



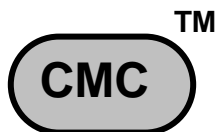
THE INSTITUTE OF MANAGEMENT CONSULTANTS OF INDIA

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**APPLICATION FOR
INDIVIDUAL / AFFILIATE MEMBERSHIP /
ASSOCIATE MEMBER / STUDENT AFFILIATE**



(Certified Management Consultant) The international credentials of a professional management consultant, awarded in accordance with global standards of the International Council of Management Consulting Institutes (ICMCI)

The Institute of Management Consultants of India

ELIGIBILITY CRITERIA, RIGHTS & PRIVILEGES AND FEES APPLICABLE FOR MEMBERSHIP

Please read the following information carefully before filling in the application form:

CATEGORIES OF MEMBERSHIP

- (A) Individual Member
- (B) Affiliate Member
- (C) Associate Member
- (D) Student Affiliate
- (E) Member of the College of Consulting Firms.

ELIGIBILITY

Individual Member: This category of membership is open to those who have been engaged in the independent, full time practice of Management Consultancy either as a principal or an employee of a Management Consulting Organisation for at least three years, over 27 years of age and must possess suitable qualifications.

OR

For Business School Faculty:

- He must have been an Associate Member of the Institute for at least three years.
- He must have at least 300 hours per year, of experience in consulting and/or research in management.
- Must be a “Professor” or “Reader” (or equivalent) for at least one year in a Business School recognized by the All India Council for Technical Education (AICTE).

Affiliate Member: This category is open to those who are least 21 years of age and engaged in the independent practice of Management Consulting either as a Principal or an employee of a Management Consulting Organisation, and must possess suitable qualifications.

Associate Member: This category is open to those who are over 21 years of age and a faculty member/research associate of a business school/management institute, which is recognized by the All India Council for Technical Education (AICTE).

Student Affiliate: This category is open to students of business schools recognised by All India Council for Technical Education (AICTE), or of Diploma in Management Consulting of IMCI. Student Membership is valid for a maximum of two years.

Member of College of Consulting Firms: Organizations which are separate entities or divisions of firms, companies or other entities that have been in full time management consultancy business for at least three continuous years are eligible to become members of the College of Consulting Firms of the IMCI, if at least 25% or two, whichever is, more of Senior Consultants of the organisation are individual members of the IMCI. Organisations are divided between Small, Medium and Large, based on the total number of professional staff employees.

RIGHTS & PRIVILEGES:

Individual Members shall be entitled to all the rights and privileges of membership of the IMCI. They shall be referred to as voting members of the IMCI, provided they are members in good standing.

Affiliate Members, Associate Members & Student Affiliates shall be entitled to all rights and privileges of membership of the IMCI excluding (1) voting rights (2) holding elected office at National / Chapter level (3) Use of suffix CMC / MIMC.

Members of the College of Consulting Firms shall be entitled to all rights and privileges applicable to the Colleges as laid out in the Constitution and will be entitled to elect representatives who are individual members of the Institute to the Executive Committee of the IMCI.

All Individual Members who join IMCI are required to clear the Process of Certification consisting of Written Examination, Presentation and Viva Voce and Two Client Referrals, after which they can use the title CMC[®] (Certified Management Consultant). Until then, they can use the title MIMC (Member of the Institute of Management Consultant).

SCHEDULE OF FEES

Proposed w.e.f. 1st April, 2016 for new members and for existing members who wish to upgrade membership will be **with immediate effect**

On all membership fee service tax (15%) will be applicable additionally.

Category	Entrance Fee	Entrance Fee in \$ for NRI and Neighbouring Countries Members	Annual Fee	Annual Fee in \$ for NRI and Neighbouring Countries Members	Discount Scheme (3 years advance payment)
Individual Member	8000.00	\$360	4000.00	\$125	10500.00
Affiliate Member	6000.00	\$135	3000.00	\$98	7650.00
Associate Member	4000.00	\$90	2600.00	\$65	6350.00
Student Member	1000.00		1000.00		
Fellow Member	Nil	Nil	4000.00	Nil	10500.00
Consultants Over 65 years (Senior Citizen)	Nil	Nil	1200.00	Nil	3000.00
Large Organisation (Professional Staff 50 or more)	15000.00	\$150	22500.00	\$575	57300.00
Medium Organisation (20 or more but less than 50)	10000.00	\$125	11300.00	\$300	28500.00
Small Organisation (6 or more but less than 20)	5000.00	\$75	3800.00	\$100	9600.00
Very Small Organisation (2 or more but less than 6)	3000.00	\$75	2300.00	\$75	5700.00

New membership application form w.e.f 1st April, 2008

Those admitted to membership must agree to abide by the Constitution, Rules and Regulations and Code of Ethics of the Institute.

Note: - Please kindly note that if a member join during financial year will be charge then the annual fee on the following terms

Join during the 1st quarter (April/May/June)	Will be charge for Total annual fee
Join during the 2st quarter (July/August/Sept)	Will be charge for Nine months annual fee
Join during the 3rd quarter (Oct/Nov/Dec)	Will be charge for six months annual fee
Join during 4th quarter (Jan/Feb/March)	Will be charge for three months annual fee

The Institute has the following Chapters

Northern Region: Delhi, Jammu & Kashmir, Haryana, Himachal Pradesh, Punjab & Uttar Pradesh, Chandigarh. The Chapter in Northern Region is Delhi.

Western Region: Daman Diu, Goa, Gujarat, Madhya Pradesh, Maharashtra and Rajasthan. The Chapters is Western Region is Mumbai, Pune and Ahmedabad.

Southern Region: Andhra Pradesh, Karnataka, Kerala, Tamil Nadu, Pondicherry and Lakshadweep. The Chapters in Southern Region are Hyderabad, Chennai and Bangalore.

Eastern Region: Arunachal Pradesh, Assam, Bihar, Manipur, Meghalaya, Mizoram, Nagaland, Tripura, Utkal, West Bengal and Andaman and Nicobar Islands. The Chapter in Eastern Region is Kolkata.

Please send your application through the Chapter depending upon where you are located.

The Institute of Management Consultants of India

DETAILS OF APPLICANT

(Please use Block Letters and black ink)

1. Full Name:
2. Date of Birth: (dd/mm/yy)
3. Academic Qualifications:
(Please enclose photocopies of all original certificates along with photo identity proof)

Passport Size
Photo to be
attached

	Degree/Diploma	University/Institute	Subjects	Year of Passing
Graduation				
Post Graduation				
Doctoral/Professional				
Any Other				

4. Name and address of the Organisation
to which you belong:
Designation:

5. Contact details:
Office Address:

Residential/Permanent Address

Phone number:
Fax Number:
Mobile No:
Email ID:
Website:

Ext:

Phone number:
Fax Number:
Mobile No:
Email ID:
Website:

Ext:

6. Duration in months for which you have been a full time Consultant (1200 hours or more per year)

7. Duration in months for which you have been a part time consultant/in house consultant

8. Details of work experience: (career prior to starting consultancy)

Name and Address of Company	Designation	Period of Service From (dd/mm/yy) To (dd/mm/yy)

9. Particulars of membership/ registration with national/international institutions/agencies (e.g. IDBI, World Bank)

10. Particulars of membership of other professional bodies

11. Association with Academic Institutions, if any.

New membership application form w.e.f 1st April, 2008

12. A brief summary (of about 10 lines each) of 6 important consulting assignments handled in the past 5 years in India or abroad:

(Please present details like name and address of client, duration and man-months, type of assignments, your role, major findings/recommendations).

1.
2.
3.
4.
5.
6.

13. Details of non-consultancy related work undertaken:

14. Seminars on management consultancy you have attended:

15. Publications: (Please attach a list)

16. Brief particulars of other business activities / interests if any.

17. Name(s) of associate(s), if any, period of relationship and other relevant details.

18. Please give below at least 3 professional references of which 2 should be from clients listed in 12:

(1) Name, Designation and Address

Phone Number and email ID

(2) Name, Designation and Address

Phone Number and email ID

(3) Name, Designation and Address

Phone Number and email ID

19. Membership Category applied for

- (A) Individual Member
- (B) Affiliate Member
- (C) Associate Member
- (D) Student Affiliate

20. Areas of Specialization

(See codified list, Pages 9 & 10)

DECLARATION

I hereby declare that the information given above and the papers enclosed are true and correct to the best of my knowledge and belief. I understand that I have to undertake the Self Assessment Process each year. I also understand that I am to clear the Certifying Process in order to qualify for usage of the CMC[®], title (for Individual Members only).

I hereby agree that I will strictly adhere to the Code of Professional Conduct and prevailing rules and regulations for consultants prescribed by the Institute of Management Consultants of India. IMCI is also free to seek references from any of the referees given in the application above.

Place:

Date:

Signature of Applicant

Proposer
Name / Address

Secunder
Name / Address

CODE OF PROFESSIONAL CONDUCT FOR IMCI MEMBERS

Confidentiality

A Member will treat client's information as confidential and will neither take personal advantage of privileged information gathered during an assignment, nor enable others to do so.

Unrealistic Expectations

A Member will refrain from encouraging unrealistic expectations or promising clients that benefits are certain from specific management consulting services.

Commissions / Financial Interests

A Member will neither accept commissions, remuneration nor other benefits from a third party in connection with recommendations to a client without the client's knowledge and consent, nor fail to disclose any financial interest in goods or services which form part of such recommendations.

Assignments

A Member will accept only assignments, which the member has the skills and knowledge to perform.

Conflicting Assignments

A Member will avoid acting simultaneously in potentially conflicting situations without informing all parties in advance that this is unintended.

Conferring with Client

A Member will ensure that before accepting any engagement, a mutual understanding of the objectives, scope, workplan and fee arrangements has been established and that any personal, financial or other interest which might influence the conduct of the work have been disclosed.

Recruiting

A Member will refrain from inviting an employee of a client to consider alternative employment without prior discussion with the client.

Approach

A Member will maintain a fully professional approach in all dealings with clients, the general public and fellow members.

Other Management Consultants

A Member will ensure that other management consultants carrying out work on behalf of members are conversant with and abide by the Code of Professional Conduct.

EXPERTISE CODES

1.0 GENERAL MANAGEMENT STRATEGY

- 1.1 Long Term Strategy
- 1.2 Management Policy
- 1.3 Diversifications
- 1.4 Techno- Economic
- 1.5 Product/ Process Identification
evaluation, selection
- 1.6 Planning and Economic Studies
- 1.7 Turn-around Strategies
- 1.8 Management Audit
- 1.9 Other

2.0 ORGANISATION

- 2.1 Restructuring
- 2.2 Organisation Development
- 2.3 Man Power Planning
- 2.4 Skill Definition
- 2.5 Industrial Relations
- 2.6 Placements/ Executive Search
- 2.7 Organization Policy/ Procedures
- 2.8 Others

3.0 MARKETING

- 3.1 Marketing Strategy
- 3.2 Study & Market/ Research
- 3.3 Promotional Studies
- 3.4 Product/ Brand Management
- 3.5 Sales & Distribution
- 3.6 Forecasting & Demand studies
- 3.7 Advertising & Public/Media Relations
- 3.8 Customer Relationship Management
- 3.9 Other

4.0 FINANCE

- 4.1 Banking & Treasury
- 4.2 Feasibility Studies.
- 4.3 Financial Restructuring
- 4.4 Project Finance
- 4.5 Costing / Budgeting/ Accounts
- 4.6 Treasury Management.
- 4.7 Valuation Management Accounting
- 4.8 Acquisitions and Mergers
- 4.9 Others

5.0 SYSTEMS

- 5.1 O & M Studies
- 5.2 Systems & MIS
- 5.3 Computer software
- 5.4 Systems Audit and security
- 5.5 Automation strategy
- 5.6 Others

6.0 HUMAN RESOURCES DEVELOPMENT

- 6.1 Training and development
- 6.2 Organization Culture Transformation
- 6.3 Performance Appraisals and
Management
- 6.4 Remuneration, Benefit, Culture
- 6.5 Others

7.0 OPERATIONS

- 7.1 Productivity studies and job
Redesigning
- 7.2 Industrial Engineering Material
Management Studies.
(72-A) Benchmarking / Best practice
- 7.3 Valuation Studies
(73-A). Enterprise Resource Planning
- 7.4 Production, Planning & Control
(74-A) Risk/crisis Management
- 7.5 Project Planning and Management
- 7.6 Quality management
- 7.7 Business process re- engineering
- 7.8 Operation Review and Research
- 7.9 Others

8.0 INTERNATIONAL TRADE

- 8.1 Export Market Scanning
- 8.2 Export Management
- 8.3 International Alliances
- 8.4 Others

9.0 INFORMATION TECHNOLOGY & SYSTEMS

- 9.1 Computer Technology
- 9.2 Database Management

- 9.3 Information / records management
- 9.4 Information Systems
- 9.5 Internet
- 9.6 Security
- 9.7 Others

10.0 MANAGEMENT

- 10.1 Asset Management
- 10.2 Change Management
- 10.3 Communications
- 10.4 Economics
- 10.5 Governance
- 10.6 Institutional Strengthening
- 10.7 Planning: Strategic, Business
- 10.8 Policy
- 10.9 Privatization
- (10.9 –A) Transformation**

11.0. MANAGEMENT CONSULTING PROCESSES

- 11.1 Brain Storming
- 11.2. Entrepreneurship
- 11.3. Facilitation
- 11.4. Innovation
- 11.5. Leadership Coaching & Mentoring
- 11.6. Problem Solving
- 11.7. Review, Survey
- 11.8. Visioning
- 11.9. Others

12.0 PRODUCTION AND MAINTENANCE

- 12.1 Maintenance Management
- 12.2 Process Management
- 12.3 Management, Planning
- 12.4 Others

13.0 SUPPLY MANAGEMENT

- 13.1 Distribution, Warehousing
- 13.2 Logistics
- 13.3 Negotiation
- 13.4 Outsourcing
- 13.5 Partnering, Alliances
- 13.6 Procurement, purchasing
- 13.7 Supply Chain Management
- 13.8 Supply Relationship Management
- 13.9 Others

For Chapter Use

Date of Interview

Interviewed by

Comments

Chapter Recommendations:



(For Office Use)

Criteria

Number of years of Consulting

Whether criteria of 1200 hours per year met

YES / NO

Proposed / Seconded correctly

YES / NO

National Accreditation Board's Comments.

Decision of Executive Committee

Date of Approval

Membership No.

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ABOUT IMCI

IMCI - The Background

The Institute of Management Consultants of India (IMCI) is the apex body of management consulting professionals in India, being the only registered institute of established management consultancy firms and practicing individuals in the country.

Constituted in 1991, IMCI was formerly known as the Management Consultants' Association of India (MCAI), which was founded in 1963.

In 1989, IMCI became the first Asian organisation to be accepted for membership of the International Council of Management Consulting Institutes (ICMCI), the global apex body of Management Consulting Institutes.

The Executive Secretariat of IMCI is located in Mumbai. The Institute has regional Chapters in Ahmedabad, Bangalore, Kolkatta (Calcutta), Chennai (Madras), Delhi, Hyderabad, Mumbai (Bombay) and Pune.

Since its inception in 1963, IMCI has grown manifold with leading consulting firms as well as experienced individual consultants as members. As of 2005, the membership stood at 418, of which 219 are CMC's.

Objectives of IMCI

IMCI has the following as its objectives:

- Definition and implementation of an ethical code of conduct for the profession to maintain high performance standards
- Certification of Management Consultants to rigorous international standards
- Networking with local, regional, national and international business houses
- Creation of awareness about the profession amongst potential users
- Rendering service to its members for their own professional training and development
- Encouraging and promoting the export of management consultancy services
- Helping to create and maintain a single representative image and forging a link between members of the institute for exchange of knowledge and experience

CMC Certification

IMCI endeavors to raise the standards of management consulting by awarding Certified Management Consultant (CMC) designation to individual members who have passed a qualifying assessment process and have met the profession's standards of competence and ethics. The International Council of Management Consulting Institute (ICMCI) has authorised IMCI to award this certification in accordance with International Standards.

Activities

Some of the diverse activities that IMCI undertakes are:

- Annual certification process leading to the award of CMC.
- Organising conferences, training programmes, seminars, workshops and informal presentations
- Interaction with similar bodies in other countries
- Representations to the Government
- Hosting a National Convention annually, and occasionally Asia Pacific Convention for Management Consultants.
- Publication of a quarterly newsletter
- Conducting a distance learning programme and offering a diploma course in Management Consultancy through correspondence and personalised guidance

Global Interaction

In addition to being a member of ICMCI, IMCI is part of the movement on the regional front that has manifested itself as the Asia Pacific Conference of Management Consultants (APCMC). Biennial conferences are held in one of the participating countries

In 1989, New Delhi was the venue for the first APCMC. The subsequent conferences were held in Singapore, Australia and Malaysia. IMCI was again host for the fifth APCMC in Chennai in 1997 and also at Hyderabad in 2003.

IMCI has today become an effective medium projecting the strengths of the Indian management consultancy profession, through its various activities, national as well as international.