



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

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

Email: office@mgmiindia.in / secretary@mgmiindia.in

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

August 24, 2021

NOTICE FOR 115th ANNUAL GENERAL MEETING

NOTICE is hereby given that the 115th 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 25th 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 115thAGM 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**

ORDINARY BUSINESS:

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

SPECIAL BUSINESS:

3. To read the Notice convening the 115th Annual General Meeting.
4. To confirm the Minutes of the 114th Annual General Meeting held at Kolkata on the 27thDecember 2020.
5. Presidential Address by Shri P M Prasad.

Contd.



6. To present the report of the Board of Scrutineers on the Election of the Council Members for the years 2021-24 by Chairman Board of Scrutineers Shri R K Saha.
7. To declare the name of the President for the year 2021-22.
8. To declare the name of Honorary Secretary for the Years 2021-2023.
9. Open session & any other matter with the permission of the Chair.
10. Vote of Thanks.

**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**



NOTES:

1. Corporate members intending to send their authorized representatives to attend the Meeting are requested to send to the Company a certified copy of the Board Resolution authorizing their representative to attend and vote on their behalf at the Meeting.
2. Pursuant to the provisions of the Act, a member entitled to attend and vote at the AGM is entitled to appoint a proxy to attend and vote on his/her behalf, Since the AGM is being conducted through VC/OAVM pursuant to MCA Circulars, Circular No. 14/2020 dated April 08, 2020, Circular No.17/2020 dated April 13, 2020 issued by the Ministry of Corporate Affairs followed by Circular No. 20/2020 dated May 05, 2020 and Circular No. 02/2021 dated January 13, 2021 and all other relevant circulars issued from time to time, physical attendance of Members has been dispensed with. **Accordingly, members are not entitled to appoint proxy for this AGM and hence the Proxy Form and Attendance Slip are not annexed with this Notice.**
3. The attendance of the Members attending the AGM through VC/OAVM will be counted for the purpose of reckoning the quorum under Section 103 of the Companies Act, 2013.
4. Members shall receive participation link and other instructions for accessing the Meeting on their registered email ids.
5. All documents referred to in the Notice are open for inspection at the Registered Office of the Company during office hours on all days except Sunday & public holidays between 11.00 a.m. and 1.00 p.m. up to the date of Annual General Meeting. The documents shall also be available electronically for inspection without any fees by the Members from the date of circulation of this notice up to the date of the Meeting. Members seeking to inspect such documents can send an email to office@mgmiindia.in
6. The Notice of the Annual General Meeting and instructions for e-voting are being sent by electronic mode to all the members whose email address are registered with the Company for communication purposes.
7. Members may also note that the Notice of the meeting and the Annual Report for the Financial Year 2020-21 will be available on the website of the company www.mgmiindia.in and also, on the website of the Central Depository Services (India) Limited, the agency providing the E Voting facility, www.evotingindia.com for their download.
8. If the members have any queries, the same should be forwarded to the company in writing at its registered office or at the company's email id: office@mgmiindia.in before the meeting so that the same can be replied at the time of AGM to the members' satisfaction.
9. The Register of Directors and Key Managerial Personnel, maintained under Section 170 of the Companies Act, 2013 and The Register of Contracts or Arrangements in which the directors are interested, maintained under Section 189 of the Companies Act, 2013, will be hosted on the Company's website for inspection by the members electronically.
10. Members desirous of obtaining any relevant information with regard to the accounts of the Company or any other matter placed at the Meeting are requested to send their requests in writing at office@mgmiindia.in to the Company at least 7 (seven) days before the date of the Meeting, so as to enable the Company to keep the information ready.

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11. Members are requested to bring keep their copies of the notice handy in the AGM held virtually.
12. The Meeting shall be deemed to be conducted at the Registered Office of the Company in terms of the MCA Circulars.
13. Members are requested to promptly notify any changes in their addresses to the Company.
14. Since the AGM will be held through VC/ OAVM, the route map of the venue of the Meeting is not annexed hereto.
15. The Company is providing facility for voting by electronic means (e-voting) through an electronic voting system which will include remote e-voting as prescribed by the Companies (Management and Administration) Amendment Rules, 2015 as presently in force and the business set out in the Notice will be transacted through such voting.
16. Members may please note that in view of the continuing COVID-19 pandemic, the Ministry of Corporate Affairs (“MCA”) has vide its General Circular No. 02/2021 dated 13th January, 2021 read with General Circular No. 14/2020, 17/2020 and 20/2020 dated 8th April, 2020, 13th April 2020 and 5th May 2020 (collectively to be referred to as “MCA Circulars”) has enabled the Companies to convene its Annual General Meetings through Video Conferencing (VC) or Other Audio Visual Means (OAVM) and also send notice of the Meeting and other correspondences related thereto, through electronic mode. In compliance with the said requirements of the MCA Circulars, the AGM is being convened through VC mode and a copy of the financial statements including Board’s Report, Auditors’ Report and other annexures/documents thereto are attached herewith.
17. The Statement pursuant to Section 102 of the Companies Act, 2013, setting out the material facts concerning each item of special business to be transacted at the Meeting, being considered unavoidable, is annexed hereto and forms part of this Notice.
18. Corporate/Institutional Members attending the meeting through VC/OAVM are required to send a scan of the certified true copy (PDF Format) of the Board Resolution/Authority Letter, etc., authorising their representative to attend the AGM through VC / OAVM on their behalf and to vote through remote e-voting or during the AGM. The said Resolution/Authorisation shall be sent to the Scrutinizer by email through its registered email address to md.menaz@gmail.com,
19. Members may join the AGM through VC/OAVM facility by following the procedure as mentioned in this AGM Notice which shall be kept open for the Members from 10:15 A.M. i.e., 15 minutes before the time scheduled to start the AGM and the Company may close the window for joining the VC/OAVM facility 15 minutes after the scheduled time to start the AGM. The facility of participation at the AGM through VC/OAVM will be made available to at least 1,000 Members on a first come first served basis as per the MCA Circulars. The detailed instructions for joining the Meeting through VC/OAVM form part of the Notes to this Notice.
20. Directors, Key Managerial Personnel, Chairpersons, Auditors etc. will be allowed to attend the meeting without restriction on account of first-come-first-served-principle.
21. Go Green Initiative: The Company is sending Notices for General Meetings, Financial Statements, etc. through email to Members whose email IDs are registered with the Company. However, it is noticed that there are Members who have not registered their e-mail IDs with the Company. Consequently, the Company is unable to send communications to them electronically.



In compliance with provisions of Rule 18 of the Companies (Management and Administration) Rules, 2014 and applicable provisions of the Companies Act, 2013, members are requested to register their e-mail IDs with the Company who have still not registered their e-mail IDs. Members whose email IDs have undergone any change or whose IDs require any correction, may kindly update the same with the Company.

22. Scrutinizer: The Company has appointed Mohammad Menazuddin, Practicing Company Secretary, Kolkata (FCS No.47770, CP No. 20629) as Scrutinizer for conducting the electronic voting process (both remote e-voting and voting at the AGM) in a fair and transparent manner.
23. Declaration of Results: The Scrutinizer shall immediately after the conclusion of voting at the Meeting, first count the votes cast at the Meeting, thereafter, unblock the votes cast through remote e-voting in the presence of at least two witnesses, who are not in the employment of the Company and within a period not exceeding 3 (three) days from the conclusion of the meeting make a consolidated Scrutinizer's Report of the total votes cast in favour or against, if any, to the Chairman or person authorized by the Chairman, for counter signature.
24. The Results shall be declared either by the Chairman or by a person authorized by him and the resolutions will be deemed to have been passed on the AGM date subject to receipt of the requisite number of votes in favor of the Resolution(s).
25. Immediately after declaration of results, the same shall be placed along with the Scrutinizer's Report, on the Company's website www.mgmiindia.in and on the website of CDSL. The results shall also be placed on the Notice Board of the Company at its Registered Office.
26. Distribution of Gifts: In conformity with regulatory requirements, the Company will NOT be distributing any gift, gift coupons or cash in lieu of gifts at the AGM or in connection therewith.



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

Note: Your login credentials for voting viz User id and Sequence Number are 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 31st 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 25th SEPTEMBER, 2021 ARE REQUESTED TO SUBMIT THEIR QUERIES TO THE SECRETARY NOT LATER THAN 18th September-2021

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

- (i) **The voting period begins on 22nd September, 2021 at 10:00 A.M. and ends on 24th 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.
 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 Club 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 18th September 6 P.M.** mentioning their name, membership number/folio number, email id, mobile number at 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 by 18th September, 2021 at 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, under help section or write an email to 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 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**


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



STATEMENT PURSUANT TO SECTION 102 (1) OF THE COMPANIES ACT, 2013:

Item No. 3: Read Notice Convening 115th Annual General Meeting

The Chairman shall read the notice of the 115th Annual General Meeting circulated to the members via electronic mail.

Item No. 4: Confirm the Minutes for the 114th Annual General Meeting held at Kolkata on 27th December, 2020

The Chairman shall place the Minutes of the 114th Annual General Meeting of the Company which was held at Kolkata on 27th December, 2020 and confirm the same by placing his signatures.

Item No. 5: Presidential Address by Shri P M Prasad

The members elected Shri P M Prasad as the President of MGMI. He shall address the members and express his gratitude before the members of the Company.

Item No. 6: To present the report of the Board of Scrutineers on the Election of the Council Members for the years 2021-24 by Chairman Board of Scrutineers Shri R K Saha.

The Chairman of Board of Scrutineers, Shri R K Saha, shall present before the members the report of the Board of Scrutineers on the Election of the Council Members for the Year 2021-24.

Item No. 7: Declare the name of the elected President for the year 2021-22

The Chairman shall declare the name of the President elected at the Council Meeting for the year 2021-22

Item No. 8: To declare the name of Honorary Secretary for the Years 2021-2023.

The Chairman to declare the name of the Honorary Secretary for the Year 2021-2023.

Item No. 9: Open Session and any other matter with the permission of the Chair

**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**