

**ACHARYA NARENDRA DEV COLLEGE
(UNIVERSITY OF DELHI)**

GOVERNING BODY MEETING

Date: Tuesday, November 13, 2018 at 3.00 P.M.

Venue: Acharya Narendra Dev College, Govindpuri, Kalkaji, New Delhi 110019.

Minutes

Minutes of the Governing Body Meeting held on Tuesday, November 13, 2018 at 03:00 p.m. in the Committee Room of the College.

The following members were present:

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| 1. Professor S.M. Anwar Alam | (in the Chair) |
| 2. Shri Tapas Sen | |
| 3. Dr. Sharanjit Kaur | Teacher Representative |
| 4. Dr. Vikrant Kumar | Teacher Representative |
| 5. Prof. Savithri Singh | Principal(Member Secretary) |
| 6. Mr. Mahinder Rawat | Non-Teaching Representative(Special Invitee) |
| 7. Dr. Amit Garg | Bursar(Special Invitee) |

The following members conveyed their inability to attend the meeting:

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| 1. Ms. Meena Mani | |
| 2. Professor Atiqur Rahman | |
| 3. Professor Nivedita Deo | University Representative |

Professor Akshay Pradhan term as University Representative of one year was completed on 31st October, 2018. The nomination of his replacement as University Representative on the Governing Body of the college has not been received from University of Delhi.

I Confirmation of the minutes:

Minutes of the meeting of the Governing Body held on July 11, 2018 were confirmed with following amendment:

Any other Matter

The issue of ERP raised by some teachers to the Chairman was discussed in the meeting. The Principal and Bursar explained in full all the processes followed in the deployment of the ERP from Tata Consultancy Services (TCS). It was decided that the College shall

submit a detailed note to Chairperson, Governing Body on the deployment of ERP at the College.

II. Action Taken Report on Minutes of the meeting of the Governing Body meeting held on July 11, 2018 on the following items was noted.

1. Allocation of Rs. 2 crores from the College Development Fund and use of interest earned to promote research and innovation in the college.
2. Approval of the request to open new salary account in any Bank suiting the needs of the college.
3. Dr. Vikrant Kumar (Teacher Representative under ten years) was nominated on the Teena Gupta Memorial Scholarship Committee.
4. Chairperson, Governing Body will suggest the GB nominee to be one of the members on the Grievance Redressal Committee.

III. Academic:

The Governing Body of the college applauded hosting of the unique **Education Conclave "Education Deconstructed: Dialogues with Experts"** on November 2, 2018. The Governing Body congratulated the Principal, Prof. Savithri Singh, on her appreciation by Professor Bhushan Patwardhan, Vice-chairman, University Grants Commission (UGC) as a leader who has added value to undergraduate education by innovating new student-centric schemes and programmes and making ANDC as a "model college" of India.

The academic accomplishments and initiatives of the college like INSA Teachers' Award, Sports awards, research projects and trainings, EXPLORE, ELITE, SPIE, NSS, Paritantra, Dhvani and ICT in improving the quality of education and thus providing wide exposure and opportunities to both students and teachers were appreciated by the Governing Body.

A workshop on "Teachers as Mentors" for faculty members was organized on 25th October, 2018. The workshop had an interactive session with faculty members to discuss and incorporate student mentoring as part of their teaching role and responsibilities. Various aspects of mentoring including qualities of a good mentor, mentor sensitization etc. were discussed. The workshop was organized under the aegis of IQAC of the college.

IV. Administration:

A The Governing Body approved the reported items No 1 to 9.

The detailed discussion with resolution regarding two of the items is elaborated below-

1. Item no. 4: Action of the Chairperson on the note from the Principal dated 04.09.2018 on ERP deployed at Acharya Narendra Dev College.

The Chairperson, Governing Body took cognizance of the accusations made by Dr Yasheshwar, Dr Monica Misra and Dr Udaibir Singh (letter dated 25.04.2018) and held a meeting with the Treasurer, Principal and the Bursar of the college on 02.05.2018. The Chairman and the Treasurer gave a personal hearing to Dr Yasheshwar, Dr Monica Misra and Dr Udaibir Singh on 23.05.2018. The Chairperson held another meeting with the Treasurer, Principal, Bursar and the Convenor Finance Committee on 26.06.2018. The matter was further discussed and deliberated upon in the Governing Body meeting held on 11.07.2018. As a result, the College was asked to prepare a detailed note on the ERP and the submissions made under RTI on the subject for the Chairperson, Governing Body. The three teachers made further representation to the Chairperson, GB vide letters dated July 13, 2018 and July 25, 2018. The required detailed note on the ERP was submitted by the Principal to Chairperson, GB on 04.09.2018. The Chairperson marked the note for the Governing Body on 12.09.2018. Following this, a legal notice dated 30.10.2018 was sent by Dr Yasheshwar to the Chairperson asking why no action was taken by him on the matter despite written representations.

The entire ERP matter was discussed in detail in the Governing Body meeting held on November 13, 2018. The Governing Body took strong exception to the act of these three faculty members- Dr Yasheshwar, Dr Monica Misra and Dr Udaibir Singh- in making insinuations against the Governing Body, the Principal and the Bursar on the matter of the ERP that has been implemented in the college following due procedures. After examining the documents, the Governing Body is of the view that the procurement has been done in a transparent manner. College has given the Expression of Interest a wider publicity through e-publishing on the Central Public Procurement Portal of Government of India besides the college and University of Delhi website. The Governing Body has perused all the records of the technical committee. The technical evaluation was done by twenty staff members that included conveners/members of the various staff council committees besides Administrative Officer, SO(Accounts) and Librarian. The Governing Body also observed that the technical committee members have seen the demonstration of the ERP and accordingly all the members gave their comments and the final approval

was based on these recommendations. The financial evaluation of the project was also done following all purchase procedures by the Finance Committee of the college which also had teacher representative from each department. The deliberations of these committees show that many college teachers, Librarian and administration representatives were involved in the decision making and the testimony of the procurement was being done in an absolutely transparent and decentralized manner.

Regarding the requests for MOU and other documents, two appeals (CIC/ANDCO/A/2017/ 110895/MOHRD and CIC/ANDCO/A/2017/110898/MOHRD, both dated 16.04.2018) were made to Chief Information Commission (CIC) by Dr. Monica Misra seeking information on ERP. The CIC passed an order on 10.05.2018 for both appeals instructing the college to furnish information in public interest in the form of a synopsis defining the broad contours of the agreement to the Appellant with a copy to the Commission within a period of 15 days from the date of the order. Even the CIC has vindicated the stand of the college. The order of CIC has been complied with and the required synopsis has already been provided to the appellant within the stipulated time.

The representations of the three faculty members shows their malafides when they mention the elaborate ERP system as a mere Attendance software for which huge amounts have been paid – this is evident from their statements to the press (which have been printed). They continue making their wild accusations without any proof, leaving the onus to prove otherwise, on the college.

The Governing Body of the college noted and appreciates the steps taken towards automation of the student life cycle in the college through adoption of an ERP system. It is a unique initiative of the college. The adoption is in concurrence to the vision of MHRD to have a Digital Campus across Universities/Institutions to provide various computerized facilities to its students as well meet the Management Information System (MIS) requirements of National Assessment and Accreditation Council (NAAC), an organisation that assesses and accredits higher education Institutions in India, to improve educational standards. Acharya Narendra Dev College is NAAC 'A' accredited with a CGPA of 3.31 on a scale of 4. It is highest amongst the twelve colleges of DU that are 100% funded by Delhi Government besides most of the other older and well established colleges of the University of Delhi. The College has won "Award For Good Practices" under colleges category (all colleges of DU participated) in all three editions of multidimensional festival 'Antardhvani' organized by University of Delhi and finished first in 2015. It has been recognized under Department of Biotechnology (DBT) STAR college scheme. The College has achieved academic excellence and is destined to achieve more due to adoption of the various good practices.

The Governing Body has perused the records and is satisfied that both faculty and students are effectively using the ERP system. Students have been enabled through multiple online services on a common integrated platform that facilitates quality education and thus achieving greater milestones. The three teachers questioning the usefulness are non-users of the system. The College has ensured providing quality digital services through its own funds without burdening the students and the government. The Governing Body is fully convinced about the necessity of the ERP for efficient running of the college. While it supports the deployment of ERP in the college, the Governing Body suggests that to avoid any such controversy, the college administration must hold more trainings in the college where in maximum use of ERP can be encouraged in the faculty members. ERP is a worldwide approved system fully acclaimed by the persons in the field of technology and systems. In the light of the above observations, the Governing Body is of the view that the representations of the teachers in question do not hold any merit.

2. Item No. 8: Receipt of the letter No. Nil dated October 23, 2018 from Mr. Sanjay Vohra, Instructor/Placement Officer in the college requesting for placement in Senior Scale. Typographical error: As per the E.C resolution, he is eligible for placement in the senior scale of Rs. 1000-325-15200 (pre revised) ... is corrected as Rs. 10000-325-15200 (pre revised).

The Governing Body took a strong view of the case of Mr. Sanjay Vohra who has not been given any promotion since March 16, 1998 in the pay scale of Rs.8000-275-13500(pre-revised). The Governing Body recommends that college shall strongly pursue his case with University of Delhi as per the applicable E.C resolution.

B Considered and Approved:

1. The request of Ms. Kapila Jhamb, Senior Technical Assistant (Computers) of the college for the extension of extra ordinary leave for a further period of one year with effect from January 12, 2019 to take care of her daughter, who is a child with special needs.

The Governing Body of the college as its meeting held on September 28, 2015 granted her extraordinary leave for the period 05.11.2015 to 11.01.2016 as per the University of Delhi on the same grounds. Subsequently, her leave was extended from 12.01.2016 to 11.01.2017, 12.01.2017 to 11.01.2018 and 12.01.2018 to 11.01.2019.

As per official records she has availed the following leave:

S.No.	Nature of leave	Period of Leave	Days
1.	Maternity leave	01.11.2006 to 15.03.2007 02.05.2008 to 13.09.2008	135 days 135 days
2.	Child Care Leave	29.10.2008 to 30.04.2010 11.03.2013 to 07.09.2013	730 days
3.	Earned leave	14.09.2015 to 04.11.2015	52 days
4.	Extraordinary leave	05.11.2015 to 11.01.2016 12.01.2016 to 11.01.2019	3 years 2 months 7 days
	Total		6 years 24 days

The relevant rules for the grant of extraordinary leave are as under:

- (a) EOL is granted when (i) no other leave is admissible; or (ii) other leave is admissible, but the employee requests for EOL in writing.
- (d) The EOL granted in one occasion shall not exceed:
 - (1) For permanent employees: Maximum 5 years for all kinds of leave. No separate limit for EOL.

The Governing Body in principle approved her request for grant of EOL. The Governing Body further authorized the Principal to discuss the case with Ms. Kapila Jhamb and grant her leave if she felt her need was absolutely necessary.

2. The Governing Body of the college at its meeting held on December 3, 2005 granted study leave to Ms. Kanika Chadha for pursuing Ph.D. programme in the field of Law from Agra University for a period of two years from 07.02.2006 to 07.02.2008. She joined back her duties on February 8, 2008 after submitting her thesis. Her viva-voce and award of Ph.D. are still pending.

The Governing Body of the at its meeting held on September 28, 2015 discussed the matter thoroughly and it was resolved that the college may ask Ms. Kanika Chadha to

submit the documentary evidence of her follow up with Agra University with regard to her viva-voce and award of Ph.D. degree. It was further resolved that the college may write letters to the Vice-Chancellor and the Chancellor, Agra University requesting for the conduct of her viva-voce on priority basis. The copies of the letter may be sent to the Chief Minister, Uttar Pradesh and the Chief Minister of Delhi.

Accordingly, the college had asked Ms. Kanika Chadha to submit documentary evidence. She has submitted the Ph.D. thesis, fee receipt of thesis submitted. The letters were also sent to Vice-Chancellor and Chancellor of Agra University. The copies of the letters were sent to Chief Ministers of both Delhi and Uttar Pradesh. No reply was received from Vice-Chancellor and Chancellor, Agra University. The Chief Minister had sent our request to the authorities in the Uttar Pradesh.

The Governing Body shall further advice on the matter.

The Governing Body took serious note of the fact that the viva-voce of Ms. Kanika Chadha has not been held and she has not completed the requirements for award of Ph.D. degree so far against the two year study leave that she availed till 07.02.2008. After deliberations, it was decided to give her a time cap of six months in which she shall submit the proof of completion of her Ph.D. degree. The College will not consider any request for further extension beyond a period of six months w.e.f. 13th November 2018 and will start proceedings to recover the salary disbursed during the study leave as per the rules thereafter, in case Ms Kanika Chadha does not submit the evidence of having completed her degree by then.

3. Receipt of the letter No. CS-SDC/149/DU Comp./2018/368 dated October 9, 2018 from the Deputy Registrar, University of Delhi South Campus regarding online grievance of Dr. Satyapal Singh for permanent appointment as Assistant Professor in the Department of Physical Education.

The Governing Body strongly recommends his case and has no objection subject to the provisions of such appointments in the University rules and approval of the competent authority. This may be conveyed to the University.

4. The appointment of Acting Principal against vacant position of Principal.
The incumbent Principal, Dr. Savithri Singh will be superannuating on November 30, 2018. Accordingly, the college has sought approval of the University of Delhi for advertising the post of Principal after due approval from the Governing Body of the

college. The college has not received any reply from the University. The college needs to make arrangements for taking over from outgoing Principal.

The relevant rules of University of Delhi for arrangement in the absence Principal areas under:

Ordinance XVIII 7(3)

(3) In case of a casual vacancy in the office of the Principal, the Vice-Principal, if any, shall until the appointment of the Principal, act as the Principal. In case there is no Vice-Principal, the senior most teacher shall act as Principal. The teacher so to act as Principal shall fulfil the minimum eligibility requirements for appointment as Principal of the College.

Such temporary arrangements shall be made ordinarily for a period not exceeding six months and shall require the prior approval of the University.

3. (a) If the arrangement is for less than one month, the Vice-Principal shall not get any additional allowance. If the arrangement exceeds one month but is less than six months, the Vice-Principal shall be eligible for 10% of the minimum of the basic pay of the post of Principal as Additional Charge Allowance. Further, if the arrangement exceeds six months, the Vice-Principal shall be designated as Officiating Principal and shall be eligible for the scale of pay of the post of Principal for the duration of the arrangement.

Dr. Ravi Toteja, Associate Professor, Department of Zoology is presently the Vice-Principal of the college. His term as Vice-Principal is till 13th February 2019. He fulfills the minimum eligibility requirements for appointment as Principal of the College. The Governing Body resolved to appoint him as Acting Principal as per Ordinance XVIII 7(3) w.e.f. 01st December 2018. His appointment is initially for a period of six months or till the appointment of new Vice-Principal /Principal of the college subject to approval of University of Delhi.

5. Request of Ms. Namrata Arora, Professional Assistant (Officiating Librarian) for ad-hoc promotion to Librarian.

As per FR 49 the Government Servant is formally appointed to hold full charge of the duties of a higher post in the same office as his own and in the same cadre/line of promotion, in addition to his ordinary duties, he shall be allowed the pay admissible to him, if he is appointed to officiate in the higher post.

The pay scale of the Librarian is Rs.15600-39100 with a GP of 6000/- (VI pay commission) and Ms Namrata Arora is given additional officiating allowance of Rs.2160/- besides her pay.

The Governing Body took cognizance of the fact that Ms. Namrata Arora is discharging the full duties of the Librarian besides her own duties as Professional Assistant since February 2016 after the retirement of then Librarian, Ms. Veena Saini. She is the senior most functionary in the Library and satisfying the eligibility qualifications of the Librarian. She is given the officiating allowance of Rs.2160/-.

Since the post of Librarian cannot be kept vacant for functional considerations, the Governing Body considered her case under FR 49 where a serving officer can be entrusted with additional charge. The relevant section of FR 49 is as under

F.R. 49. The State Government may appoint a Government servant already holding a post in a substantive or officiating capacity to officiate, as a temporary measure, in one or more of other independent posts at one time under that Government. In such cases, his pay is regulated as follows:-

(i) Where a Government servant is formally appointed to hold full charge of the duties of a higher post in the same office as his own and in the same cadre/line of promotion, in addition to his ordinary duties, he shall be allowed the pay admissible to him, if he is appointed to officiate in the higher post, unless the competent authority reduces his officiating pay under Rule 35; but no additional pay shall, however, be allowed for performing the duties of a lower post;

The Governing Body approved that Ms. Namrata Arora can be given pay scale of the Librarian at entry level with pay protection as per seventh pay commission equivalent to Rs.15600-39100 with a GP of 6000/- (pre-revised as per VI pay commission) w.e.f 13th November, 2018 for a period of one year or till appointment of Librarian is made whichever is earlier. This arrangement does not bestow her any claim for regular appointment. The service rendered in the grade concerned also does not count for the purpose of seniority in that grade and for eligibility for promotion to the next higher grade.

6. To adjust deduction of earned leave/HPL of the non-teaching employees who were on strike called by Delhi University and College Karamchari Union (DUCKU) from 08th January 2007 to 09th February 2007.

The non-teaching employees of the University and its colleges were on strike called by DUCKU from 08th January 2007 to 09th February 2007 for their demands. The University of Delhi vide letter nos. CB-III/Noti/2007/31761 dated 12th January 2007, Estab.II(i)/2007/R-2363 dated 29th January 2007 and dated 05th January 2007 and Estab.II(i)/2007/2364 dated 01st February 2007 conveyed the decision of the University to implement 'No Work No Pay' in all the Departments and Branches/Colleges of University. Accordingly, the college did not release the salary to non-teaching staff for the month of January 2007.

In February 2007, non-teaching employees who were on strike requested for release of salary for the month of January 2007 along with an undertaking that any decision taken regarding release of salary for the 'Strike Period' as settled between DUCKU and DU would be acceptable to them. Also the college would be authorized to recover strike period salary by means of Earned leave or cash recovery through salary deduction for employees not having adequate leave to their credit. Accordingly, college released the salary for the month of January 2007 with the permission of Chairman and Treasurer of the college against deduction of Earned Leave/HPL for the period 08th January 2007 to 08th February 2007.

The Principal apprised the Governing Body regarding the support from the non-teaching staff in all the years. In general, the College has never suffered due to strikes and *Dharnas* since the employees ensure that the skeletal staff needed to run the offices, the library and the various laboratories were always deployed such that the functioning of the institution did not suffer. In view, the Governing Body decided to look into the matter and gather information from other colleges about the modalities adopted by them to resolve the matter. The Chairman assured that the matter will be resolved at the earliest.

7. To release one-day salary of teachers deducted for August 28, 2012 i.e. on the day of DUTA-called strike

The Delhi University Teachers Association (DUTA) called for a strike on August 28, 2012. The University of Delhi vide letter No SPA/R/2012/R-3416 dated August 27, 2012 and SPA/R/2012/R-3418 dated August 29, 2012 directed the college to send confirmation of due performance of duty, teaching and administrative, by the teachers along with the record of their presence in the college throughout the working hours on August 28, 2012. The University of Delhi vide letter no. 0385/2012/CS-II/536 dated September 24, 2012 directed the college to deduct one day's salary of the teachers who were absent and or were present in the college but did not perform their teaching and other duties on 28.08.2012. Accordingly, one-day salary of teachers were deducted from the month of September 2012.

The Principal apprised the Governing Body regarding the contributions of the faculty in making the college a hub of academic and research excellence. The Governing Body of the college approved the release of one day salary of teachers deducted for August 28, 2012 against a strike called by DUTA. The release of one day salary may be done against the deduction of one day's Earned Leave (EL). College shall give the option of deduction of one day Earned Leave (EL) to the teachers and release the one day salary to those accepting this option.

8. Writing-off of 22 books costing Rs. 5,086/- lost during the period 2016-2018.

Loss of five volumes per one thousand volumes of books issued/consulted in a year may be taken as reasonable provided such losses are not attributable to dishonesty or negligence. However, loss of a book of a value exceeding Rs.1,000/- (Rupees One thousand only) and rare books irrespective of value shall invariably be investigated and appropriate action taken as per Rule 215 of GFR 2017.

Writing-off of 22 books costing Rs. 5,086/- lost during the period 2016-2018 was approved by the Governing Body.

9. The NAAC accredited institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures. College was NAAC accredited with Grade A with a score of 3.31 on a scale of 4 in March 2016. AQAR for academic years 2016-17, 2017-18 is placed for the approval of the Governing Body.

AQAR for academic years 2016-17 and 2017-18 were approved by the Governing Body.

V. Accounts

- A The Governing Body approved the reported items No 1 to 12.

B Considered and Approved:

1. Action Taken Report on Examiner Local Funds Accounts Audit Report for the financial year 2016-2017.

The Action Taken Report on Examiner Local Funds Accounts Audit Report for the financial year 2016-2017 was approved by the Governing Body.

2. Revision of honorarium to Guest Lecturers for practical classes

The college has been paying an honorarium of Rs.250/- per practical class to Guest lecturers in reference to the letter no. CB-II/330/Misc./10/ANDC/2012/1196 dated 01.10.2012. College sought clarification from University of Delhi on the matter in light of the implementation of Choice Based Credit System (CBCS) vide letters no. ANDC/2016/1583 dated September 26, 2016 and ANDC/2017/4755 dated February 21, 2017 and ANDC/2017/1336 dated August 23, 2017. The Joint Registrar (Colleges) vide letter no CS-I(III)/Misc./ANDC/2018/97 dated April 24, 2018 conveyed that the matter does not pertain to CBCS Oversight committee albeit it is an administrative matter that needs to be resolved by the college as per the prevailing rules and regulations of the University. Accordingly, a committee was constituted by the Principal of the following to deliberate on the matter and make appropriate recommendations.

- i. Convener, Workload Committee
- ii. Vice Principal
- iii. Bursar
- iv. Administrative Officer(Member Secretary)

As per the recommendations of the committee, the honorarium to Guest Lecturers for practical classes shall be revised from Rs.250/- to Rs.500/- per practical class. This opinion is derived from the fact that in CBCS a 4-hour practical has two credits while a 1-hour theory has one credit (and UGC has approved Rs. 1000/- per credit/ hour).

The Governing Body accepted the recommendations of the committee for revising the honorarium to Guest Lecturers for practical classes from Rs.250/- to Rs.500/- per practical class from July 20, 2018 i.e. beginning of the current academic semester onwards.

3. Fee relaxation for Foreign language courses for wards of college employees

The Governing Body of the college in its meeting held on August 20, 2015 approved waiver of all fee components for wards/children of all regular employees of the college studying in any regular course other than University enrolment and examination fee that

are mandatory components that go directly to University of Delhi. A request has been made to provide fee relaxation for the various self- financed foreign language courses (FLC) in the college. College is presently running Certificate and Diploma add-on courses in French, Spanish and German on a self-financed basis and certificate course in Russian financed by the University.

The Governing Body of the college deliberated on the matter and resolved to give full fee waiver only for certificate courses in French, Spanish, German and Russian to the non-teaching employees only. The full fee waiver other than the examination fee will be given to the wards of non-teaching staff working in substantive capacity. The ward should be pursuing a regular under-graduate course at Acharya Narendra Dev College to be eligible for the relaxation.

Any Other Matter

1. Certificate/Diploma/Advance Diploma courses for the official languages of Delhi

The Chairperson, Governing Body proposed to start add-on courses in form of Certificate/Diploma/Advance Diploma courses for the official languages of Delhi i.e. Hindi, Punjabi and Urdu. The Governing Body gave in principle approval for these add-on courses. It was proposed that these courses shall be run with financial support of Government of NCT of Delhi. To ensure seriousness of the students, a nominal fee may be charged from the students.

2. Place on record appreciation for the Principal, Prof. Savithri Singh, superannuating on November 30, 2018

The Governing Body placed on record the appreciation for the Principal, Prof. Savithri Singh who superannuates on November 30, 2018 after serving the college for more than thirteen years. The Governing Body appreciated her vision, leadership, contribution in Open education, initiatives and new experiments in undergraduate education and pedagogy undertaken at ANDC helping the college scale new heights. The Governing Body recognized the roadmap set-up by her to achieve higher through the twin ideology of the college of going 'Beyond the Classroom' and 'Preparing for the Future'.


Chairperson 22/11/2018
Governing Body


Principal (Member Secretary) 22/11/18