



**THE MINING GEOLOGICAL AND  
METALLURGICAL INSTITUTE OF INDIA**

GN-38/4, SECTOR – V, SALT LAKE, KOLKATA – 700 091 (WB) India

Email: [office@mgmiindia.in](mailto:office@mgmiindia.in) / [secretary@mgmiindia.in](mailto:secretary@mgmiindia.in)

Website: <https://www.mgmiindia.in/>

August 24, 2021

**NOTICE FOR 115<sup>th</sup> ANNUAL GENERAL MEETING**

NOTICE is hereby given that the 115<sup>th</sup> Annual General Meeting for the financial year ended 2020-21 of **The Mining, Geological and Metallurgical Institute of India (MGMI)** will be held **on Saturday, the 25<sup>th</sup> September, 2021 at 10:30AM** at the MGMI (H.Q), the registered office **GN-38/4, Sector – V, Salt Lake, PS East Bidhan Nagar, Kolkata – 700 091(WB)** through Video-Conferencing (“VC”) or other Audio-Visual Means (“OAVM”) in accordance with the applicable provisions of the Companies Act, 2013 (“the Act”) read with the Ministry of Corporate Affairs (MCA) General Circular No. [14/2020](#), [17/2020](#), [20/2020](#) and [02/2021](#) dated 8th April, 2020, 13th April, 2020, 5th May, 2020 and 13th January, 2021 respectively, (collectively referred to as “the **Circulars**”). In view of continuing current pandemic which has put us in very extra ordinary situation and considering the government advisories & guidelines, to transact the following business.

Members are requested to attend the 115<sup>th</sup> AGM as per their convenience, Stay Safe Be Healthy.

**By the Order of the Board (Council)  
For The Mining, Geological & Metallurgical Institute of India**

**Rajiw Lochan**  
**Director (Hony Secretary)**  
**DIN: 08341256**  
**Secretary)**  
**DIN: 08341256**



**THE INTRUCTIONS FOR MEMBERS FOR REMOTE E-VOTING ARE AS UNDER:**

**Note: Your login credentials for voting viz User id and Sequence Number is given below and is to be used while e – voting. Login credentials are unique for a member and without this the member cannot e-vote.**

**USER ID:**

**SEQUENCE NUMBER**

**AGENDA**

- 1 To receive and adopt the Council's Report, Audited Balance Sheet and Statement of Accounts for the year ended on 31<sup>st</sup> March 2021.
- 2 To appoint the Institute's Auditor for the year 2021-22 and fix their remuneration.

**N.B: AGM will be virtual and no members will be allowed to attend physically the AGM proceedings.**

**IMPORTANT**

**MEMBERS WHO MAY WISH TO ASK ANY QUESTION(S) ON THE ACCOUNTS AT THE ANNUAL GENERAL MEETING ON 25<sup>th</sup> SEPTEMBER, 2021 ARE REQUESTED TO SUBMIT THEIR QUERIES TO THE SECRETARY NOT LATER THAN 18<sup>TH</sup> SEPTEMBER, 2021**

**THE INTRUCTIONS FOR MEMBERS FOR REMOTE E-VOTING ARE AS UNDER:**

- (i) **The voting period begins on 22<sup>nd</sup> September, 2021 at 10:00 A.M. and ends on 24<sup>th</sup> September, 2021 at 5:00P.M.** During this period Members of the Company may cast their vote electronically. The e-voting module shall be disabled by CDSL for voting thereafter.
- (ii) Members who have already voted prior to the AGM date would not be entitled to vote at during the AGM.
- (iii)
  1. Members are requested to log on to the e-voting website [www.evotingindia.com](http://www.evotingindia.com).
  2. Please click on Shareholders / Members
  3. **Please enter your user id.**
  4. Please enter the image verification (Captcha) as displayed and click on Log-in
  5. Please enter the **“Sequence Number”** in the **“PAN”** field
  6. Please enter the **user id** again in the **“Bank Details”** field
  7. **Please click on the “Submit” tab to get to the Institute selection screen**



8. **Please click on the EVSN of MGMI on which you choose to vote**
9. On the voting page, you will see “**RESOLUTION DESCRIPTION**” and against the same, the option “**YES / NO**” for voting. Please select the option YES or No as desired. The option YES implies that you assent the Resolution and option NO implies that you dissent to the Resolution.
10. **In Case of Election Voting, kindly click on the respective radio button beside the candidates which you want to choose. You can only select up to the applicable limit that has been specified for the post.**
11. In case you wish to view the entire Resolution details, please click on the “**RESOLUTIONS FILE LINK**”
12. After selecting the **resolution / candidate**, you have decided to vote on, please click on “**SUBMIT**”. A confirmation box will be displayed. If you wish to confirm your vote, please click on “**OK**”, else to change your vote, please click on “**CANCEL**” and accordingly modify your vote.
13. Once you “**CONFIRM**” your vote on the resolution, you will not be allowed to modify your vote.
14. Members can also take a print of the votes cast by clicking on “**CLICK HERE TO PRINT**” option on the voting page.
15. Members can also cast their vote in remote e-voting using CDSL’s mobile app m-Voting available for android based mobiles. The m-Voting app can be downloaded from Google Play Store. Apple and Windows phone users can download the app from the App Store and Windows Phone Store respectively. Please follow the instructions as prompted by the mobile app while voting on your mobile.

**INSTRUCTIONS FOR MEMBERS ATTENDING THE AGM THROUGH VC/OAVM ARE AS UNDER:**

1. Members will be provided with a facility to attend the AGM through VC/OAVM through the CDSL e-Voting system. Members may access the same at <https://www.evotingindia.com> under shareholder’s/members login by using the remote e-voting credentials. The link for VC/OAVM will be available in shareholder/members login where the EVSN of Company will be displayed.
2. Members are encouraged to join the Meeting through Laptops / iPad for better experience.
3. Further Members will be required to allow Camera and use Internet with a good speed to avoid any disturbance during the meeting.
4. Please note that Participants Connecting from Mobile Devices or Tablets or through Laptop connecting via Mobile Hotspot may experience Audio/Video loss due to Fluctuation in their respective network. It is therefore recommended to use Stable Wi-Fi or LAN Connection to mitigate any kind of aforesaid glitches.
5. **The members who have queries may send their queries in advance latest by 18<sup>th</sup> September, 6 P.M.** mentioning their name, membership number/folio number, email id,



mobile number at [office@mgmiindia.in](mailto:office@mgmiindia.in) These queries will be replied to by the Company suitably by email.

6. Members who wish to express their views/ ask questions also need to register themselves with their name, membership number, email id and mobile number at [office@mgmiindia.in](mailto:office@mgmiindia.in) by 18th September, 6 P.M. Members who have registered themselves as a speaker will only be allowed to express their views/ask questions during the meeting. The permission will be discretionary depending on technical parameters.

**INSTRUCTIONS FOR MEMBERS FOR E-VOTING DURING THE AGM/EGM ARE AS UNDER: -**

1. The procedure for e-Voting on the day of the AGM is same as the instructions mentioned above for Remote e-voting.
2. Only those MEMBERS, who are present in the AGM through VC/OAVM facility and have not casted their vote on the Resolutions through remote e-Voting and are otherwise not barred from doing so, shall be eligible to vote through e-Voting system available during the AGM.
3. If any Votes are cast by the MEMBERS through the e-voting available during the AGM and if the same MEMBERS have not participated in the meeting through VC/OAVM facility, then the votes cast by such MEMBERS shall be considered invalid as the facility of e-voting during the meeting is available only to the MEMBERS attending the meeting.
4. MEMBERS who have voted through Remote e-Voting will be eligible to attend the AGM. However, they will not be eligible to vote at the AGM.

**SINCE SOME BROWSERS ARE NOT OPTIMISED, MEMBERS ARE REQUESTED TO DOWNLOAD CISCO WEBEX MEETINGS APP FOR BEST RESULTS IN VIEWING THE WEBNAIR. IT IS AVAILABLE IN GOOGLE PLAY STORE**

If you have any queries or issues regarding attending AGM & e-Voting from the e-Voting System, you may refer the Frequently Asked Questions (“FAQs”) and e-voting manual available at [www.evotingindia.com](http://www.evotingindia.com), under help section or write an email to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com) or contact Mr. Nitin Kunder (022- 23058738 ) or Mr. Rakesh Dalvi (022-23058542).

All grievances connected with the facility for voting by electronic means may be addressed to Mr. Rakesh Dalvi, Manager, (CDSL) Central Depository Services (India) Limited, A Wing, 25th Floor, Marathon Futurex, Mafatlal Mill Compounds, N M Joshi Marg, Lower Parel (East), Mumbai - 400013 or send an email to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com) or call on 022-23058542/43.

**By the Order of the Board (Council)  
For The Mining, Geological & Metallurgical Institute of India**

**Date: 24.08.2021  
Place: Kolkata**

**Rajiw Lochan  
Director (Hony Secretary)  
DIN: 08341256**