidates nominated by the concerned authority of the Institute.

The nominations are invited in the prescribed format issued by the Secretary General of The Indian Institute of Metals.

- **Presentation:**

The IIM Students' Prize accompanied with a scroll of honor and a Memento will be formally presented to the recipient during the IIM Awards Ceremony of The Indian Institute of Metals.

- **Selection Committee Guidelines:**

The IIM Awards Committee as approved by the Council shall meet to consider the recommendation of the Head of the Departments and make its recommendations to the National Council

The Council of The Indian Institute of Metals will be the sole authority to decide the recipient from the recommendations submitted by the Awards Committee.

Guidelines for Award # 20

IIM – National Sustainability Awards (Iron & Steel)

The Ferrous Division of the Indian Institute of Metals has been organizing the National Quality Competition since 1991 to encourage and recognize Quality Control aspects in the Steel Sector. The award has been re-named as National Sustainability Award from 2007.

The Awards are in the categories of (a) Integrated Steel Plants, (b) Secondary Steel and Alloy Steel Plants and (c) DR Plants / Pig Iron Plants / Major Re-rolling Units.

Every year, 2 Organizations shall receive the Award Plaque and a Scroll of Honor each in Integrated Steel Plants, Secondary Steel Alloy Plants and DR Plants Category.

Guidelines for Award # 21

IIM Non-Ferrous Best Performance Award

The Non-Ferrous Division of The Indian Institute of Metals has been organizing the National Quality Competition since 2002 to encourage and recognize Quality Control aspects in the Non – Ferrous sector.

The Awards are in the categories of (a) Units / Plants of large integrated production organization, (b) Secondary processing / fabrication plants of Non-Ferrous product, (c) Units engaged in Casting and Forging of Non-Ferrous Metals & their Alloys.

Guidelines for Award # 22

IIM Certificate of Honor

Introduced in 2008, the 'Certificate of Honour' is presented to a Chapter representative for his / her commendable work in membership development, interaction with students / colleges, coordination with IIM Head Quarters and the office bearers.

Every year, 2 Organizations shall receive the Award Plaque and a Scroll of Honor each in Integrated Steel Plants, Secondary Steel Alloy Plants and DR Plants Category.

Guidelines for Award # 23

IIM Best Chapter Award

Awarded to Chapters in appreciation for mobilizing membership drive, subscription collection and Chapter Activities, in the categories of small chapters: 30 to 100 members, medium chapters: 101 to 200 members and Large Chapters: 201 and above. From the year 2024, all 48 Chapters shall be considered for this Award, based on ongoing assessment scores given against Evaluation Parameters as defined by IIM HO and IIM Awards Committee in consultation with APEX. The Assessment Scores are being made readily available at IIM Website; [CHAPTER PERFORMANCE METRICS \(FY 2023-24\) \(iim-india.net\)](http://www.iim-india.net) .

The plaques along with Scroll of Honors shall be presented during the IIM Awards Ceremony of the Institute under the following Categories:

- Large Category: 02 Chapters
- Medium Category: 01 Chapter
- Small Category: 02 Chapters

The Evaluation Parameters for selecting the Best Chapter in Large, Medium and Small Categories are given in **Appendix VI** of the document, both for Regular and Student Affiliate Chapters.

Guidelines for Award # 24

IIM Materials Technology Start Up Award

- **Year Established:**

The IIM Materials Technology Start-Up Award was established in 2021-2022 to commemorate the completion of the Platinum Jubilee of the Institute

- **Periodicity:**

Only one award will be given every year.

If no suitable nominations are received, the award may not be given that year and will not be carried over.

- **Posthumous Selection:**

Awards shall not include applicants posthumously.

- **Description of the Prize:**

Award money of Rs. 4 Lakhs, accompanied with a scroll of Honor to the First Prize Winner and Rs. 1 Lakh with a Scroll of Honor to the First Runner Up.

- **Purpose of the Award:**

One annual award shall be given to an Indian citizen (or jointly to more than one citizen) who is the entrepreneur / CEO / MD (or equivalent) of the startup company in the field of Metallurgical and Materials Engineering and Technology which has demonstrated outstanding overall performance or which shows strong promise towards performance excellence.

- **Eligibility:**

- ✓ Company Age: An entity shall be considered as a Startup up to 10 years from the date of its incorporation
- ✓ Company type: The Start-up should be incorporated as a private limited company or registered as a partnership firm or a limited liability partnership
- ✓ Turnover: Turnover or angel/venture funding should be at least Rs 10 lakh in any of the previous financial years.
- ✓ Selection Criteria: The shortlisting of the applications will be based on meeting the essential criteria mentioned above. The shortlisted nominees will be invited

to make presentations to the jury during the IIM Awards Ceremony of IIM each year which will evaluate the companies based on the presentations and select winner based on technological innovativeness, fulfilment of critical needs of the country, potential to generate employment, revenue generation, third party certification etc. The weightage given to technological innovativeness will be higher than other factors which will carry equal weightage.

- **IIM Membership:** Not mandatory but preferred.

The Award is **limited to Indian Citizens** only.

- **Singular / Joint Award:** To individuals or joint applicants if the latter are partners in the company.
- **Age:** Open.
- **Qualifications:** No qualification required.
- **Nomination:**

Candidates for the award may be nominated by the APEX Committee, Honorary Members, Former Presidents, National Council Members, Fellows, Chapter Chairs and Corporate Members of 'The Indian Institute of Metals', and / or by other public and private sector Industries / organizations / Institutions, Industry & Business organizations engaged in and representing the metallurgy, materials science & engineering related industries.

A jury will be appointed each year by the IIM Awards Committee.

- **Presentation:**

The award money of Rs. 4 Lakhs (First Prize Winner) and Rs. 1 Lakh (First Runner up) accompanied with respective scroll of honours will be formally presented to the recipient during the IIM Awards Ceremony of The Indian Institute of Metals.

- **Selection Process & presentation guidelines:**

- ✓ A committee will shortlist 5 applicants who will be invited to the ATM each year.
- ✓ Presentations will be made to the jury followed by an interaction session.
- ✓ The awardee is selected based on the criteria mentioned in

- ✓The second ranked company may be given a Jury Appreciation Award
- ✓A dedicated session in ATM where the shortlisted 5 entrepreneurs will make presentations for the general delegates
- ✓Free shared stall in the exhibition will be given to the shortlisted companies for displaying their achievements (one registration per company to be given free)
- ✓One special award will be given to a company with outstanding performance and of repute, nominated by former Presidents or office bearers, and selected by the Jury

The Application Formats for Submission of Nominations/ Applications for Awards & Grants is given in **Appendix VII** of this document.

CHAPTER-6

The Indian Institute of Metals

6. Organizing Flagship Events:

A) Committees formed by the Organizing Chapters for managing Flagship Events of IIM Awards:

The following Committees are formed by the concerned Organizing Committee (As selected by the Council) while organizing IIM Awards every year.

➤ Patrons

- The '**Patrons**' for the composite IIM-ATM event of the Institute are invited from amongst eminent persons drawn from the Academic Institutions, R&D Laboratories, Industry, Honorary Members, Former Presidents and Former Secretaries of the Institute.
- To facilitate, a provisional list of '**Patrons**' is prepared by the IIM Head Office and forwarded to the 'National / Core Organizing Committee'. The list is finalized after consultations, allowing sufficient time for initiating 'Letters of invitation' by the National / Core Organizing Committee and obtaining consent.
- The tenure of 'Patrons' is up to the conclusion of the IIM-ATM composite event.
- **Meetings:** No specific meetings are designed. The President IIM and / or Chair 'National / Core Organizing Committee' may, if considered fit, communicate with the 'Patrons' of the event.

➤ Advisory Committee of Former Presidents (ACFP)

- The IIM National Council constitutes the ACFP on recommendations of its outgoing members. The President is the convenor and Secretary General, the facilitator.
- The names of the ACFP members, as well as, names of the National Council members, Former Presidents and Former Secretaries appear generally on page two of all issues of IIM Metal News.
- **Meetings:** The ACFP usually meets twice a year; once during the AGM of the Institute at Kolkata and second, during the IIM-ATM composite event every year.

The ACFP acts as the 'think tank' of the Institute and guides on policy matters and specific issues of importance

➤ National Steering Committee

• Composition

- Chairman : Immediate Former President.
- Convenor : Secretary General, IIM
- Members : Eminent persons, such as:
 - Vice Chancellors, Directors of IITs & NITs, Chairmen & MDs of Industry, CEOs of Steel Plants, Directors of Atomic and Nuclear, Space, NFC, Defence establishments, Directors of Research Labs etc.
- To facilitate, a provisional list of '**National Steering Committee members**' is prepared by the IIM Head Office and forwarded to the 'National / Core Organizing Committee'. The list is finalized after consultations, allowing sufficient time for initiating 'Letters of invitation' by the National / Core Organizing Committee and obtaining consent.
- The tenure of the 'National Steering Committee' is up to the conclusion of the IIM-ATM composite event.
- **Meetings:** No specific meeting is designed. The President IIM and / or Chair
 - 'National / Core Organizing Committee' may, if considered fit, communicate with the members of the 'National Steering Committee' for the event.

➤ Core Organizing Committee

The 'Core Organizing Committee' is a key committee. The success of the IIM-ATM composite event depends, on its co-ordination with all the other committees, IIM Head Office and the concerned external agencies.

• Composition

- **Chairman:** To be decided by the President, IIM
- **Co-Chairman:** To be decided by the President, IIM
- **Convener:** To be decided by the President, IIM
- **Members:** To include Chairmen/Co-Chairmen/Convener of all other Committees

- **Tenure of the COC & closing of the IIM-ATM accounts**

The tenure of the 'Core Organizing Committee' extends beyond the conclusion of the IIM-ATM composite event. The Committee has to ensure that the Financials are kept within the approved budget of the IIM National Council; the accounts are audited and submitted to IIM Head Office, **not later than the end of April in the following calendar year**. It is required that the IIM-ATM event accounts are incorporated in the IIM overall accounts for the Financial Year, in which the event is held.

- **Meetings of the Core Org. Committee (COC)**

The 'Core Organizing Committee' should be the first constituted committee, say, by the end of December, almost immediately after the IIM Council has approved of the host chapter(s), the Town / City, venue(s), the financials, the theme of the International Symposium, about the ATM and about the Technical Exhibition etc. by mid / end of February of the year when the event is held.

- **IIM-ATM overall programme**

The COC shall draw up an overall programme for the entire IIM-ATM composite event, in consultation with various committees and IIM Head Office. The programme shall be put up in the National Council Meeting(s) for discussion and approval. IIM Head Office shall provide details and guidelines for the:

IIM Awards, IIM Fellows, NMA Awards, IIM Organizational Awards , IIM Start-Up Awards and IIM-JRD Tata Award functions.

- **Valedictory function:**

The Valedictory function is held on the last day of the IIM-ATM composite event.

- **Mementos (Guidelines Only)**

Traditionally, Mementoes are presented at various functions of the composite event, generally as detailed hereunder:

- ✓ **Type one:** Hon'ble Minister of Steel, Hon'ble Minister of State for Steel, Secretary Steel, Jt Sec'y Steel, Chief Guest of IIM JRD Tata Award function, if a stand alone event and Chief Guest of International Symposium.

- ✓ **Type two:**NMA Awards function, dais dignitaries other than Chief Guest etc.
 - IIM Awards function, dais dignitaries other than Chief Guest etc.

IIM-JRD Tata Award function, dais dignitaries other than Chief Guest etc ATM sessions Chairmen.

Valedictory function, dais dignitaries.
- ✓ Mementoes for NMA Awards function: Mementoes for the Chief Guest, Guest of Honour, Special Guest if any, and other dignitaries on the dais within the range of **Rs.15,000/- for each Memento.**
- ✓ Mementoes for IIM Awards function: Mementoes for the Chief Guest, Guest of Honour, Special Guest if any, and other dignitaries on the dais, **within the range of Rs.5,000/- for each Memento.**
- ✓ Mementoes for IIM-JRD Tata Award function:
 - **Option one:** If it happens to be an extension of the NMA or IIM awards Funtion, Mementoes are not required seperately.
 - **Option two:** If stand-alone award funtion:- Mementoes for the Chief Guest, Guest of Honour, Special Guest if any, and other dignitaries on the dais, within the range of Rs.5,000/- for each Memento.
- ✓ Mementoes for International Symposium: Mementoes for all the invited speakers, and session chairmen. (16 speakers + 4 session chairs) ; Range : Rs.1500-Rs.5000/- for each Memento.
- ✓ Mementoes for ATM inaugural session and ATM sessions: Mementoes for ATM session chairs [~ 40 nos] ; Price Range : Rs.1500-Rs.5000/- for each Memento.
- ✓ Mementoes for Valedictory function: Mementoes for the dignitaries on the dais. Price Range : Rs.1500/- - Rs. 2500/- for each Memento.
- ✓ Mementoes for Memorial Lectures & G D Birla Gold Medal Lecture
 - Mementoes for Chairmen of the Lectures, [Range : Within Rs.2500/- for each
 - Memento)
- ✓ Visas for foreign dignitaries

➤ 'International Symposium Committee' (ISC)

• Composition

- Chairman : To be decided by the President, IIM in consultation with the 'Core Committee'.
 - Co-Chair : To be decided by the President, IIM in consultation with the 'Core Committee'.
 - Convenor : To be decided by the President, IIM in consultation with the 'Core Committee'.
 - Members : To be decided by the President, IIM in consultation with the 'Core Committee'.
- The International Symposium Committee (ISC) to select the most appropriate Theme.
 - The ISC may decide to organize the International Symposium on a single day OR may spread over two consecutive half days. Generally, the number of invited speakers is restricted to a maximum of sixteen and spread over four sessions. ISC to decide on the total number of invited speakers from abroad and from within India. The time slot for each presentation is generally 30 minutes.
 - The ISC to send invitation letters to the intended speakers by end February of the year, the event is held. Abstracts are to be received by May and full text by August.
 - The IIM offers local transport and hospitality to the invited speakers and exemption from payment of delegate registration fee for the event.
 - However, IIM does not cover the 'to and fro' travel costs of the invited speakers.
 - The ISC shall bring out a technical volume that will include all the invited papers for the International Symposium Proceedings. The registered delegates shall receive a copy of the technical volume in their delegate kit.

Approximate print order: ~ 900 (100-200 more than the No of Delegates)

➤ 'Annual Technical Meeting Committee (ATMC)'

• Composition

- Chairman: To be decided by the President, IIM in consultation with the 'Core Committee'.
- Co- Chair: To be decided by the President, IIM in consultation with the 'Core Committee'

- Convenor: To be decided by the President, IIM in consultation with the 'Core Committee'
- Members: To be decided by the President, IIM in consultation with the 'Core Committee'
- The Annual Technical Meeting Committee (ATMC) shall select the most appropriate titles of Technical Sessions.
- The ATMC shall decide the organization of sessions spread over two consecutive days. Generally, the number of speakers is restricted to a maximum of eight in a single session, thus limiting the maximum number of speakers to 320 (40 sessions X 8 max.). Sufficient presentation time should be ensured.
- The practice of inviting Plenary Speakers of eminence in the ATM sessions has been well received and found to be motivating. The number of Plenary speakers however, may be limited to ~ 10.
- The ATMC shall send invitation letters to the intended speakers by end April of the year, the event is held. Abstracts to be received by May and full text by August.
- The IIM offers local transport and hospitality to the invited speakers and exemption from payment of delegate registration fee for the event.
- However, IIM does not cover the travel costs to and from the venue of the ATM to the invited speakers.
- Poster Sessions form an integral part of the ATM. The titles of the sessions and the number of posters are to be decided by the ATMC and high quality of posters is to be ensured.
- Metallography Contest involving display of Optical, SEM and TEM metallographs also is an integral part of the ATM.
- The ATMC shall bring out a technical volume that will include all the invited papers for the ATM proceedings. The registered delegates shall receive a copy of the technical volume in their delegate kit.

Approximate print order: ~ **900 (100-200 more than the No of Delegates)**

➤ 'Resource Mobilization & Finance Committee (RMFC)'

• Composition:

- Chairman : To be decided by the President, IIM in consultation with the 'Core Committee'.
 - Co-Chair : To be decided by the President, IIM in consultation with the 'Core Committee'.
 - Convenor : To be decided by the President, IIM in consultation with the 'Core Committee'.
 - Members : To be decided by the President, IIM in consultation with the 'Core Committee'.
- The Resource Mobilization & Finance Committee (RMFC) shall prepare an overall budget for the IIM-ATM composite event. This demands intensive interaction by the RMFC with all the other spending committees and H.O.
 - For guidance, Head Office shall provide details of actual performance for the past 4 to 5 years. The overall NMA-ATM budget is required to be placed in the National Council Meeting along with other relevant details, for consideration and approval. This is done generally in the month of February of the event year.
 - The RMFC shall identify the possible Sources of Revenue and work in close co-ordination with the President, Vice Presidents, immediate past president, Secretary General at H.O and the Core Organizing Committee for initiating necessary actions.
 - The RMFC can however, start its initiative only when the 'Announcement brochure' has been designed, approved and printed for circulation.
 - To start the activities, seed money may be requested for by the Core Organizing Committee (COC). IIM Head Office, subject to the approval of the National Council shall transfer the approved amount to the "IIM -ATM 20_" account. The seed money is returnable to the Head Office as soon as the finances of the event permit.
 - The RMFC to open a dedicated savings / current bank account titled "IIM -ATM 20_" for transactions of Receipts and Payments related to the NMA-ATM composite event.

Generally, there are five signatories, and any two of the five jointly can operate the account.

The five signatories are:

- Convenor, Core Organizing Committee, IIM-ATM
- Treasurer, Core Organizing Committee
- Convenor, Resource & Finance Committee, IIM-ATM
- Secretary General, IIM – Head Office
- Hon’y Treasurer, IIM – Head Office

The opening of the bank account and the names of the five signatories are to be approved by the IIM National Council.

- The RMFC shall monitor Income and Expenditure and ensure that all the committed receivables are in hand within one month of the conclusion of the IIM - ATM event.
- Likewise, all the payments are settled within one month of the conclusion of the event.
- All the receipts are to be accounted for as Gross Amount (Not Net Amount). The Tax Deducted at Source (TDS) where applicable, must be shown separately.
- Likewise, payments attracting TDS should be accounted for as Gross amounts and TDS shown separately.
- The IIM PAN Number AAATT3359D and IIM GST Number specific to the Location where the Event is to be held are required for opening of the bank account and for receiving contributions and sponsorship money.
- The RMFC to meet regularly, as often as possible. The success of the event depends on Revenue receipts and controlled expenditure through various committees. The RMFC to ensure closing of the “IIM-ATM 20_.” accounts duly audited, soon after the conclusion of the event. The audited accounts to be sent to Head Office and placed in the National Council Meeting, generally held in the month of May in the following year.

The financials will include the following statements:

- Receipts and Payments a/c
- Profit & Loss a/c
- Balance Sheet
- Bank Reconciliation Certificate BRS
- Tax Deducted at Source – Part one
- Tax Deducted at Source – Part two
- Form No. 16 A, a specimen TD certificate u/s 203 of the I T Act.
- Tax exemption

Following this, the RMFC to close the bank account as soon as possible and intimate the Head Office.

➤ **‘Publications and Souvenir Committee (P&SC)**

Composition:

- Chairman : To be decided by the President, IIM in consultation with the ‘Core Committee’.
- Co-Chair : To be decided by the President, IIM in consultation with the ‘Core Committee’.
- Convenor : To be decided by the President, IIM in consultation with the ‘Core Committee’.
- Members : To be decided by the President, IIM in consultation with the ‘Core Committee’.

The ‘Publications and Souvenir Committee (P&SC)’ shall be responsible for designing and publishing of the following print materials related to the IIM-ATM 20.”

- **Letterheads for the IIM -ATM Event:** [Print order: ~ 1,500 Nos.]
- Designing and Printing of letterheads for the event.
- **Announcement circular for the IIM-ATM** [Print order: ~ 8,500Nos.]
- Designing and printing of the ‘Announcement’ circular for the IIM -ATM event.
- **International Symposium Abstracts:** [Print order: ~ **900(100-200 more than the no of delegates)** Designing and printing of the International Symposium proceedings is generally the responsibility of the ‘International Symposium Committee (ISC)’. However, a close co-ordination between the two committees, ISC and P&SC is important. Printing may be centralized.
- **Delegate Registration Forms:** [Print order: ~ 200 for spot Registration]
Designing and printing of ‘Delegate Registration Forms’ in consultation with the ‘Registration Committee (RC)’.
- Delegate **Identity Card:** [Print order: ~ **1500 (100-200 more than the no of delegates)**
- **ATM Abstracts:** [Print order: ~**1500(100-200 more than the no of delegates)**

Designing and printing of the ATM abstracts is generally the responsibility of the ATM Committee. However, a close co-ordination between the two committees, ATM-C and P&SC is important. Printing may be centralized.

- **ATM Awards Certificates:** [Print order: ~ 100]

(ATM Awards Certificates are distributed at the Valedictory Session)

ATM Awards certificates are printed by the Organisers. The names of the ATM award winners are filled in at the venue of the event and distributed at the Valedictory function on the final day of the event.

- **IIM-ATM Certificate of Participation:** [Print order: ~ 600]

(ATM Certificates of Participation are distributed at the ATM sessions, Valedictory Session and by mail)

ATM certificates of Participation are printed by Organisers. The names of the ATM participants are filled in at the venue of the event and distributed at the ATM sessions, Valedictory session or sent by mail.

- **NMA Awards certificates:** [Print order: ~05]

Designing and Printing of the NMA Award certificates is the responsibility of the Head Office. The completed certificates, duly signed by the Minister of Steel and President IIM are handled by the office bearers from Head Office, until the distribution of the NMA awards by the Ministry of Steel (MoS), President IIM and the guests of honour at the IIM-NMA Awards function. (Sample Layout for both Certificates and Mementos are given in **Appendix VIII** of the document.)

- **IIM Awards certificates:** [Print order: ~50]

Designing and Printing of the IIM Award certificates is the responsibility of the Head Office. The completed certificates, duly signed by the President and Sec'y General are handled by the office bearers from Head Office, until the distribution of IIM awards at the IIM-NMA-ATM event.

(Sample Layout for both Certificates and Mementos are given in **Appendix IX** of the document.)

- **Awards Citation Booklet** containing details of **NMA Awardees, IIM Awardees:** [Print order: ~1500(100-200 more than the no. of delegates)]

Designing and Printing of the Awards Booklet is the responsibility of the Head Office. The Awards Booklet is sent to the Convenor of the IIM-ATM event, ahead of time.

- **“IIM- JRD Tata Award for Excellence for Corporate Leadership in Metallurgical Industries” – four pages hand out:** [Print order: ~ 1500 (100-200 more than the number of delegates)

Designing and Printing of the four-page hand out on the “IIM-JRD Tata Award for Excellence in Corporate Leadership in Metallurgical Industries” is the responsibility of the Head Office. The hand out is sent to the Convenor of the NMA-ATM event, ahead of time.

A specially designed IIM- JRD Tata Award Citation Plaque etched in Copper/Mixed Metal is presented to the Awardees at a specially organized function. The plaque is arranged by the IIM Head Office.

- **Detailed Programme for the composite event:** [Print order: ~ [Print order: ~ [Print order: ~ 1500 (100-200 more than the number of delegates)

Designing and Printing of the detailed programme for the entire IIM-NMA-ATM event is the responsibility of the IIM-ATM Organisers.

- **Invitation Cards:** Designing and printing of Invitation Cards for hospitality, comprising:

- ✓ Invitation to First Day’s Lunch
- ✓ Invitation to First Day’s Dinner,
- ✓ Invitation to Second Day’s Lunch, [Print order: ~ 1500, including 200 for NMA]
- ✓ Invitation to Second Day’s Dinner, [Print order~1500]
- ✓ Invitation to Third Day’s Lunch, [Print order: ~ 1000]
- ✓ Souvenir Advertisement – Tariff as per the structure given below in **Table XXIII.**

Table : XXIII(Tariff Categories for Souvenir)

Souvenir Advertisements - Tariff				
Position	INR		Foreign: US\$	
	Colour	B/W	Colour	B/W
Outside Back Cover				
Inside Cover pages				
Special Cover pages				
Special Cover pages				
Full Page				
Half Page				

➤ Spouse Programme Committee.

• Composition

- Chair : Traditionally, the first lady of the Institute.
- Co-Chair : To be decided by the Chairperson
- Convenor : To be decided by the Chairperson
- Members : To be decided by the Chairperson
- Ladies Programme committee, shall decide and organize, sightseeing and other interesting programme(s).
- Having identified the place(s) to visit, mode of transport, refreshments / meals etc. the estimated costs may be discussed with the Core Organizing Committee (COC), and decisions taken, based on the response received.
- Resources permitting, it is customary to present mementoes to the visiting spouses.

➤ Hospitality Committee

Composition

- Chairman : To be decided by the President, IIM in consultation with the 'Core Committee'.
- Co-Chair : To be decided by the President, IIM in consultation with the 'Core Committee'.
- Convenor : To be decided by the President, IIM in consultation with the 'Core Committee'.
- Members : To be decided by the President, IIM in consultation with the 'Core Committee'.

• Hospitality Costs:

The Hospitality committee, in close co-ordination with the Core Organizing Committee (COC), Resource and Finance Committee (RFC), Registration Committee (RC) and other concerned committees, shall make reasonable assessment of the number of registered delegates, accompanying spouses and invitees, participating in the first, second, third and the fourth days of the event.

Based on this assessment of numbers, the HC shall negotiate with the creditable catering enterprise(s), the all-inclusive costs, share information with the COC and firm up their decision.

Table XXIV
(Hospitality Cost Components break up)

Day	Morning Tea	Lunch	Afternoon Tea	Dinner	Total Cost
	Nos X Rs lac	Nos X Rs lac	Nos X Rs lac	Nos X Rs lac	Rs lac
DAY ONE					
DAY TWO					
DAY RHREE					
DAY FOUR				Not applicable	
Total Cost:	Rs lac	Rs lac	Rs lac	Rs lac	Rs lac

- **Infrastructural Facilities and Costs:**

The Infrastructural facilities required for the entire IIM-NMA-ATM composite event shall be determined by the Core Organizing Committee (COC), in consultation with the other concerned committees.

Having determined the infrastructural requirements, the COC shall explore available options and access the most suitable of all.

The determined costs of infrastructure shall constitute a part of the expenditure.

➤ **Cultural & Recreation Programme Committee (CRPC)**

- **Composition**

- Chairman : To be decided by the President, IIM in consultation with the 'Core Committee'.
- Co-Chair : To be decided by the President, IIM in consultation with the 'Core Committee'.
- Convenor : To be decided by the President, IIM in consultation with the 'Core Committee'.
- Members : To be decided by the President, IIM in consultation with the 'Core Committee'.

- **Cultural Programmes and Costs:**

The Cultural Relations Programme Committee' (CRPC), in close co-ordination with the Core Organizing Committee (COC), Resource and Finance Committee (RFC), and other concerned committees, shall organize befitting cultural programmes within the framework of the available infrastructural facilities and determine the all-inclusive costs.

The CRPC to share information with the COC and firm up their decision.

Table XXV
(Cultural Program Cost Components break up)

Day	Performing Artist(s) / Group	Programme	Costs (Rs. Lac)
DAY ONE			
DAY TWO			
DAY RHREE	Optional		
DAY FOUR	Not applicable		
Total Cost:			

The determined costs of the cultural programme(s) shall constitute a part of the expenditure.

➤ **Registration Committee (RC)**

• **Composition**

- Chairman : To be decided by the President, IIM in consultation with the 'Core Committee'.
- Co-Chair : To be decided by the President, IIM in consultation with the 'Core Committee'.
- Convenor : To be decided by the President, IIM in consultation with the 'Core Committee'.
- Members : To be decided by the President, IIM in consultation with the 'Core Committee'.

• **Delegate Registration - Categories**

Generally, Registration of delegates falls under the following categories:

Table XXVI
(Cultural Program Cost Components break up)

SI No	Delegate Category	Reg'n Fee INR	Reg'n Fee	Estimated Revenue Nos. Rs	Estimated Revenue Nos.
01	Non-Member IIM				
02	Member IIM				
03	Student Member IIM				
04	Member IIM (Retired from service)				
05	Foreign Delegate				
06	Foreign Student Delegate				
07	Spouse				
08	Exhibitor's Delegate				
	Total: No. of delegates & Rev.	---	---	Nos. Rs	Nos.

- **Delegates exempted from payment of Reg'n Fee.**

Generally, following delegates are exempted from payment of Regn. Fee.

Detailed list of complimentary delegates is provided by the IIM Head Office.

Table XXVII
(Complimentary Delegates Cost- break up)

SI No	Delegate Category	Approx. Nos.	Approx.Rev Loss INR
01	Ministry of Steel, Gol Hon'ble Minister, Sec'y; Jt Sec'y Ind'l Adviser & Accompanying officers & Secretaries, Jt. Secretaries of other ministries. Gol if invited.	~ 10	
02	Hon'y members of IIM & their spouses	~ 20	
03	Office bearers of IIM	~ 11	
04	IIM HO Representatives	~ 05	
04	NMA Awardees & their spouses/children	~ 15	
05	IIM-JRD Tata Awardee & spouse	~ 02	
06	IIM Awardees & their spouses	~ 30	
07	N P Gandhi memorial lecture – invited speaker & spouse	~ 02	
08	Daya Swarup memorial lecture – invited speaker & spouse	~ 02	
09	G D Birla Gold Medal lecture – invited speaker & spouse	~ 02	
10	AK Seal Memorial lecture – invited speaker & spouse (AGM/IIM-ATM)	~02	
10	Distinguished Invitees, Session chairmen, as may be decided by the Organiser Committee	~ 20	
11	Invited Students participating in students' session	~ 25 (Shall be nominated by Various Student Affiliate Chapters)	
12	Members of IIM-ATM functional committees	~ 60	
13	IIM Start Up Award Nominees	~ 10	
	Total: Free delegates & invitees	~ 216	

➤ Halls Arrangements Committee (HAC)

- **Composition**

Constituting the 'Registration Committee' (RC)

- Chair : To be decided by the 'Core Organizing Committee'.
- Co-Chair : To be decided by the 'Core Organizing Committee'.
- Convenor : To be decided by the 'Core Organizing Committee'.
- Members : To be decided by the 'Core Organizing Committee'.

Halls Arrangement Facilities and Costs: The Main Hall or the Auditorium, capacity ~ 850

As a component of the infrastructure facilities, the main hall or the auditorium is the most important. It is in this hall that the following activities are organized:

- The International Symposium,
- Awards Functions
- IIM Awards function, including IIM Organizational Awards.
- IIM-JRD Tata Special Award function
- NMA Awards function, (under the aegis of Ministry of Steel
 - Industry Forum – A panel discussion
 - Memorial Lectures
- ✓ N P Gandhi Memorial Lecture
- ✓ Daya Swarup Memorial Lecture
- ✓ GD Birla Memorial Lecture
- ✓ Sponsors' presentations
- ✓ Start-Up Nominees Presentation
- ✓ Valedictory Function.

These activities are spread over 3 to 4 days.

- ✓ NMA-ATM **backdrop(s)** in the main hall or the auditorium:
- ✓ Main NMA-ATM – Internat'l Symp. backdrop [Ministry of Steel to be highlighted]
- ✓ IIM- JRD Tata special Award - backdrop

Banners with names of the sponsors to be displayed on both sides of the dais.

Laptop projections with audio visual facilities and screens on both sides of the dais and a video monitor facing the dais to be provided.

A word of Caution:

It has been experienced in the past that the acoustics in the main hall or the auditorium are such that the dignitaries sitting on the dais are unable to distinctly hear the speakers. This needs to be addressed carefully.

- ✓ Halls for organizing **five to six parallel sessions** of the ATM, in consultation with the COC and the ATM committee.
- ✓ Laptop projections and audio-visual facilities with screen(s) to be provided
- Microphone handsets to be provided in each hall.
- ✓ Space for organizing **Poster presentations.**
- ✓ Adequate space for accommodating 10 to 12 Registration Counters, in consultation with the COC and Registration Committee (RC)

- ✓ “Drinking Water facilities”.
- ✓ “Coffee / Tea” outlets.
- ✓ “May we help you” / ‘First Aid’ desks, located at vintage locations.

Having determined the infrastructure requirements, the COC shall explore available options and access the most suitable of all.

- **Halls Arrangement Facilities Costs** ; The determined costs of infrastructure facilities shall constitute a part of the expenditure.
- Dais Arrangement Layout IIM Awards Ceremony is given in **Table XXVIII** as reference.
- Dais Arrangement Layout for ‘IIM-JRD Tata Award’ for ‘Excellence in Corporate Leadership in Metallurgical Industries’

Table XXVIII

Typical - DAIS ARRANGEMENT (IIM Awards Ceremony)

01	02	03	04	05	06	07	08
Chair Core Orgns’g Comm	Vice President IIM	Chief Guest (If any)	President IIM	Vice President IIM	Secretary General IIM	Treasurer IIM	Convenor COC

Table XXIX

Typical - DAIS ARRANGEMENT (JRD Tata Award Ceremony)

01	02	03	04	05	06	07
Managing Director TATA STEEL	Vice President IIM	Guest of Honour	Chief Guest	President IIM	Secretary General IIM	IIM-JRD Tata Awardee

Table XXX

Typical - DAIS ARRANGEMENT (Valedictory Session)

01	02	03	04	05	06	07	08	09
Chairman Org Chapter	Chair ATM Comm	Chair Core Org Comm	Vice President IIM	President IIM	Sec’yGen IIM	Convenor Core Org Comm	Chair Intrn’l Symp Comm	Jt. Sec’y & HonTr. IIM

➤ **Technical Exhibition Committee (TEC)**

Organizing a 'Technical Exhibition' as a supportive activity of the IIM-ATM composite event has always been a subject for intense discussion in the Core Organizing Committee (COC) and in the National Council.

Should the decision be in favour of organizing a supportive technical exhibition, theme of the exhibition is selected based on the strengths of the organizing / associate chapters and the anticipated participation.

It is to be ensured however, that such an exhibition does not, in any way, clash with the bi-annual International Symposium and the 4 M's technical exhibition event organized by the IIM Delhi chapter.

• **Composition**

- Chair : To be decided by the President IIM in consultation with the 'Core Committee'.
 - Co-Chair : To be decided by the President IIM in consultation with the 'Core Committee'.
 - Convenor : To be decided by the President IIM in consultation with the 'Core Committee'.
 - Members : To be decided by the President IIM in consultation with the 'Core Committee'.
- Preparing the budget for the 'Technical Exhibition Committee' (TEC). This should include:
 - Stall dimensions,
 - Number of Stalls,
 - Chargeable rate per stall, (Revenue)
 - Cost of creating the infrastructure for the exhibition,
 - Providing electricity & costs
 - Services of an experienced Event Management Company (EMC) of repute may be acquired, if considered necessary by the COC. The terms & conditions of the agreement with the EMC are to be vetted by the Head Office and approved by the National Council.

➤ Accommodation, Reception & Transport Committee (ARTC)

- **Composition**

- Chairman : To be decided by the 'Core Organizing Committee (COC)'.
- Co-Chair : To be decided by the 'Core Organizing Committee (COC)'.
- Convenor : To be decided by the 'Core Organizing Committee (COC)'.
- Members : To be decided by the 'Core Organizing Committee (COC)'.

- **Accommodation, Reception & Transport Costs,**

This is an important committee that has to deal with some difficult situations.

The ARTC shall make a realistic assessment of the cross section of the participants.

- a) Organizing Chapter Events: IIM Chapters may organise Events throughout the Financial Year on signing MOU with IIM Head Office for each event in the prescribed format as given in **Appendix X**.

CHAPTER - 7

The Indian Institute of Metals

7. Chapters of the Institute: Modalities and Guidelines

7.1 General

The members of the Institute not less than 30 in number of any particular area, city/town or part of a city/town may send a request in writing to the Secretary General of the Institute for formation of a Chapter. The National Council of the Institute will be the authority to take a decision as to whether any Chapter of members need be established and if so, the name of Chapter and its area of jurisdiction will also be decided by the Council of the Institute.

- The Council of the Institute, at all times, shall have full powers in its discretion, to suspend, supersede and dissolve any Chapter.
- Decisions of the Council regarding formation, supersession or dissolution of any Chapter or regarding formation, suspensions, supersession of the Executive Committee of any Chapter of the Institute, may be taken by simple majority of the members of the Council present.
- Any proposal of the council regarding suspension or supersession of the Chapter or the Executive Committee of the Chapter may be rescinded by the Council by simple majority on consideration of representations or further information relating to the management of the Chapter.
- When the Executive Committee of a Chapter is not found to be working properly e.g. AGM not held regularly, proper budgets/accounts are not submitted to the Institute etc. the Council of the Institute will be competent to supersede the Chapter Executive Committee and appoint an Adhoc Committee of Management for the Chapter. If the National Council comes to the conclusion that the Adhoc Committee of the Chapter has also failed, the National Council will be competent to dissolve such Adhoc Committee of the Chapter. In case the chapter activity report or annual statement of accounts are not received for two consecutive years by the Head Office, Council may take a decision to close down such chapters or merge them with any nearby chapter.
- Provided further that no decision of the Council of the Institute for such supersession of the Executive Committee of a Chapter shall be made unless all the continuing committee members of the Chapter Executive Committee have been given a reasonable opportunity for making a representation in the matter.
- Any decision of the Council regarding dissolution of the Adhoc Executive Committee of a Chapter shall, however, be made only with the consent of all members present on the resolution for such dissolution.

7.2 Formation of Chapters

- A Chapter of the Institute may be formed by the Council of the IIM in any area, city **or** part of a city in which a minimum of **30 members** has their registered addresses -as recorded in the members register of the Institute
- In Colleges imparting education and training in metallurgy, or request of not less than **30 members of the college or surrounding areas, the Council of the Institute may form a College Chapter**. The constituent surrounding area will be decided by the Council
- Every member of the Institute shall forthwith, on his/her election to the membership of the Institute, become a member of the Chapter within the jurisdiction of which **his/her registered address is situated**, or any other nearby Chapter.
- The Membership Department of the Institute shall forward to the Secretary of each Chapter, **once in every quarter**, a statement of members showing the addition, deletion and transfer of the members of the Chapter concerned, **within the month following the quarter**.
- Any proposal for a new Chapter formation, not fulfilling the requirements may be considered as **Sub-Chapter**.
- Chapters will be classified into **3 categories** viz. Small (30 to 100 members) Medium (101 to 200 members) Large (201 and above members).

7.3 Management of Chapter Affairs:

The Chapter Formation Meeting:

The first meeting of the members of a new Chapter authorised by the Council of the IIM to be formed in any town or place fixed by the National Council shall be called "**The Chapter Formation Meeting**" and it shall be held in accordance with the provisions in this part of the Rules.

- A proposal made by a Member/Industry Representative/Academia Representative if full fills the criteria shall be approved by the Council to form a Chapter. When the Council of the IIM has made a decision that a new Chapter

shall be formed, it will also decide (i) what should be the **name of the new Chapter**, (ii) the **town or city in which the Chapter's office** shall be situated and (iii) the **jurisdiction or area of operations** of the Chapter. The National Council will also **nominate** a senior member of the Chapter area as the **first Chairman of the Chapter, the Chapter Secretary, the Chapter Treasurer and other members**, who will form the first Executive Committee of the new Chapter. Such nominated first Chairman of the new Chapter will be authorised in writing by the Secretary of the Institute to call the Chapter Formation Meeting at a suitable date, time and place, with notice of 14 clear days to all members of the Chapter. **For this purpose, the Chairman of the new Chapter with a list of names and addresses of the members of the area to be covered by the new Chapter.**

- The first Chairman shall call the Chapter formation meeting, preside over the deliberations, and send a certified copy of the Minutes of that meeting to the Secretary General of the Institute within 14 days from the date of such meeting.

7.4 Quorum

- The quorum for any General Body Meeting of the Chapter shall be **5** members present all through the proceedings of the meeting.
- If, at any properly convened general body meeting, there is no quorum, the matters not yet disposed of shall be dealt with at an adjourned meeting thereof to be held on the same day after half an hour at the same, place to transact the business of agenda and at such adjourned meeting, not less than two members present, shall form the quorum.
- In case of difficulties in following the above laid down procedures, the Chapter Secretary may make suitable arrangements for holding the meeting including issue of fresh notice calling for such adjourned meeting on a suitable date, time and place.

7.5 Voting Right

- Only members of the Chapter as per first list of such members forwarded to the Chairman-cum-Convener of the "Chapter Formation Meeting" by the secretary of the Institute and Members in good standing, including additions and excluding deletions intimated by the Institute Headquarters to the Secretary General of the

Chapter from time to time shall be eligible to vote at any general body meeting of the Chapter.

- Defaulting members, whose names have been included in the list of defaulting members sent to the Secretary General of the Chapter by the Institute Headquarters shall not be entitled to be present or to vote at general meetings of the Chapter, unless they have cleared off all arrears of subscription and other dues of the Institute and the Secretary General of the Chapter shall have the right to request for proof of clearance of arrears by the defaulting members before allowing them to be present or to vote at a General Meeting.
- Student members will not have voting right.

7.6. Annual General Meeting

- The Annual General Meeting of every Chapter shall be held in the month of May every year irrespective of the date on which the Chapter was formed.
- The Executive Committee of the Chapter shall have power to obtain extension by a maximum of 3 months for holding the AGM of the Chapter on submission of representations to that effect for decision thereon by the Secretary of the Institute.
- Notice of 14 clear days should be given by the Chapter Secretary calling the AGM of the Chapter - copies of all notices calling the AGM or Extraordinary General Meeting of the Chapter shall be sent simultaneously to the Secretary General of the Institute along with copies of all annexures thereto, including explanatory statements annexed to the notice calling an Extra-ordinary General Meeting.
- The Annual Report of the Executive Committee of the Chapter and the Income and Expenditure Account for the financial preceding year ended 31st March and Balance Sheet as on that date shall be forwarded by the Secretary of the Chapter to the Members eligible to be present and to vote at the Annual General Meeting, along with the notice calling the Annual General Meeting.
- All members of the Executive Committee, including the office-bearers, viz., Chairman, Vice-Chairman, Hony. Secretary, Jt. Hony. Secretary, Hony. Treasurer & Jt. Hon. Treasurer shall retire at the Annual General Meeting. Such retiring members of the Executive committee will however, be eligible to offer themselves for re-election to the Executive Committee.

- Provided, however, that the office-bearers, viz., the Chairman, Vice-Chairman the Secretary, the Jt. Secretary the Treasurer, and the Jt. Treasurer of the Chapter shall continue to discharge their respective functions till the successors in office are elected at the AGM of the newly elected. Executive Committee.

7.7 Extra-Ordinary General Meeting (EGM)

- There may arise special occasions when the Executive Committee of the Chapter may like to have the advice and opinion of the members of the Chapter on some important matters. There may also be some occasions when a sufficiently large number of members of the Chapter may feel the urgency for change in the programme or policies followed by the Executive Committee of the Chapter.
- For discussion of such important matters, Extra-ordinary General Meetings of the Chapter members may be held in between two Annual General Meetings of the Chapter
- All meetings of the members of a Chapter, other than the Annual General Meeting shall be called Extra-ordinary General Meetings. Such meetings may. be called to decide matters specified in the notice of the Secretary of the Chapter calling for the same with 14 clear days' notice. A requisition to call extra-ordinary general meeting may be sent to the Secretary of the Chapter duly signed by not less than ten members entitled to vote at General Meeting, specifying the matters to be discussed and the grounds or need to call such a meeting. The decision of the Executive Committee not to accept or accede to the requisition can be appealed against by appeal to the Institute for final decision.

7.8 The Executive Committee:

- The affairs of each Chapter shall be managed by an Executive Committee consisting of not less than three and not more than nine members, as may be decided by the General Body of Members of the Chapter at the Chapter formation meeting or any subsequent annual general meeting.

The Executive Committee of the Chapter will have the office-bearers and EC Members as per **Table XXXI**.

Table XXXI
(Composition of the Chapter Executive Committee)

Chapter office Bearer		Large	Medium	Small
		201 & above members	101 to 200 members	30 to 100 members
1	Chairman	1	1	1
2	Vice Chairman	2	1	1
3	Secretary	1	1	1
4	Jt Secretary	3	2	1
5	Treasurer	1	1	1
6	Jt Treasurer	1	--	--
7	Executive Committee	10	5	3

- The strength or the number of members of the Executive Committee of the Chapter may be varied within the aforesaid limits only at Annual General Meetings of the Chapter, including adjourned annual general meetings, if any.
- The Executive Committee of each Chapter shall meet regularly and periodically to Plan the Programme of events etc. and there shall be at least four such meetings in every calendar year with one meeting in every quarter.
- Any member of the Executive Committee who **fails to attend three consecutive meetings without obtaining leave of absence shall cease to be a member of the Executive Committee.**
- The Executive Committee shall have power to **co-opt upto two additional members to the Executive Committee.**

7.9 The **Performance of a Chapter** shall be evaluated by IIM Head Office based on the following parameters, as given in **Table XXXII**.

Table XXXII
(Chapter Evaluation Parameters for conferring Best Chapter Award)

Evaluation Parameters	Weightage
Organizational	12
Financials	13
Activities	30
IIM Award Nominations	05
Communication	10
Membership	30
The Chapter Performance Matrix layout is given in Appendices Section	

7.10 The **Performance of a Student Affiliate Chapter** shall be evaluated by IIM Head Office based on the following parameters:

Table XXXIII

(Chapter Evaluation Parameters for conferring Best Chapter Award)

Evaluation Parameters	Weightage
Organizational	20
Financials	10
Activities	30
IIM Award Nominations	10
Membership	30
The Chapter Performance Matrix layout for Student Affiliate Chapters is given in Appendices Section	

CHAPTER-8

The Indian Institute of Metals

8. Financial Management at IIM Head Office and Chapters

8.1 Financial Management is all about monitoring, controlling, protecting, and reporting on a company's financial resources. Most financial management plans will break them down into four elements commonly recognised in financial management. These four elements are planning, controlling, organising & directing and decision making.

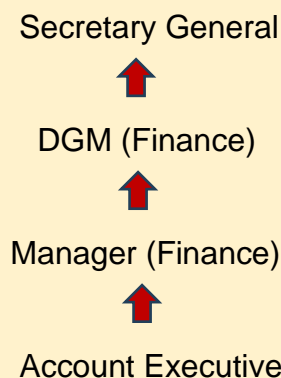
Companies have accountants or finance teams responsible for managing their finances, including all bank transactions, loans, debts, investments, and other sources of funding. It involves is strategic planning, organising, directing, and controlling of financial undertakings in an organisation or an institute. It also includes applying management principles to the financial assets of an organisation, while also playing an important part in fiscal management.

8.1.1 Structure: IIM Head Office majorly has two main verticals namely, Operations including Administration, Membership, Publication and Examination etc while other being Financial.

8.1.2 Financial Managers/Assistant Managers: Financial managers are the architects of sound financial practices. Functions of a Finance Manager includes overseeing an organization's financial health, analysing data, making investment recommendations, and implementing financial controls. Financial Managers fulfil a variety of critical functions to ensure financial well-being of the Institute. Here are some key areas they must focus on:

- (a) Capital Budgeting
- (b) Cash Flow Management
- (c) Financing Decisions
- (d) Investment Management
- (e) Profit Planning and Analysis:

8.2 The Organisational structure which is currently in place as under:



8.3 Financial Component

8.3.1 Financial Year : As per Section 2(41) of the Companies Act, 2013 (“Act”), financial year, in relation to any company or body corporate, means the period ending on the 31st day of March every year, and where it has been incorporated on or after the 1st day of January of a year, the period ending on the 31st day of March of the following. The financial year of IIM is a period ending on the 31st day of March every year.

8.3.2 Accounting System Section 128(1) of Company Act 2013 requires every company to prepare and keep the books of account and other relevant books and papers and financial statements at its registered office. However, all or any of the books of accounts may be kept at such other place in India as the Board of directors may decide. The Companies Act, 2013 Act mandates consolidated financial statements (CFS) for IIM, including its Chapters. Further, the 2013 Act requires adoption and audit of CFS in the same manner as standalone financial statements of the holding company [section 129(4)].

8.3.3 Basis of Accounting: According to sub-section (1) of Company Act 2013, books of account are required to be kept on accrual basis and in accordance with the double entry system of accounting. Currently, IIM has been following both Cash and Accrual method of accounting which is proposed to be changed from FY 2025 on priority as per above guidelines.

8.4 Financial Power of Chapter Office Bearers

8.4.1 Financial powers of Chapter Office Bearers for expenditure shall be as under:

(a) Chairman- Upto ₹20,000 /- total for a Financial Year (Large)

(b) Chairman – Upto ₹15,000 /- total for a Financial Year (Small & Medium)

*Any transaction above the specified limit shall require the Approval/Sanction of the AFRC/Secretary General

8.5 Responsibility of the Chairman

8.5.1 The Chairman shall ensure that the Rules and Regulations, Byelaws and guidelines for financial management given in this SOP are implemented in letter and spirit. Chapter to prepare a budget for conduct an event /seminar/workshop in consultation with Head Office wherein Budget to be discussed and thereafter MoU to be signed for sharing the surplus generated.

8.6 Responsibility of the Honorary Treasurer

8.6.1 The detailed responsibilities of Honorary Treasurer are given in Chapter Guidelines

8.7 Audit of Accounts of Chapters

8.7.1 The Chapter accounts are required to be audited by Statutory Auditors in a financial year on Half-Yearly Basis.

8.7.2 Chapters shall appoint Auditors at their end by May every year. However, Head Office will relatively ensure in times to come that all Chapters get audited by Statutory Auditor appointed by Head Office centrally for better control, accounting and audit system.

8.7.3 Submission of Statement of Accounts to HO. Audited statements of Chapter's accounts are required to be submitted to IIM HO earliest by 31st May and latest by 10th June every year, the financial year being 1st of April to 31st March. The audited statement of accounts shall consist of Auditors Report, Balance Sheet, Income and Expenditure Account and Notes on Accounts along with the Accounting Policies. The same can be obtained from the Annual Report published by the IIM HO every year. Late submission of audited statement of accounts by Chapters will result in proportionate reduction in the annual grant and award points respectively as applicable to the Chapters, and also shall result in non-compliances.

8.8 Appointment of Statutory Auditors

8.8.1 Based on recommendations of the Chapter Executive Committee, Statutory Auditors are to be appointed by the AGM for the next financial year. The term for appointment of Statutory Auditors shall be one year. However, the Auditors can be considered for yearly re-appointment in accordance to the relevant Statutory Provision.

8.8.2 The Audit Process at IIM has been centralised with effect from 2024, wherein IIM Head Office would ensure that audits are conducted in accordance with respective auditing standards, allowing Council to place greater reliance on the audit results as part of overall monitoring requirements. This would also help in providing technical assistance on audit requirements to Chapters, interpretation of audit results and proper corrective action to avoid repeat audit findings.

8.9 Internal Audit

8.9.1 The Consolidated Accounts of all respective Chapters along with the Annual Audited Accounts of IIM Head Office are subject to internal audit by an agency to be appointed by HO in consultation with AFRC. The Internal Audit Report, if any, should be included in the Council Minutes.

8.10 Operation of Bank Accounts

8.10.1 The Bank account shall be in the name of The Indian Institute of Metals of the particular Chapter and shall be operated jointly by any two of the Five (5) Office Bearers including Chairman, Hony Treasurer and Hony Secretary of the Respective Chapter, and Secretary General and Hony Treasurer of IIM HO.

8.10.2 The Bank Account at IIM Head Office shall be in the name of the Institute and shall be operated by any two of the three Authorized Signatories, namely Secretary General, Hony Treasurer and another person appointed by Council. The Institute should maintain Current Accounts, both with Public Sector and Private Sector Scheduled Banks with appropriate distribution of funds.

8.11 Investments

8.11.1 The Chapters shall exercise utmost care and prudence in investing their funds. The surplus retained with Chapters may be suitably invested in short-term (0-15 months) and long-term (>15 months) deposits with nationalized/scheduled banks. It is desirable to avoid state level Public Sector Undertakings. Even in the case of Central Public Undertakings, investments may only be done after carefully evaluating the financial performance and status of the company. Under no circumstances Chapters should enter into speculative investments or invest in private sector companies.

8.12 Custody of Investments

8.12.1 Originals to be kept with HO and a Certified Copy with the Chapter Hony. Treasurer.

8.13 Maintenance and Upkeep of Assets

8.13.1 It is necessary that regular maintenance of buildings and other assets is carried out scrupulously and timely action taken to avoid recourse to major repairs/renovations. Chapters should preferably constitute a separate Building Maintenance Committee which will monitor the buildings and other major assets and recommend suitable and timely preventive actions.

8.14 Original Documents of Immovable Assets

8.14.1 It is imperative that all Property and Sale Deeds, Registration Papers, Drawings duly approved by the concerned municipalities and other relevant papers are procured in time as and when the land buildings are purchased/ constructed. All such assets will always be in the name of the Institute. Original documents will be submitted to IIM Head Office for safe custody. Any problem in processing the documents shall be intimated to IIM Head Office at the earliest.

8.15 Tax Deduction at Source

8.15.1 IIM has one PAN number and all Chapters will use only this Pan Number for all transactions and accounts. Quarterly and Annual Return of TDS are being filed by IIM Head Office, as per existing stipulations of law.

8.16 Goods and Service Tax (GST)

IIM has registered for GST since 2017. Currently, out of 47 Chapters, 36 Chapters are registered under the Regime, as detailed below in Table # **GSTR (A)**

Table # **GSTR Details (A)**

Sl.No.	Chapters	State	GST No.
1	Visakhapatnam	Andhra Pradesh	37AAATT3359D1ZH
2	Hyderabad	Telangana	36AAATT3359D1ZJ
3	Bhilai, Raigarh	Chhattisgarh	22AAATT3359D1ZS
4	Hisar	Haryana	06AAATT3359D2ZL
5	Jamshedpur, Ranchi, Bokaro	Jharkhand	20AAATT3359D1ZW
6	Bangalore, Vijayanagar	Karnataka	29AAATT3359D1ZE
7	Trivandrum	Kerala	32AAATT3359D1ZR
8	Pune, Mumbai, Ambarnath, Dolvi, Nagpur	Maharashtra	27AAATT3359D1ZI
9	Rourkela, Bhubaneswar, Sunabeda, Angul, Kalinganagar, Sambalpur	Odisha	21AAATT3359D1ZU
10	Chennai, Kalpakkam, Coimbatore, Tiruchirapalli	Tamil nadu	33AAATT3359D1ZP
11	Kanpur, Varanasi	Uttar Pradesh	09AAATT3359D1ZG
12	Kolkata, B. E. College, Kharagpur, Durgapur, IIM HO	West Bengal	19AAATT3359D1ZF
13	Chandigarh	Chandigarh	04AAATT3359D1ZQ
14	Delhi	Delhi	07AAATT3359D1ZK
15	Goa	Goa	30AAATT3359D1ZV

The end-to-end GST Registration to Returns Submission Process for IIM Chapters and IIM HO is taken care by IIM Head Office. The Returns Submission by IIM HO is undertaken as per the following schedule as given in Table # GSTR Details (B).

Table # GSTR Details (B)

Return Form	Description	Frequency	Due Date
<u>GSTR-1</u>	Details of outward supplies of taxable goods and/or services affected.	Monthly	11th of the next month.
<u>GSTR-3B</u>	Summary return of outward supplies and input tax credit claimed, along with payment of tax by the taxpayer.	Monthly	20th of the next month.
<u>GSTR-9 and GSTR 9C</u>	Return for a taxpayer registered under the regular scheme (Monthly/Quarterly) under Section 44 of the CGST Act.	Annually	31st of December of the year following the relevant financial year.

8.16.1 E-Invoicing Adopted by IIM Head Office

- a) 'E-Invoicing' means generating GST Tax Invoice through Government-notified portal i.e., Invoice Registration Portal (IRP) and obtaining an invoice reference number (IRN).

It doesn't mean the generation of invoices by a Government portal. In e-invoicing, taxpayers continue to create their GST invoices on their own Accounting/Billing/ERP Systems. These invoices are reported to any of the six authorized 'Invoice Registration Portals (IRPs)' in a standard format (called 'Schema' & notified as Form GST INV-1) and generating Invoice Reference Numbers (IRN) through any of these portals is free of charge.

- b) Since financial 2017-18 & onwards (as per the relevant notification No.10/2023-Central Tax), if the aggregate turnover is 5 crore and above, Companies are required to comply with the E-invoicing regulations, as applicable from 1st August 2023. Accordingly, IIM comes under this purview.
- c) The E-Invoicing process got initiated at IIM Head Office wef September 2023. Process followed through API based method is as given below:
- IX) Create invoice on existing ERP System (both B2B & B2C).
 - X) Reporting B2B invoices to GST Portal through API (Application Programming Interface).

XI) Generating Invoice(B2B) on GST Portal along with IRN & thereafter signed accordingly i.e. Signed e-Invoice with a unique 'Invoice Reference Number (IRN)' along with a QR Code & Issue to Buyer.

XII) In case of B2C invoices, invoice is issued from existing ERP System & signed by competent authority & send to Buyer.

8.17 Insurance Coverage

8.17.1 IIM Head Office and Chapters shall insure all their movable assets against theft/burglary/fire etc every year. Chapters having their own building have an option to get insurance cover of their immovable assets. However, building located in flood or any other natural calamities prone areas should also be covered for those additional hazards.

8.18 Balance Confirmation from Vendors/Suppliers

8.17.1 The Chapters should obtain balance confirmation from all Vendors, Suppliers etc to or from whom the money is payable or receivable at the end of the financial year.

8.19 Financial Norms for Conduct of Chapter Events

8.18.1 For conducting these events, proper planning needs to be ensured with total budget be discussed with Head Office and thereafter all Chapters need to sign MoU with IIM Head Office, as given in **Appendices Section**.

8.18.2 The Chapters shall bear expenses including expenses on delegate kits, the travel and accommodation expenses of the Speakers, if any, rentals of the conference hall, hospitality expenses of the delegates, publication expenses of the proceedings/souvenir, exhibition expenses etc for the conduct for the event. All receipts including the grants-in-aid received from various Government organizations, delegate fee, fee against advertisement in the souvenir, exhibitions etc accrue to the Chapters. On completion of these events, the concerned Chapters shall send detailed statements showing the receipts and payment accounts duly signed by the Office Bearers for transfer of such grants-in-aid received by the HQ to the Chapters. The surplus generated by the Chapters, if any, as per the above guidelines shall be shared between respective Chapter and Head Office as per MoU whose details are as given under:

8.20 Guidelines for Employing Staff at IIM Chapters:

The Staff requirements at Chapters depend upon factors like size of Chapter and the Executive Committee, strength of members, activities conducted etc. It is not

feasible to suggest uniform staff pattern after considering such factors. However, the following guidelines could be used for minimum essential staff to be engaged for efficient functioning of Chapters:

- (a) **Office Assistant:** A computer literate who apart from his/her duties will be required to attend telephone calls, visitors and queries from Members and perform various secretariat jobs during office hours.
- (b) **Helper for doing Odd Jobs:** Part time as per requirement.
- (c) **Cleaner:** Part Time/Outsource
- (d) **Security:** As per Local requirements
- (e) **Accountant:** Part Time

8.20.1 The terms and conditions of the staff engaged will be decided by the Executive Committee of the Chapter within the available financial resources of the Chapter including the grants received from IIM Head Office.

8.20.2 The Executive Committee of the Chapter shall be the controlling authority in respect of appointment, termination, tenure/fixing emoluments/duties assigned, renewal of contract and all liabilities (financial, administrative and legal) of the staff. The matter of engaging staff at Chapters, and the procedure and rules to be adopted are to be decided by the Executive Committee of the Chapters.

8.20.3 The Chapters will maintain a 'Employees Attendance and Leave Registers' in respect of all employees of the Chapters.

8.21 Guidelines for Maintenance of Accounts

8.21.1 The Books of Accounts of the Chapters are to be necessarily in the Unified Format being shared by IIM Head Office at regular intervals.

- All Chapters should adhere to the basic principles of accounting and maintain proper books of accounts.
- Ensure that proper receipts are issued for the money received by the Chapters and a systematic record of the same is maintained.
- Oversee that all receipts i.e. cash, drafts etc are deposited with the bank regularly through proper pay-in-slips.
- Prepare monthly bank reconciliation statements and report to the ECM.
- Maintain proper records of all disbursements made by the Chapters in a systematic manner.
- Verify that all payments/disbursements are made after obtaining the approval/sanction of the concerned Office Bearers.

- Prepare Monthly Trial Balances.
- Maintain proper Fixed Assets Register giving the gross cost depreciated cost and quantity-wise details.
- Ensure that a proper Stock Register is maintained especially for the price publications.
- Maintain a file containing the Auditors Report along with the audited statements of accounts of the previous years.

8.21.2 The Treasurer of the Chapters has to ensure that proper accounting procedures are followed and there is no room for any lapse or discrepancies. A Standard Operating Procedure for maintenance of Books of Accounts is given in the succeeding paragraphs. This procedure is to be treated as a guideline. However, the responsibility of maintenance of proper Accounts/Book of Accounts will rest with the Hony Treasurer.

8.21.3 The Following Books of Accounts are required to be maintained by the Chapters and IIM Head Office with para wise details as given under:

(a) **Activity-wise Receipt Register** All receipts in the form of cash, cheques, and drafts received by the Chapters should be entered in the Activity-wise Receipt Registers serially and date wise. Based on the quantum of activities undertaken by the Chapters, the Chapters can maintain requisite number of such Registers. All receipts beyond ₹ 5001/-, for all types of activities, should be in the form of local cheques/bank drafts and not through cash. Total entries in such Registers should be made on day-to-day basis and brought forward up to the last working day of every month.

(b) **Cash Book** One Cash voucher for all the Receipts Register should be made on daily basis and should be entered in the receipts side of the Cash Book. Entry in the cash voucher should be as per the specimen given below:

Specimen Receipts Entry

Cash in hand (Debit)	₹ 1,000/-
To Publications Receipt Register (Credit)	₹ 1,000/-

(Being the amount of cash, cheques, drafts and IPOs collected through Library Receipt Register on) Efforts should be made to deposit all such receipt in the bank on the following day through a Contra Voucher. The entry in the Contra Voucher should be as per the specimen given below:

Specimen Contra Voucher Entry

Bank A/c (Debit)	₹ 1,000/-
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To cash in hand (Credit)

₹1,000/-

(Being number of receipts now deposited with bank.)

All Contra Voucher should be serially numbered and kept separately in a proper file. The receipts as and when deposited should be entered in the payment side of the Cash Book. The closing balance in Cash Book at any given date represents the Cash in hand which include cash, Drafts, Cheques and IPOs. All such cash vouchers prepared should be serially numbered and kept in a proper file. The amount of cash collected through such Receipts Registers should NOT be utilized for meeting day to day expenses of the Chapters. The Chairman shall delegate one of the Executive Committee members other than the Hony Treasurer to check the cash in hand at the end of every month. He may also make surprise checks occasionally at his/her discretion.

(c) **Bank Book** This book represents all transactions effected through the bank which includes both deposits and payments. The amounts deposited in the Bank through Contra Vouchers should be entered in the receipt side of the Bank Book. The pay-in-slips vide which the amounts are being deposited by the Chapters are to be serially numbered and kept under proper custody. All payments made through the bank are to be paid through Bank vouchers duly supported with bills etc and duly signed by authorized signatory. All bank vouchers are to be serially numbered, accounted on day- to-day basis and are to be kept in a proper file. All payment vouchers made through the Bank vouchers are to be entered in the payment side of the Bank book.

(d) **Ledger** The Ledger should contain all the heads of accounts operated by the Chapters. The opening balances as on 01 April every year may be taken from the audited statements of accounts of the previous year except Cash in hand, petty cash book balance and Bank balances which are to be taken from the respective books. Entries in the ledger should be up-to-date and at the end of every month, a trial balance should be made to verify the accuracy of the accounts maintained by the Chapters.

(e) **Petty Cash Register** All payments made through cash should be routed through Petty Cash Register. All payments made through the Petty Cash Register are to be supported with petty cash vouchers which are to be serially numbered, duly signed by authorized signatory and kept in a proper file. The amount of petty cash payment may be limited to a maximum of ₹ 1,000/- per transaction. A certain

amount as and when required for petty Cash Register may be withdrawn through Bank vouchers and be entered in the receipt side of the Petty Cash Register. Daily totals of the petty cash entries should be made and brought forward up to the last working day of every month. The limit of petty cash which can be retained by a Chapters/Sub-Chapters will be as per the decision of Executive Committee based on the requirement of the Chapters. At the end of every month, a journal voucher will be made as under as per the specimen:

Specimen Journal Entry

Various Expenses A/c (Debit)	₹ 1,000/-
To Petty Cash A/c (Credit)	₹ 1,000/-

(Being Expenses incurred through petty Cash Register during the month of is now adjusted)

(f) **Journal** All adjustment entries are to be passed through a Journal Voucher, serially numbered and kept in a proper file. This includes monthly adjustment Entries of Receipt Register also. The specimen entry of Receipt Register is:

Specimen Receipt Entry

Library Receipt Register A/c (Debit)	₹ 1,000/-
To Various Receipt A/c (Credit)	₹ 1,000/-

(Being amount collected through Library Receipt Register for the month of). The balance in "Receipt Register" in the ledger will be nil at the end of every month.

(g) **Fixed Assets Register** This register represents all the assets acquired by the Chapters and depreciation charged on yearly basis. Depreciation on assets is to be charged at the same rates as per the Income Tax Rules every year.

(h) **Bank Reconciliation Register** The amounts deposited through-pay-in-slips should be serially entered in the register on monthly basis. Bank Reconciliation should be carried out on monthly basis. The record of all bank reconciliation should be maintained systematically in the form of a register.

(i) **FDRs and other Investments Register** The details of FDRs clearly indicating date of maturity and interest amounts and date of receipt of interest/dividends should be kept up to date in a Register so that receipt of interest and maturity of the instruments could be monitored effectively.

8.22 Norms for Payment of Annual Grant to Chapters

8.22.1 The minimum amount of annual grant payable to Chapters shall consists of Operational Grant only.

(a) **Operational Grant** will be on the basis of membership units of Chapters– Total number of units will be worked out on the basis of corporate members, members, student members, as per following details: -

Units will be calculated as under:

The Operational Grant is calculated as under :-

(b) Implementation Norms of Annual Grants to Chapters

(i) The first instalment which is 50% of the annual grant shall only be released after obtaining the Audited Statement of Accounts of the previous year.

Second instalment will be released subject to the receipt of activity reports up to December from Chapters.

(ii) 10% of the total grant payable to a Chapters shall be deducted in case of non-receipt of the Audited Statement of Accounts from the Chapters by 10 June every year.

(iii) Any outstanding loan from HQ shall be deducted in 10 equal annual instalments.

(iv) The Chapters are to utilize the Salary Support Amount generated by them based on their financial viability exclusively for the payment of Salaries/Honorarium to the employees and are not to be diverted for any other purposes.

CHAPTER -9

The Indian Institute of Metals

9.0 Management of IIM Websites (IIM Business Website and IIM Awards Portal)

9.1 Preamble:

IIM has a Business Website (<https://www.iim-india.net>) on PHP Laravel framework. Some of the main Web-Pages been designed and showcased for reference to Visitors are listed below:

- Home
- About Us
- Membership
- Community
- Resources
- Chapter Performance Metrics
- Contact Us
- Careers

IIM has an Awards Portal designed in PHP Code ignitor Framework. Some of the main Web-Pages have been designed and showcased for reference to Visitors are listed below:

- Home
- Awards Recipients
- IIM Awards Nominations (Modalities)
- Terms & Conditions
- Contact Us

9.2 Terms and Conditions (“Terms”) for Viewers: It governs Visitor’s access to and use of IIM website, including any content, features, and services offered through the website. By accessing or using the website, one acknowledges that he/she has read, understood, and agree to be bound by these undermentioned Terms.

• **Intellectual Property Rights**

The content, features, and services provided on IIM website are owned or licensed by IIM-India and are protected by copyright, trademark, patent, and other intellectual property laws. One cannot use any content, features, or services on IIM website without express written permission from IIM.

• **Disclaimers and Limitations of Liability**

IIM website is provided “as is” and without warranties of any kind, either express or implied. It does not guarantee the accuracy, completeness, or timeliness of the information on the website, and also are not responsible for any errors or omissions.

In no event shall IIM-India, its directors, officers, employees, or agents be liable for any direct, indirect, incidental, special, or consequential damages arising out of or in connection with the use of IIM website or the inability to use website, even if one has been advised of the possibility of such damages.

- **Indemnification**

One agree to indemnify and hold harmless IIM-India, its directors, officers, employees, and agents from and against any and all claims, damages, obligations, losses, liabilities, costs, and expenses (including reasonable attorneys' fees) arising out of or in connection with use of website or any violation of these terms.

- **Governing Law and Jurisdiction**

These terms and usage of website shall be governed by and construed in accordance with the laws of the State of West Bengal without giving effect to any choice of law or conflict of law provisions. Any legal action or proceeding arising out of or in connection with these terms or usage of website shall be brought exclusively in the state or federal courts located in Kolkata, West Bengal and one consents to the jurisdiction of such courts.

- **Changes to these Terms**

- ✓ IIM website is not intended for use by children.
- ✓ IIM holds the right to update these Terms from time to time by posting a new version on its website.
- ✓ It is encouraged that viewers must read these Terms periodically to stay informed about any changes.
- ✓ Users continued use of IIM website following the posting of changes to these Terms constitutes one's acceptance of those changes.
 - User is of the age of 18 years, and IIM does not knowingly collect personal information from children. If one is under the age of 18 years, he/she should use the website or provide any personal information to IIM.

- **Procedure to Upload Contents**

The procedure to be followed for uploading the contents on the website would be as given in following paragraphs.

- ✓ IIM Head Office has designated a Developer on Contract, who is responsible for checking the web contents, pertaining to various sections, for its relevance,

accuracy, authenticity and timeliness. The designated Developer caters to the Website requirements in co-ordination with Administration Department at IIM Head Office.

- ✓ The content, with the date for uploading and the date for removing it from the website will be transmitted by e mail, pen drive or any other memory device.
- ✓ The content from various sections will be routed to Admin Section of IIM Head Office for any amendments/modifications /update to extant possible or else for further dissemination to the Web Developer

9.3 Privacy Policy

- **IIM-INDIA Privacy Notice**

- ✓ With respect to any individual whose personal information is provided by anyone to IIM, then he/she represents to IIM that he/she has obtained all necessary consents for the processing of such personal information contemplated by the Services Information.
- ✓ IIM collects two types of information from Users for its website: personal and non-personal information.
 - Personal information is any information that can be used to identify an individual, such as name, email address, phone number, or postal address.
 - Non-personal information is any information that name, email address, phone, identification documents etc. Non-personal information cannot be used to identify an individual such as browser type, bills, contracts, legal usage data. documents, orders, notices, articles, device type, IP address, and other anonymous usage data

- **How IIM uses anyone's Information**

IIM uses Member's personal information to communicate, to provide them with information about IIM's services and benefits, and to process any requests been made by the respective Member. IIM uses Member's information to improve the website, to personalize one's experience, and to provide the Member access to Online Member Directory and payment Gateway for subscribing to various categories of Membership.

- **Information Security**

IIM is committed to protecting the security of one's personal information. IIM website has been developed using a variety of security technologies and procedures to help protect one's personal information from unauthorized access, use or disclosure.

However, no information system can be fully secured, so IIM cannot guarantee the absolute security of one's personal information. Moreover, IIM is not responsible for the security of information one transmits to the Online Services over networks that IIM does not control, including the Internet and wireless networks, and one provides IIM with any information and data at his/her own risk. To the extent permitted by law, IIM shall not be liable or otherwise responsible for any data incident that compromises OR MAY COMPROMISE the confidentiality, SECURITY, integrity, or AVAILABILITY of one's personal information. The safety and security of one's personal information also depends on himself/herself. Where IIM has given User (or where User has chosen) a Username and Password to access the Online Membership Directory Services, then user himself is responsible for maintaining the security and confidentiality of those credentials and not revealing them to others. User must contact IIM immediately if one has reason to believe that his/her Username or Password (if any) has been compromised.

- **Children's Privacy**

IIM website is not intended for use by children under the age of 18 years, and IIM does not knowingly collect personal information from children. If one is under the age of 18 years, one must not use the website or provide personal information from children

- **Responsibilities AND Warranties of Visitors/Members**

One is permitted, and hereby agrees, to only provide personal information to IIM if such personal information is accurate, reliable, and relevant to the relationship and only to the extent such disclosure will not violate any applicable data protection law, statute, or regulation or infringe upon any individual's data privacy rights or privileges.

Changes to This Privacy Policy

IIM may update this privacy policy from time to time by posting a new version on IIM's website. It also encourages the User to read this policy periodically to stay informed about how IIM is protecting user's information.

CHAPTER – 10

The Indian Institute of Metals

10. ENTERPRISE Resource Planning (ERP) implemented at IIM Head Office:

10.1 Preamble:

Currently, IIM Head Office has implemented Enterprise Resource Planning (ERP) which to manage day-to-day business activities such as Finance & Accounts, Membership and Examination.

A complete ERP software on Microsoft Azure platform shall help IIM Head Office to plan, budget, predict, and report on an organization's financial results.

The objective of using the ERP is to tie together a multitude of business processes and enable the flow of data between them and also eliminate data duplication and provide data integrity with a single source of truth.

Today, ERP systems are critical for managing thousands of businesses of all sizes and in all industries. To these companies, ERP is as indispensable as the electricity that keeps the lights on.

Scope of Work :

a) Membership:

- ✓ Shifting of error free data from Existing ERP to the New ERP.
- ✓ Implementation of Revised Categories and Revised Membership Fees.
- ✓ Overcoming all the issues which IIM(Client) is facing during generating various Membership Report from the Existing ERP.
- ✓ Pop-up message if due is not created during enrolment process.
- ✓ Auto-generated report in Membership Module for the Student Members on completing 3 yrs. (Financial Years) after enrolment (only for new enrolments, no changes required for existing Student Members)
- ✓ Mid-year (from August of every year) due creation for the Category 'CM' (IIM-ATM Complimentary Member).
- ✓ List of reports which need to be created will be provided by IIM in due course.
- ✓ Sending of Intimation Letters, Creation of Membership Certificates, Creation of Membership Cards should be done from the New ERP system. Sample will be provided by IIM.
- ✓ Any other work which is not mentioned here but might be required in future to develop Membership Module.

b) Finance:

- ✓ Closure of Audited Accounts for FY 2023-24 onwards and transfer of Assets and Liabilities to the new Year.
- ✓ Formatting of Accounts data for Current and Previous year on real time basis as per Schedule III Format of Companies Act'2013 in respect of Income and Expenditure (New Format), Balance Sheet (New Format) and Cash Flow Reporting.
- ✓ Complete Notes to Accounts presentation of data for Current and Previous year in respect of following Notes:
 - i) Capital Fund
 - ii) Reserve and Surplus
 - iii) Other Non-Current and Current Liabilities
 - iv) Long- and Short-Term Provision
 - v) Trade Payable (Notes and Age Analysis)
 - vi) Property, Plant Equipment (Gross Block, Depreciation & Net Block)
 - vii) Capital work in Progress (Notes and Age Analysis)
 - viii) Non-Current Investments
 - ix) Loans and Advances
 - x) Other Current / Non-Current Assets
 - xi) Trade Receivables (Notes and age Analysis)
 - xii) Cash and Bank Balances
 - xiii) Revenue from Operations (Operating and Other Operating Income) & Other Income
 - xiv) Cost of Material Consumed
 - xv) Employee Benefit Expense
 - xvi) Other Expenses
- ✓ In the Dynamic Reporting MIS, there will be separate reporting Segment between Head Office and Chapter Accounts. Also in the Ledger reporting, Expense / Income / Asset and Liabilities of that that particular Ledger will present (No other Net-off reporting with Other Ledger Headings).
- ✓ Editing option of Sales Invoice will be there in the new system like Journal Voucher.
- ✓ Audit Trail Compliance as per MCA Circular dated 5 Aug 22 is compiled under following points:

- Application and Database configuration related to audit trail is maintained as per Statute.
- List of Application and Database Administrator Users are registered in Audit Trail procedure
- Review of role and access of Administrator or any other Users are in the Scope of Audit Trail
- Sample transaction validation is under the scope for complete financial period
- Ability to identify gaps and issues related to access or audit trail format can be reviewed
- Report submission of Audit Trail on a Quarterly Basis is in the Scope for review and action.
- The Database level Audit logs in relation to Master Creation and change to be enabled.

c) Services:

- ✓ Perform the Services (As specified in the Scope of Work) (i) in a professional, diligent, and timely manner (ii) as per good Commercial practices and within the Budget as mutually agreed.
- ✓ Retain and Utilize a Sufficient Number of Qualified Personnel to perform the Services
- ✓ Maintain Version Control for the Code Base and provide clear Documentation for future maintenance and enhancements
- ✓ Follow industry best practices for documenting code, APIs and other technical aspects of the project.
- ✓ IIM has appointed a Project Manager (such Person the "Project Manager") who shall be assisted by other team members.
- ✓ Assigned Project Manager: Manager: Membership Development and Corporate Communications or Anyone from Administration so nominated based on his/her Skill Sets.
- ✓ Vendor/Developer shall report to/co-ordinate with the Project Manager.
- ✓ The Project Manager may, at any time, assign duties within the Scope of Work and/or delegate to any Person, any of the powers and duties vested in it, upon notice to the Vendor/Developer. The Project Manager may also revoke such assignment or delegation and give notice of the same to the Vendor/developer.

- ✓ The Vendor/Developer shall provide adequate training to all IIM Employees regarding usage and functioning of the Microsoft Azure ERP System sufficiently as and when requested by Client.

d) Maintenance of Records

- ✓ The Developer shall create small training videos on the ERP Modules and submit those links to IIM for future training purpose. This can be done on completion of the Implementation process.
- ✓ IIM shall have Administration access and rights to the ERP Portal.

The Indian Institute of Metals



Post face

The Standard Operating Procedure (SOP) of The Indian Institute of Metals (IIM) is a decisive push towards making a well compiled comprehensive Document that helps Members and Employees of IIM to navigate the daily routine task with all correctness, clarity, precision and consistency in the Organization. It outlines the purpose, procedures, resources and responsibilities of all stakeholders. It is important for running an efficient and compliant business.

It helps eliminate uncertainty about how to complete routine work and ensure the right people are doing the right task at a right time. While no SOP can guarantee performance but they do standardize the best practices across team and organization, thus improving the quality and predictability of outcomes.

Care has been taken to ensure that this Document does not become too large and unwieldy with wordy, technical information such that it becomes harder to understand and comprehend for implementation of instructions. With the roll-out of many new initiatives and achievements in the current Council Year, it was felt now an ideal opportunity to do things effectively and differently while learning from our past experiences and strive to achieve more. We do understand that challenges we will face in future will be more complex but the bold goals that we have envisioned for our organization will be aimed at bringing a systematic and transformative change through strictly following this SOP.

As a Secretary General of an esteemed institution, I am confident of our strategic plans, proud of our accomplishments and inspired by the extraordinary people of this great organization which just celebrated its Platinum Jubilee recently - from the remarkable resilience of the members to the relentless spirit of our colleagues and the insurmountable courage of our partners and supporters.

I shall be failing in my duty if I do not mention name Mr Bhaskar Roy, Chairman AFRC, Dr. D De Sarkar, Co-Chairman, AFRC, Prof. Santanu Ray, Member, AFRC, Ms Atashi Saha and Mr. Provash Paul from Head Office who have contributed immensely with their hard work and editorial efforts in this journey in giving shape to this Document.

I would also like to highlight the outstanding contribution of all our APEX, former Presidents and eminent personalities who have played critical decisive roles in IIM by way their leadership, knowledge, wisdom and experience.

Lastly, all members may kindly study and apprise themselves of the rules and guidelines to be adopted with effect from 01 August 2024 subject to ratification by the Council and adopted by the AGM on 20 July 2024.

This policy document is to be read and implemented in conjunction with other relevant provisions as and when adopted and incorporated after necessary approval from the Institute's Council from time to time.

With gratitude,
Brig Arun Ganguli (Retd)
Secretary General, IIM

Appendices

The Indian Institute of Metals

APPENDICES

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Appendix I

The Indian Institute of Metals

Appendix I(A)

Induction of New Council Members

FORM 'DIR-8'

Intimation by Director

[Pursuant to Section 164 (2) and rule 14 (1) of Companies (Appointment and Qualification of Directors) Rules, 2014]

Registration No. of Company : 015157

Nominal Capital : 0

Paid-up Capital : 29694167

Name of Company : The Indian Institute of Metals

Address of its Registered Office: Metal House, Plot 13/4, Block AQ, Salt Lake,
Sec V, Kolkata 700 091

To

The Board of Directors

The Indian Institute of Metals

I, _____, S/o _____, resident of _____

Director of the company hereby give notice that I am/was a director in the following companies during _____

Sr. No.	Name of the Company	Date of Appointment	Date of Cessation

I further confirm that I have not incurred disqualification under section 164(2) of the Companies Act, 2013 in any of the above Companies, in the previous financial year, and that I, at present, stand free from any disqualification from being a director.

Signature: _____

Name of the Director:

DIN:

Date :

Appendix I (B)

FORM MBP.1

Notice of interest by director

[Pursuant to section 184 (1) and rule 9(1)]

To

The Board of Directors

..... Limited

Dear Sir(s)

I,, son/daughter/spouse of, resident of, being a Director in the company hereby give notice of my interest or concern in the following company or companies, bodies corporate, firms or other association of individuals:-

I.

Sl No.	Names of The Companies /Body corporate / firms/ association of individuals	Nature of interest or concern/Change in interest or concern	Shareholding	Date on which interest or concern arose/changed

Signature:

MD/Director/Secretary/Whole time Director

Place :

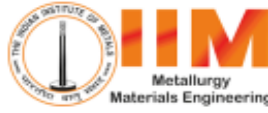
Date :

Appendix-II

The Indian Institute of Metals

Appendix II

IIM HO Leave Application Form Sample for Employee



THE INDIAN INSTITUTE OF METALS
"METAL HOUSE" Plot 13/4, Block : AQ
Sector : V, Salt Lake, Kolkata – 700091

Date:

Sub: Application for Leave [PL/ SL/CL/GL/LTC]

Dear Sir:

I (.....) would like to request you to grant me Casual / Privilege /
LTC/ Sick Leave for.....day.....on/
from.....to.....on account of
.....
.....

My contact address during leave will
be.....
.....
.....
[Mandatory Field]
Mobile No.

Signature of the Applicant

(For Office Use Only)

Number of leave [s] due

Signature
Nabatara Mitra

Recommended / Not Recommended

Approved / Not Approved

Signature
Line Manager
Dt :

Signature
Atashi Saha, DGM
Dt :

Signature
Brig Arun Ganguli (Retd), SG
Dt :

(For Office Use Only)

Leave Noted :

Signature
Nabatara Mitra

Appendix-III

The Indian Institute of Metals

INDIVIDUAL MEMBERSHIP
THE INDIAN INSTITUTE OF METALS

The Indian Institute of Metals

Phone: 033-2367-5004; Mobile: 7583965253 / 9038086329

'Metal House', Plot No- 13/4, Block-AQ, Sector-V, Salt Lake, Kolkata-700 091

E-mail: membership@iim-india.net

memberenrolment@iim-india.net

Website: www.iim-india.net

For Individuals:

- Member
 Life Member
 Professional Member
- Please ✓ applicable

1. Name in Block Letters

Mr/Mrs/Miss _____
 First Middle Last

2. Date of birth _____

3. Father's Name/ Husband's Name _____

4. Address for correspondence:	<u>Phone:</u>
	<u>Mobile:</u>
	<u>E-mail (in CAPITAL):</u>

5. Home Address & Home Communications	<u>Phone:</u>
	<u>Mobile:</u>
	<u>E-mail (in CAPITAL):</u>

6. Academic & Professional Qualifications :

7. Professional Experience:

8. Present Occupation /Designation

9. Primary Field of Interest: (please mark 1,2,3 in the in order of preference)

<input type="checkbox"/> FERROUS <input type="checkbox"/> NON FERROUS <input type="checkbox"/> METAL SCIENCE <input type="checkbox"/> ENERGY & ENVIRONMENT <input type="checkbox"/> OTHERS					
Production <input type="checkbox"/> Ferrous	Sponge <input type="checkbox"/> Iron	Production <input type="checkbox"/> Non Ferrous	Copper <input type="checkbox"/>	Aluminium <input type="checkbox"/>	Lead / Zinc <input type="checkbox"/>
Forging <input type="checkbox"/>	Casting <input type="checkbox"/>	Pipes <input type="checkbox"/>	Mining & Beneficiation <input type="checkbox"/>	Quality control <input type="checkbox"/>	Manufacturing <input type="checkbox"/>
Equipment <input type="checkbox"/>	Design & Engineering <input type="checkbox"/>	Infrastructure <input type="checkbox"/>	Research & Development <input type="checkbox"/>	Consultancy <input type="checkbox"/>	Education <input type="checkbox"/>
Any other field(s) of interests, not enlisted above:					

Appendix III (A) (Contd.)

10. Individual Membership Payment Details ;					
Payment should be made by cheque / DD favouring "The Indian Institute of Metals" , payable at Kolkata					
Amount (Rs.)		Cheque / D.D. No		Dated :	
Bank Name			Branch		

11. Subscription details:

Category	Amount Payable		
	Admission Fee (One time)	Subscription	Courier / Speed Post Charge
Member (for engineering background professional)	Rs 300	Rs 1,500 (annual)	Rs 50
Life Member (for engineering background professional)	Rs 300	Rs 15,000 (one-time)	Rs 50
Professional Member (for non-engineering background professional)	Rs 400	Rs 15,000 (one-time)	Rs 50

12. Declaration by the applicant

If elected, I agree to accept to pay the prescribed subscription, to abide by the Articles of Association of the Institute and to promote its aims and objects.					
<hr style="width: 30%; margin: 0 auto;"/> Signature of the Applicant					

13.	For IIM Office Use Only				
Membership No.		Date of Enrolment		Chapter	
Amount Paid (Rs)		Receipt No. / Date			

Appendix III (B)



CORPORATE MEMBERSHIP THE INDIAN INSTITUTE OF METALS

**Application
Form**

The Indian Institute of Metals

'Metal House', Plot No- 13/4, Block-AQ, Sector-V, Salt Lake, Kolkata-700 091

Phone: 033-2367-5004; Mobile: 7583965253 / 9038086329

E-mail: membership@iim-india.net

memberenrolment@iim-india.net


Website: www.iim-india.net

Patron Member

Donor Member (One-time Fee)

Donor Member (Annual Fee)

Please \checkmark applicable

1.	Organization _____			
2.	Organization Head Office Address:		Phone: _____	
			E-mail (in CAPITAL): _____	
			Website: _____	
3.	Organization Plant / Factory Address(s):			
			3.1	Phone: _____
				E-mail (in CAPITAL): _____
			3.2	Phone: _____
				E-mail (in CAPITAL): _____
			3.3	Phone: _____
	E-mail (in CAPITAL): _____			
4.	Organization Business Area(s) _____			
5.	Confidential Information:		 <div style="border: 1px solid black; padding: 5px; text-align: center;">Scan & Pay</div>	
5.1	Annual Turnover [Rs Crores] _____			
5.2	Total Man Power [Numbers] _____			
6.	Nominated Person with Designation _____			
6.1	Address of nominated person for correspondence:		Phone: _____	
			E-mail (in CAPITAL): _____	
7.	Corporate Membership Payment Details ;			
	Amount (Rs.)	Cheque / D.D. No	Dated :	
	Bank Name	Branch		

Appendix III (B) Contd.

8.	Organization Authorized Signatory _____ (Name & Designation)	
9.	IIM Corporate Membership Fee	
	Patron Member (If the Annual Turnover is >5 Cr.)	One time subscription of Rs 2,50,000
	Donor Member (If the Annual Turnover is <5 Cr.)	One time subscription of Rs 1,50,000 / Rs 15,000 per annum

10.	For IIM Office Use Only				
	Membership No.		Date of Enrolment		Chapter
	Amount Paid (Rs)		Receipt No. / Date		

The Indian Institute of Metals

THE INDIAN INSTITUTE OF METALS

The Indian Institute of Metals
'Metal House', Plot No- 13/4, Block-AQ
Sector-V, Salt Lake, Kolkata-700 091

Examination Dept. Phone No.: 033-2367-7089

General Query: 033-2367-5004

E-mail: membership@iim-india.net

memberenrolment@iim-india.net

Website: www.iim-india.net

1. Name in Block Letters

Mr/Mrs/Miss _____

First

Middle

Last

2. Date of birth

3. Father's Name/ Husband's Name

4. Address for correspondence:

Phone:

Mobile :

E-mail (in CAPITAL):

5. Home Address & Home Communications:

Phone:

Mobile :

E-mail (in CAPITAL):

6. Academic & Professional Qualifications :

7. Primary Field of Interest : (please mark 1,2,3 in the in order of preference)

FERROUS NON FERROUS METAL SCIENCE ENERGY & ENVIRONMENT OTHERS

Production <input type="checkbox"/> Ferrous	Sponge <input type="checkbox"/> Iron	Production <input type="checkbox"/> Non Ferrous	Copper <input type="checkbox"/>	Aluminium <input type="checkbox"/>	Lead / Zinc <input type="checkbox"/>
Forging <input type="checkbox"/>	Casting <input type="checkbox"/>	Pipes <input type="checkbox"/>	Mining & Beneficiation <input type="checkbox"/>	Quality control <input type="checkbox"/>	Manufacturing <input type="checkbox"/>
Equipment <input type="checkbox"/>	Design & Engineering <input type="checkbox"/>	Infrastructure <input type="checkbox"/>	Research & Development <input type="checkbox"/>	Consultancy <input type="checkbox"/>	Education <input type="checkbox"/>

Appendix III (C)

Notes :

Please attach attested copies of Mark Sheets / Certificates wherever necessary.

8. Declaration by the applicant

I agree to accept to pay the prescribed subscription, to abide by the Articles of Association of the Institute and to promote its aims and objects.

Signature of the Applicant

9.	For IIM Office Use Only				
	Membership No.		Date of Enrolment		Chapter
	Amount Paid (Rs)	N.A.	Receipt No. / Date	N.A.	

[* This free Membership is offered for 3 years. If you are continuing your studies after the tenure of this Membership, you need to apply for a New Student Membership with the supporting documents.](#)

THE INDIAN INSTITUTE OF METALS

The Indian Institute of Metals 'Metal House', Plot No- 13/4, Block-AQ, Sector-V, Salt Lake, Kolkata-700 091	Phone: 033-2367-5004; Mobile: 7583965253 / 9038086329 E-mail: iim.membership@ymail.com iim.member.subscriptions@gmail.com Website: www.iim-india.net
---	--

For Individuals:

1. Name in Block Letters *

Mr/Mrs/Miss _____

First

Middle

Last

2. Date of birth *

3. Father's Name/ Husband's Name *

4. Address for correspondence: *

Phone* : _____

Mobile* : _____

E-mail (in CAPITAL)* : _____

5. Home Address & Home Communications: *

Phone* : _____

Mobile* : _____

E-mail (in CAPITAL)* : _____

6. Academic & Professional Qualifications* :

7. Professional Experience* :

8. Present Occupation /Designation*

9. Primary Field of Interest: (please mark 1,2,3 in order of preference)

<input type="checkbox"/> FRRIOUS <input type="checkbox"/> NON FERROUS <input type="checkbox"/> METAL SCIENCE <input type="checkbox"/> ENERGY & ENVIRONMENT <input type="checkbox"/> OTHERS					
Production <input type="checkbox"/> Ferrous	Sponge <input type="checkbox"/> Iron	Production <input type="checkbox"/> Non Ferrous	Copper <input type="checkbox"/>	Aluminium <input type="checkbox"/>	Lead / Zinc <input type="checkbox"/>
Forging <input type="checkbox"/>	Casting <input type="checkbox"/>	Pipes <input type="checkbox"/>	Mining & Beneficiation <input type="checkbox"/>	Quality control <input type="checkbox"/>	Manufacturing <input type="checkbox"/>
Equipment <input type="checkbox"/>	Design & Engineering <input type="checkbox"/>	Infrastructure <input type="checkbox"/>	Research & Development <input type="checkbox"/>	Consultancy <input type="checkbox"/>	Education <input type="checkbox"/>
Any other field(s) of interests, not enlisted above:					

Appendix III(D)

Eligibility Criteria

A candidate for admission to the class of Members;

AND

- (i) Shall hold the bachelor's Degree in Metallurgy or equivalent discipline from an Institute recognised by the Council or should have passed Parts I and II Examinations held by the IIM
OR
- (ii) Shall hold a Master's Degree in Metallurgy or equivalent degree recognised by the Council
OR
- (iii) Shall hold a Bachelor's Degree in Engineering disciplines other than Metallurgy or equivalent or a Master's Degree or Doctorate in Physics or Chemistry or Geology
OR
- (iv) Shall be a Diploma Holder in Metallurgy with at least 3 years experiences;
OR
- (v) Shall be a Diploma Holder in Engineering other than Metallurgy / B.Sc. with Physics, Chemistry, Mathematics/Geology and at least 3-year experience;
OR
- (vi) Shall hold a Degree from a recognised University.

Terms and Conditions of the Membership

1. The above membership is given Complimentary to the participants of the IIM ATM only.
2. Post completion of the free membership period, Members are requested to upgrade their membership to Ordinary Member / Life Member / Professional Member, as relevant. Otherwise, the membership will cease to exist after the stipulated period.
3. Application for Membership shall be submitted on the Institute's prescribed form.
4. This Special Category of Members shall have all the rights and privileges enjoyed by members except that they will NOT be entitled for voting / contest any election / nominated as Office Bearers.
5. Every Member of the Institute enjoys the right to resign his/her membership of the Institute on giving One Month's Notice in writing to the Council.
6. Any Member if found indulged in any illegal / anti-social / anti national activities / against the interest of IIM shall be terminated from Membership with immediate effect.

Appendix-IV

The Indian Institute of Metals

Appendix IV

Detail Form (Application for attending Short Term Course)

To be filled by all applicants who are willing to attend the Course

1. Name of the Applicant _____
2. Payment Receipt (Proof of Payment) and continue filling the form
3. Mobile Contact Number of the applicant _____
4. Email ID for correspondence _____
5. Registration Category _____
 - Organizational (By Nomination from the Company)
 - Individual (Self Nomination)
6. Current Designation and Affiliation _____
7. IIM Membership Status
 - Member
 - Non-Member
8. IIM Membership Number (Mention Not Applicable if not a member) _____
9. Did you attend any Short Term Course organised by IIM in the past? _____

Appendix-V

The Indian Institute of Metals

Appendix V (A)

REGULAR CHAPTER PERFORMANCE METRICS				
SL No.	Parent Metric	Description	Marks allotted	Marks earned
1.	Organizational 12	(a) Conduct Chapter AGM latest by May 21 st	06	
		(b) Chapter Office Bearers representation in CRC meetings, held twice a year	02	
		(c) Chapter should hold an Executive Committee meeting at-least twice in a quarter	04	
2.	Financials 13	(a) Compliance to Financial Audit by timely submission of the audited accounts, latest by 31st May	04	
		(b) Preparing budget for financial and all other activity by 30th April and sharing the same with HO.	03	
		(c) Signing of MoU and Sharing of appropriate apportionment of Surplus with IIM HO against each seminar/workshop and conferences held under IIM banner within 3 months from the completion of the Event, duly audited.	06	
3.	Activities 30	(a) Organizing workshops, seminars, technical talks & conferences, at-least twice in a quarter.	15	
		(b) Conducting student activities at graduate or school level on metallurgy & materials engineering and promoting/helping AMIIM activities, at least twice in a quarter	15	
4.	IIM Awards Nominations 05	(a) No of duly filled in Nominations from each Chapter for IIM Awards (1 marks for each Nomination, Maximum up to 5)	05	
5.	Communication 10	(a) Chapter should have a distinct website which should be updated with all relevant information, time & again. The Chapter website should be linked to the Institute's website.	05	
		(b) Response to emails / GST related correspondences & compliance by submission of all GST related credentials on real time basis.	05	
6.	Membership 30	(a) Acquisition of New Members in a financial year [Large Chapters: 80 Members (Minimum); Medium Chapters: 40 Members (Minimum); Small Chapters: 20 Members (Minimum) For every five patrons & donor members, 1 Bonus point	20	
		(b) Retaining existing members: Defaulter rate should be in a range of 0%-10, 5%-1	10	

Appendix V (B)

STUDENT AFFILIATE CHAPTER PERFORMANCE METRICS				
	Parent Metric	Description	Marks allotted	Marks earned
	Organizational 20	(a) At least one representation in the CRC Meeting.	06	
		(b) Representation of one Student as Invitee in at least one Council Meeting in a Council Year.	06	
		(c) Should have at least one monthly meeting with the Regular Chapter. The same should be informed to IIM-HO.	08	
	Financials 10	(a) Compliance to Financial Audit by timely submission of the Audited Accounts/ Utilization Certificate to the Regular Chapter and Head Office, latest by 31st May.	05	
		(b) Preparing budget for financial and all other activity by 30th April each year and sharing the same with the Regular Chapters	05	
	Activities 30	(a) Organizing workshops, seminars, technical talks & conferences, at-least twice in a quarter in co-ordination with the respective Regular Chapters.	20	
		(b) The Activity Reports should be submitted to both the Regular Chapter and IIM Head Office on completion of the Event	10	
	IIM Awards Nominations 10	(a) Nominations to be submitted for IIM Students Prize, IIM Vidya Bharathi Prize, Dr. AK Bose Gold Medal, Distinguished Educator Award. (1 mark for each Nomination, Maximum up to 4)	04	
		(a) Nominations to be submitted for IIM Start-Up Award for Materials Technology (2 marks for each Nomination, Maximum up to 6)	06	
	Membership 30	(a) Acquisition of New Members in a financial year [Enrolment of At least 30 IIM Student Members every year]	20	
		(b) Retaining existing Student members: Defaulter rate should be in a range of 0%-10, 5%-1	10	
	Total marks allotted : 100		100	

Appendix- VI

The Indian Institute of Metals

Appendix VI (A)

Application Format for Submission of Nominations /Applications

IIM-Materials Technology Start-up Award

I) Name of the Sponsoring Organization/Chapter/IIM Member

II) Name of the Person/s Nominated

III). Designation

IV). Date, Place of Birth & Citizenship

V). Education Qualifications details (in chronological order)
(Each field of minimum 2 rows required)

Supporting Credentials – Softcopy to be attached.

VI). Membership of Academic/Business bodies, Awards & Hons received

Supporting Credentials – Softcopy to be attached.

VII). Start-up Entity / Company Details

a) Company Age :

Appendix VI (A) (Contd.)

b) Company Type :

c) Turnover :

d) Technological innovativeness :

e) Fulfilment of critical needs of the country:

f) Potential to generate employment :

g) Revenue generation :

Supporting Credentials – Softcopy to be attached.

VIII). Names & email of 2 persons who are familiar with the work and achievements of the applicant to whom a confidential reference can be made to assess the value of the achievement

IX) Contact # and Email of the Nominee/s

Appendix VI (B)

IIM- JRD Tata Award for Excellence in Corporate Leadership

THE INDIAN INSTITUTE OF METALS					
PROFORMA FOR NOMINATION					
IIM SPECIAL AWARDS					
IIM- JRD Tata Award for					
“EXCELLENCE IN CORPORATE LEADERSHIP IN METALLURGICAL INDUSTRIES”					
Nomination For: IIM – JRD Tata Award for “EXCELLENCE IN CORPORATE LEADERSHIP IN METALLURGICAL INDUSTRIES”,2024				Important: 1. Nomination to reach: Secretary General, IIM, by 31st August 2024, via email, in the prescribed format. 2. Age Limit – OPEN	
1. Nominated by:					
1.1					Name:
	<input type="radio"/>	Hon Member	<input type="radio"/>	Former President	Address:
	<input type="radio"/>	Former Secretary General	<input type="radio"/>	Council Member	
	<input type="radio"/>	Fellow	<input type="radio"/>	Chapter Chair	
	<input type="radio"/>	Corporate Member	<input type="radio"/>		e-mail
of The Indian Institute of Metals					Phone:
1.2					
	Public Sector Select Industries / Organizations				Organization:
	Private Sector Select Industries/ Organizations				
	Select Institutions, Industry & Business Organizations engaged in, and/or representing the metals and related industries				Address
					e-mail
					Phone

Appendix VI (B) (Contd.)

2	Personal Information:		
2.1	Name of the Person Nominated:		
2.2	Date of Birth	DD...../ MM...../ YY.....	
2.3	Designation:		
2.4	Organization:	Name:	
		Address:	
		e-mail:	
		Phone:	
2.5	Educational Qualifications:		
2.6	Professional Experience		
2.7	Membership of professional bodies etc.		
2.8	Awards & Honours received:		

Appendix VI (C)

Self-Declaration

Self-Declaration by 2024 IIM Awards Nominee

I _____ working as _____, Name of the Organisation, hereby declare that there is no legal proceeding pending in any court of law against me, as on date. The declaration given by me is true to the best of my knowledge

Signature & Date:

Name of the Candidate:

Affiliation:

Appendix VI (D)

APPLICATION PROFORMA FOR IIM-ASM Visiting Lecture Program 2024

1.Name of the Person	
2.Present Occupation & Designation	
3.Address for correspondence	
4.Date & Place of Birth	
5.Educational Qualifications (in chronological order)	
6. Professional Experience (in chronological order)	
7. List of Publications, Patents	
8. Membership of Professional Societies	
9. Professional Awards/Honors received	
10. Specific achievements in Metallurgy profession (max. 200 words)	
11. Visits planned in North America during the next financial year under the program	
12. Proposed Title of the talk & corresponding abstracts	

Signature of the Applicant

*[Please enclose credentials as relevant]

Appendix VI (D)

IIM-SJE Partial Grant Application Form

(Please attach Bio-Data along with List of Publications)

1. Name :

2. Designation: _____

3. Address

: _____

Phone : _____

Email: _____

4. Name of Symposium/Conference:

5. Date/Venue of the Symposium/Conference:

6. Whether paper accepted? (attach copy of acceptance letter along with an abstract of accepted paper):

7. Anticipated Expenditure for participation:

(a) Air Travel:

(b) Registration Fee:

(c) Local Expenses:

(d) Others, if any:

Total:

8. Financial Support available from other Sources: _____

9. Amount of support requested from IIM (maximum limit: Rs. 30,000):

10. Other sources to which application for travel support is submitted: _____

Signature of the Applicant

Signature and designation of the Forwarding authority

Note: Scan this filled in form and send to rahul@metal.iitkgp.ernet.in along with CV, Paper Acceptance Letter /E-Mail from Organisers and abstracts.

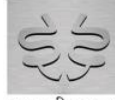
Encl: 1. CV

2. Paper acceptance letter/e-mail from organisers

3. Abstract

Appendix- VII

The Indian Institute of Metals



इस्पाती इरादा

CERTIFICATE
Lifetime Achievement Award
NMA-2022

Prof. U Kamachi Mudali

The award is conferred on Prof. Mudali in recognition of his demonstrated innovative and visionary leadership. His pioneering work in R&D, Academics & Industry is phenomenal

Date : 22nd November, 2023
Venue: KIIT Bhubaneswar

Hon'ble Union Minister
of State for Steel and
Rural Development

NMA CERTIFICATE & MEMENTO LAYOUT/SAMPLE DESIGN





NATIONAL METALLURGIST AWARDS 2022

Lifetime Achievement Award

CITATION

Prof. U KAMACHI MUDALI

Prof. Uthandi Kamachi Mudali, Vice Chancellor, Homi Bhabha National Institute, Mumbai and Former President, IIM is a renowned Metallurgist & Materials Engineer, a global scientific leader, an innovative path breaker, and an impeccable mentor in advancing India's R&D capabilities who has made pioneering contributions in the development of advanced materials, coating technologies, and corrosion prevention and control methodologies, for over four decades.

Few of Prof. Mudali's exemplary contributions are as follows:

- ✳ Stellar research in the field of advanced and specialty materials, championed never-before innovations in materials and corrosion engineering, and taken over the mantle of various Indian think tanks.
- ✳ Phenomenal Work in the field of corrosion science, technology and engineering with 12000 citations, 280 i-index and 50 h-index.
- ✳ Salvaged several Indian nuclear, chemical, and allied industries on matters relating to cost saving and production oriented metallurgical and corrosion related problems.
- ✳ Remarkable Work in materials selection, design improvement, quality fabrication and sustained performance of various components for fast breeder reactor and associated fuel cycle facilities of the Department of Atomic Energy at Kalpakkam.

Ministry of Steel, Government of India is proud to honour Prof. U. Kamachi Mudali with the Lifetime Achievement Award for the year 2022, for his valuable and path-breaking research and contributions to the metallurgical and materials field over the last four decades.

SAMPLE LAYOUT OF NMA CITATION

Appendix-VIII

The Indian Institute of Metals

THE INDIAN INSTITUTE OF METALS
Kolkata



IIM-TSL NEW MILLENNIUM AWARD

This is to certify that

Mr. Sharad Raghunath Suryawanshi

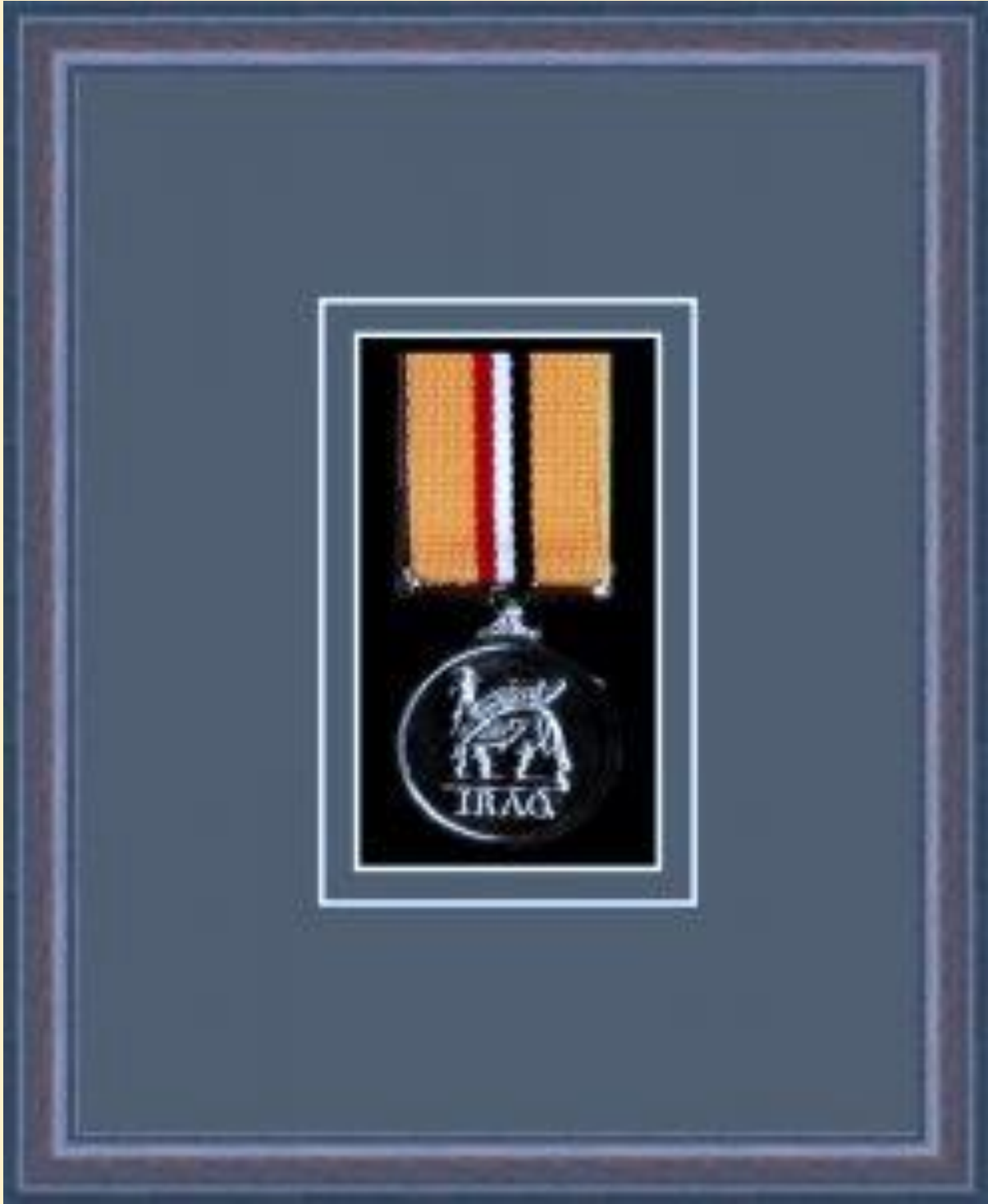
*Executive Director (Works), SAIL, Rourkela Steel Plant, Rourkela has been awarded the **2023 IIM-TSL NEW MILLENNIUM AWARD**, in recognition of his Original Contributions in the area of Blast Furnace-based Iron Making.*

Secretary General

President

23rd November, 2023
(KIT, Bhubaneswar)

IIM AWARDS CERTIFICATE SAMPLE LAYOUT



**SAMPLE LAYOUT OF SILVER CASTED PLATINUM/GOLD MEDAL
IN A METAL FRAME (IIM Award)**

Appendix-IX

The Indian Institute of Metals

Appendix IX

Memorandum of Understanding [MoU]

Event Name
[Date]
Organised by
Organizing Chapter Name
In Association with
Any other Professional Body

Preamble

1. The Indian Institute of Metals was formed with an objective to promote and advance the study and practice of the science and art of making, shaping and treating of metals and alloys, to encourage, assist and extend knowledge and information connected with the art and science of making, shaping and treating of metals and alloys, whether by establishment and promotion of lectures, discussions, correspondence or publications of Transactions, by the holding of conferences and meetings for the Discussion of papers, by the formation of libraries, by the foundation and endowment of professorships, studentships, scholarships and prizes or by encouraging research work or howsoever otherwise.

The Institute's **Head Office** is based out of the following address:

"Metal House"
Plot 13/4, Block AQ, Sector-V,
Salt Lake, Kolkata-700091

Currently, the Institute operates through its 47 Chapters, located pan India.

Any IIM Chapter, Government, P.S.U, Private Organization, NGO or similar type of Professional Body registered under the Societies Act or Companies Act may organize an educational or promotional event/ professional workshop/ seminars etc. jointly with IIM HO.

This Memorandum of Understanding (MoU) is entered into by and between the following entities on(Date)

- Event Type:
- Title: Event Name
- Organised by:..... IIM Chapter's Name

Advisor: The Indian Institute of Metals Head Office, Metal House, Plot No 13/4, Block AQ, Sector-V, Salt Lake, Kolkata-700091

The purpose of this MoU is to clearly identify the roles and responsibilities of each party as they relate to a particular conference/seminar/short term course, as organised by any Chapter, in association with IIM HO.

1.1 MoU Representations:

IIM Head office will be represented by the Secretary General or his/her representative. IIM Chapter will be represented by the Convener and Chairman. The Agreement shall be effective from the date it is signed between both parties. In particular, this MoU is

Appendix IX(Contd.)

intended to be adhered by all IIM Chapters on the following laid down conditions while organising any of such aforesaid events.

2. Obligations:

A] IIM HO Clause:

1. Prior approval by the President or Secretary General on behalf of the Council is a must prior organising any event/workshops/ symposiums/ conferences/ short term courses at Chapter level.

2. The Memorandum of understanding has to be signed between the proposing party who is organising the event along with IIM Chapter; and the President/ Secretary General of IIM duly approved by the Council.

3. After the execution of the agreement between IIM HO/IIM Chapter and organiser of the event, the IIM HO may allow / undertake the following as and when required.

- a) Listing in IIM Website
- b) Intimation to entire membership by email
- c) Listing in IIM Metal News before and after the conclusion of the event as a part of IIM Metal News monthly report
- d) Use of IIM PAN Card to receive funds and operating an account solely for the said event.

B] Chapter clause:

1. The chapter should inform all the details about the event to IIM H.O. including scope and committee formed for the proposed event.
2. Any two IIM HO representatives will be exempted from the delegate registration fees.
3. The chapter should submit the copies of the financial budget, the statement of accounts duly audited; activity report i.e., total no. of invitees / participants utilization of the fund in connection with the event.
4. The chapter should comply with the details of the event within six months from the event conclusion.
5. The chapter should adhere to all the statutory laws and local law, if any, for conducting the event.
6. It is to be noted that if there is any financial loss as outcome of the event performed by the chapter, IIM H.O. has no obligation or liability for the same.
7. Discounted registration fees for IIM Members.
8. It is agreed between the IIM chapters and IIM H.O. that the profit-sharing ratio should be in the following manner.

For a profit of INR up to 5 Lakh: 40% of the surplus to IIM H.O.

For a profit of INR 5.01 Lakh -10 Lakh: 35 % of the surplus to IIM H.O.

For a profit of 2 INR 10 lakh: 30% of the surplus to IIM H.O.

Appendix- X

The Indian Institute of Metals

Appendix X(A)

THE INDIAN INSTITUTE OF METALS
(Limited by Guarantee)
BALANCE SHEET AS AT 31ST MARCH 2024

LIABILITIES	As on 31/03/2024		As on 31/03/2023	
	DETAILS	TOTAL	DETAILS	TOTAL
	Rs.	Rs.	Rs.	Rs.
CAPITAL FUND				
As per Last Balance Sheet	-		-	
Add : Admission Fees	-		-	
Donor Member	-		-	
Patron Member	-		-	
Life Membership Fees	-		-	
Life Asso. Memb. Fees	-		-	
Fellow	-		-	
Professional Member	-	-	-	-
DONATIONS				
As per Last Balance Sheet	-		-	
Add : Contribution During the Year	-	-	-	-
GENERAL FUND		-		-
CHAP. & HEAD OFFICE BUILDING FUND				
As per Last Balance Sheet	-		-	
Add. : Contribution During the Year	-		-	
Less : Expenses During the Year	-		-	
		-		-
PRIZE FUND				
As per Schedule	-	-	-	-
PUBLICATION FUND				
As per Last Balance Sheet	-	-	-	-
OTHER FUNDS				
As per Schedule	-	-	-	-
CURRENT LIABILITIES & PROVISIONS				
Sundry Liabilities for Expenses	-		-	
Provision for income tax A.Y.- previous years	-		-	
Remittance Pending Corelation	-		-	

Appendix X (A) (Contd.)				
Stale Cheque	-		-	
Security Deposits	-		-	
Other Liabilities (Creditors)	-		-	
Gratuity Provision	-		-	
Accrued Leave Provision	-	-	-	-
DEFERRED INCOME				
Lease Consideration	-		-	
Less : Amortised During the Year	-	-	-	-
ADVANCES RECEIVED PENDING ADJUSTMENT				
As Per Schedule				
Advances	-		-	
Seminar	-	-	-	-
TOTAL LIABILITIES		-		-

The Indian Institute of Metals

Appendix X(B)

THE INDIAN INSTITUTE OF METALS
(Limited by Guarantee)
BALANCE SHEET AS AT 31ST MARCH 2024

ASSETS	As on 31/03/2024		As on 31/03/2023	
	DETAILS	TOTAL	DETAILS	TOTAL
	Rs.	Rs.	Rs.	Rs.
FIXED ASSETS				
As per Schedule		-		-
Capital in work in Progress		-		-
INVESTMENTS (AT COST)				
If any put the name here		-		-
If any put the name here		-		-
If any put the name here		-		-
If any put the name here		-		-
INVESTMENT EARMARKED FOR GRATUITY LIAB.				
In Fixed Deposit with Scheduled Bank	-		-	
In Fixed Deposit with Other Bank	-	-	-	-
PRIZE INVESTMENTS				
As per Schedule		-		-
If any put the name here		-		-
If any put the name here		-		-
If any put the name here		-		-
CURRENT ASSETS , LOANS & ADVANCES	-	-	-	-
1. Interest Accrued but not due				
i) Gratuity Fund	-		-	
ii) Other Investments	-		-	
2. Other Receivables	-		-	
Appendix XII(B)				
3. STOCK (At cost- Certified by Management)				
Stock of Paper	-		-	
Stock of Publications	-		-	
<i>Less: Provision for Non Moving Stock</i>	-		-	
4. SUNDRY DEBTORS				
Outstanding for a Period Exceeding 180 days	-		-	
Other Debtors	-		-	
5. CASH & BANK BALANCES				
Cash in Hand at Head Office & Chapters (As Certified by Management)	-		-	

Appendix X (B) Contd.				
In Current Account with Scheduled Banks (Name the Bank)	-		-	
In Current Account with Scheduled Banks (Name the Bank)	-		-	
In Current Account with Scheduled Banks (Name the Bank)	-		-	
In Savings Account with Scheduled Banks (Name the Bank)	-		-	
In Savings Account with Scheduled Banks (Name the Bank)	-		-	
In Savings Account with Scheduled Banks (Name the Bank)	-		-	
Remittance in Transit	-		-	
6. IN F. D.'S WITH SCHEDULED BANKS				
Bank Name	-		-	
Bank Name	-		-	
Bank Name	-		-	
Bank Name	-	-	-	-
LOANS & ADVANCES				
As per Schedule				
Advances (Recoverable in cash or in kind or for value to be received)	-		-	
Loan Account	-		-	
Seminar Advances	-		-	
Prepaid Expenses	-		-	
Income Tax Deducted at Source	-		-	
Any other	-		-	
Balance if any which is under Reconciliation	-	-	-	-
DEPOSITS				
Govt. Departments	-		-	
Others	-		-	
		-		-
TOTAL ASSETS			-	-

Appendix X(C)

THE INDIAN INSTITUTE OF METALS (LIMITED BY GUARANTEE)

PROFIT & LOSS ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 2024

F.Y. - 2020-21	As on 31/03/2024		As on 31/03/2023	
	DETAILS	TOTAL	DETAILS	TOTAL
	Rs.	Rs.	Rs.	Rs.
INCOME				
By Subscriptions		0.00		0.00
Grants				
PUBLICATION				
By Transactions Subscription	0.00		0.00	
" Contb. To Transaction Printing	0.00		0.00	
" IIM Metal News Subscription	0.00		0.00	
" Exams & Others	0.00		0.00	
" Misc. Publication Receipts	0.00	0.00	0.00	0.00
By Advertisement Receipts		0.00		0.00
" AMIIM Examination Receipts		0.00		0.00
" Interest and Dividend Receipts		0.00		0.00
" Income from Seminars & Short Term Course	0.00		0.00	
Less : Deficit from Seminars & Short Term Course	0.00		0.00	
		0.00		0.00
By NMD / ATM		0.00		0.00
" MMMM Technical Seminar	-	0.00	-	0.00
" Misc. Receipts		0.00		0.00
" Contributions for Meeting Expenses		0.00		0.00
" Service Charges		0.00		0.00
" Donation Receipts		0.00		0.00
" Amortisation of Lease Consideration		0.00		0.00
" Previous Year Adjustment		0.00		0.00
" Provision not Required Written Back		0.00		0.00
" Profit on sale of Units		0.00		0.00
Total		0.00		0.00

Appendix X (C)				
EXPENDITURE	As on 31/03/2024		As on 31/03/2023	
	DETAILS	TOTAL	DETAILS	TOTAL
	Rs.	Rs.	Rs.	Rs.
ESTABLISHMENT				
To Salary, Allowances & Gratuity	0.00		0.00	
" Provident Fund Contribution	0.00		0.00	
" ESI Fund Contribution	0.00		0.00	
" Staff Welfare Expenses	0.00		0.00	
		0.00		0.00
ADMINISTRATION	-	-	-	-
To Rent, Rates, & Taxes	0.00		0.00	
" Postage, Telephone, Fax	0.00		0.00	
" Printing & Stationery	0.00		0.00	
" Travelling & Conveyance	0.00		0.00	
" Repairs, Renewal & Maintenance	0.00		0.00	
" Power & Fuel Charges	0.00		0.00	
" Security Charges	0.00		0.00	
" Water Charges	0.00		0.00	
" Auditors Honorarium	0.00		0.00	
" Computer Expenses	0.00		0.00	
" Internet	0.00		0.00	
" Honorarium Expenses	0.00		0.00	
" Insurance	0.00		0.00	
" IIM Personnel -Job Advertisement	0.00		0.00	
" Legal Charges	0.00		0.00	
" Bank Charges	0.00		0.00	
" Misc. Expenses	0.00		0.00	
		0.00		0.00
To Institutional Membership Fee		0.00		0.00
PUBLICATION	-	-	-	-
To Transactions Printing	0.00		0.00	
" IIM Metal News Printing Etc.	0.00		0.00	
" IIM Metal News Paper cost	0.00		0.00	
" Other Publication Expenses	0.00		0.00	

Appendix X(C)		0.00		0.00
To AMIIM Examination Expenses		0.00		0.00
" Library Services		0.00		0.00
" Meeting Expenses		0.00		0.00
" Prizes & Awards		0.00		0.00
" GST / Late Fee on GST		0.00		0.00
" Late Fees on TDS on Interest		0.00		0.00
" Late Fee on EPF Deposit		0.00		0.00
" IIM -ASM Lecture Programme		0.00		0.00
" Previous Year Adjustment		0.00		0.00
" IIM Training Skills		0.00		0.00
" Accounting Charges		0.00		0.00
GRANTS	-	-	-	-
To Student Affiliate Chapter Expenses	0.00		0.00	
" Contrb. to Dr. Brahm Prakash Memo. Lect. Quiz	0.00		0.00	
" Dr. D. P. Antia Memo. Lecture Expenses	0.00		0.00	
" Indian National Academy of Engg.	0.00		0.00	
" Dr. Brahm Prakash Quiz Expenses	0.00	0.00	0.00	0.00
To Sundry Debtors Balances Written off		0.00		0.00
" Previous Year's Adjustment		0.00		0.00
" Sundry Balances Written off		0.00		0.00
" TDS				
Expenses from Seminars & Short Term Course		0.00		0.00
" Depreciation		0.00		0.00
To Excess of Profit / (Loss) for the Period to General Reserve Fund A/c		0.00		0.00
Total		0.00		0.00

Total Expenses (excluding Profit / Loss)

0.00

0.00