ADITI MAHAVIDYALAYA (UNIVERSITY OF DELHI) BAWANA, DELHI-110 039.

MINUTES OF MEETING OF THE 101st GOVERNING BODY MEETING OF ADITI MAHAVIDYALAYA

The 101st meeting of the Governing Body (GB) of Aditi Mahavidyalaya was held on 8th June, 2018 at 3.00 p.m. in the Principal's Office.. The following members were present in the meeting:

Sh. Prabhanjan Jha Chairman

Sh. Amrendra Kumar

Dr. Jyotish Joshi

Sh. Dharam Veer Sharma

Mr. Deepak

Mr. Ajay Gupta

Prof. Pamela Singla

Dr. Sandhya Vatsyayana Teachers' Representative

Dr. Santosh Kumar Teachers' Representative

Mr. Kishan Lal Special Invitee

Dr.Mamta Sharma, Principal/Member Secretary

In the meeting, the following business was transacted:

ITEM NO.1

The Governing Body confirmed the minutes of meeting of Governing Body No.100 held on 31.5.2018.

ITEM NO.2

Item No.1

The Governing Body confirmed the minutes of meetings of Governing Body Nos.97 held on 20.1.2018 with the following modification, 99 held on 24.4.2018 and action taken report was submitted by the Member Secretary .

(Item No.21 of Agenda 97)

The names of following three Hon'ble Governing Body Members were included in the Committee for Upgradation of College Library:

- 1. Shri Prabhanjan Jha
- 2. Dr. Jyotish Joshi
- 3. Shri Ajay Gupta

Now the Committee exists as under:

- 1. Shri Prabhanjan Jha
- 2. Dr. Jyotish Joshi
- 3. Shri Ajay Gupta
- 4. Prof.Neeta Sehgal,
- 5. Prof.Pamela Singla,
- 6. Prof.D.V.Singh, University Librarian,
- 7. Dr.Mamta Sharma, Principal
- 8. Dr.Lakshmi Bhatia

Item No.2

To report the University letter No.CS-1(108)/UR/GB/AM/2018/215 dated 1.2.2018 regarding reappointment of Prof.Pamela Singla as University Representative on the Governing Body of the college for a period of one year w.e.f. 23.1.2018.

Resolved that:

Reported.

Item No.3

To report the University letter bearing No. CS.I/108/GB./NCTD/2018/244 dated 8.3.2018 regarding constitution of Governing Body of Aditi Mahavidyalaya for a period of one year vide approval of the Executive Council in its meeting held on 7.3.2018 and 8.3.2018.

Resolved that:

Reported.

To report the University letter bearing No. CS.I/108/GB./NCTD/2018/265 dated 5.4.2018 regarding constitution of Governing Body of Aditi Mahavidyalaya for a period of one year viz. Shri Bhupinder Punia, Shri Deepak and Shri Ajay Gupta.

Resolved that:

Reported.

Item No.5

To report the letter dated 21.3.2018 received from Advocate Anmol submitting the bill worth Rs.5,500.00 towards professional fee for legal opinion in respect of college letter No. AM/2017/1805 dated 21.12.2017 regarding RTI.

Resolved that:

Reported. The Governing Body directed to release the payment worth Rs.5,500.00 to Advocate Anmol.

Item No.6

To report the order placed for lay out plan of the college building from M/s. Swati Structure Solution Pvt.Ltd. vide note sheet dated 9.5.2018.

Resolved that:

The order is to be placed for lay out plan of the college building from M/s. Swati Structure Solution Pvt.Ltd. The Governing Body directed to place the order for the same.

Item No.7

To report the papers relating to Land allotment to Aditi Mahavidyalaya received from Shri Ajay Gupta vide email dated 1.5.2018.

Resolved that:

The matter related to land allotment was discussed extensively and it was decided to write to the Competent Authorities to allot land in the proximity of Bawana so that the spirit and the purpose to render education to the rural girls is upheld.

Item No.8

To report the comprehensive fee hike for courses and societies vide email dated 25.5.2018 received from Secretary, Staff Council.

Resolved that:

The letter dated 30.5.2018 by the Secretary, Staff Council was placed before the house and discussed extensively. The Hon'ble members wished to know the utilization of fee / funds in the academic session 2017-2018 and individual justification for enhancement of fee / funds for the forthcoming session. Further, the members proposed that the enhancement should not be more than 20%.

To report the appointment and recommendation of Dr.Neelam Rathi as Convener, MOOC Courses & Community College.

Resolved that:

Reported and confirmed.

Item No.10

To report the start of French Courses duly recommended by Staff Council in its meeting held on 18.4.2018.

Resolved that:

The Governing Body approved in principle to run the French Courses from University of Delhi which will be optional for the students and more details should be procured from University.

Item No.11

To report the constitution of Silver Jubilee Committee of the following teachers for the year 2018-2019:

Dr.Neelam Rathi, Convener Dr.Nalini Singh, Co-Convener Dr.Sunita Bahmani, Member Dr.Santosh Kumar, Member Dr.Archana Sawshilya, Member

Resolved that:

Ms.Neerja Nagpal is the member of Committee instead of Dr.Sunita Bahmani.

The Hon'ble Governing Body observed that the Silver Jubilee Committee should be re-constituted and the matter be placed before the Staff Council. All the Teacher-in-charges and societies / committees' Conveners will be the members of this Committee and the convenership and co-convenership should be offered in order of seniority. The Committee should prepare the calendar for the entire year. This should include academic and cultural activities. There should be review meetings for the same on monthly basis. Two Governing Body members will be observers of this Committee.

Item No.12

To report the minutes of the meeting of Departmental Promotion Committee held on 2.4.2018 in respect of Ms.Pawan, FT Lab., Shri Yogender Singh Rana, Geography Lab., Shri Vijay Kumar, OMSP Lab. and Shri Rajesh Kumar, HDFE Lab. for promotion from Lab. Attendant to the post of Lab.Assistant.

Resolved that:

Reported and confirmed.

To report the minutes of the meeting of Departmental Promotion Committee held on 12.4.2018 in respect of Mr.Rajesh Jain for promotion from Assistant to the post of Senior Assistant.

Resolved that:

Reported and confirmed.

Item No. 14

To report the minutes of the meeting of Screening Committee held on 13.4.2018 for placement of Shri Virender Prasad Tiwari, Administrative Officer in the senior scale w.e.f. 8.2.2017.

Resolved that:

Reported and Confirmed.

Item No.15

To report the letter dated 28.3.2018 received from Internal College Complaint Committee relating to a complaint filed by a student against Shri Pardeep Dabas, Chowkidar.

Resolved that:

Reported.

Item No.16

To report the note sheet dated 24.5.2018 initiated by Section Officer (Admn.) regarding wilful absenteeism and irregular on duty of Mr.Rajesh Kumar Safai, Karamchari.

Resolved that:

The Governing Body resolved that the matter regarding willful absenteeism and irregular on duty of Mr.Rajesh Kumar, Safai Karamchari should be referred to the Grievance Committee For Teaching & Non Teaching constituted by the Governing Body.

Item No.17

To approve the start of compliance in respect of audit report dated 16.3.2018 of AGCR for the years 2014-15 to 2016-2017 vide note sheet dated 27.4.2018.

Resolved that:

The Governing Body has directed that all the concerned will submit their compliance regarding the AGCR Audit Report for the years 2014-15 to 2016-17 at the earliest. The compliance will be reviewed in the next Governing Body Meeting.

Item No.18

To report the Internal Audit Report of Internal Auditor (Chartered Accountant) for the financial year 2016-2017.

Reported.

Item No.19

To report the habitual absenteeism and irregular on duty of Mr.Dilbir Singh, Caretaker vide note sheet dated 24.5.2018 received from Section Officer (Admn.).

Resolved that:

The Governing Body resolved that the matter regarding willful absenteeism and irregular on duty of Mr.Dilbir Singh, Caretaker should be referred to the Grievance Committee For Teaching & Non Teaching constituted by the Governing Body.

Item No.20

To report the indiscipline amongst the staff of the college like Safai Karamcharis and Chowkidars, refusal to work and the register placed at the main gate of the college.

Resolved that:

The Governing Body referred the matter to the Grievance Committee for Teaching & Non Teaching..

Item No.21

To report the Status Report in respect of all the Stock Registers being maintained in the college.

Resolved that:

The Governing Body decided that the Hon'ble Governing Body Member, Shri Amrender Kumar, will be the Convener of the existing Physical Verification Committee and for the stock registers. The meeting will be called at the earliest.

Item No.22

To report the email letter dated 10.01.2018 received from Directorate of Higher Education for constitution of autonomy Committee.

Resolved that:

The Governing Body unanimously decided to turn down the autonomy proposal of Directorate of Higher Education.

Item No.23

To report the ongoing liability of minimum wages being paid to Mr.Vijay Kumar Vashisht, ex-Peon of the college as per Govt. of NCT of Delhi rules vide Court Order dated 09.02.2012.

The Governing Body resolved that the matter regarding ongoing liability of minimum wages being paid to Mr.Vijay Kumar Vashisht, ex-Peon of the college should be referred to the Grievance Committee For Teaching & Non Teaching constituted by the Governing Body.

Item No.24

To constitute the Committee for Photostat Shop in the memory of late Miss Pearl vide objection raised by AGCR in their audit report.

Resolved that:

The Governing Body decided to constituted three membered committee comprising of Shri Dharam Veer Sharma, Ms.Neerja Nagpal and Shri V.P.Tiwari for Photostat Shop in the memory of late Miss Pearl.

Item No.25

To approve the proposal vide email dated 8.5.2018 submitted by Dr.Priya Bir, Associate Professor in Psychology in respect of the course of Personality and Skills Building which would cater the needs of the students of B.A.(Prog.), B.A.(Hons.) (Geography), Bachelor of Hindi Journalism (BHJ), B.Com.(P), B.Com.(Hons.) duly passed by the Staff Council in its meeting held on 18.4.2018

Resolved that:

It was decided to have detailed presentation from Dr. Priya Bir, Associate Professor in Psychology and then decision will be taken.

Item No.26

To approve the adhoc appointment of the following Assistant Professors on starting salary of Rs.15600.00 per month plus AGP of Rs.6000.00 plus other usual allowances permissible under the University rules in the Pay Band of Rs.15600-39100 for the period from 22.3.2018 to 19.5.2018 (the last working day of the Academic Session) or till the permanent appointments are made, whichever is earlier, subject to approval of the Governing Body:

Sl.No.	Name	Subject
1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11.	Dr.Bhupender Singh Dr.Promila Sehrawat Ms.Anita Beniwal Ms.Priya Khurana Ms.Gomti Ms.Alka Verma Dr.Neetu Malik Ms.Mamta Arora Dr.Sheetal Sharma Dr.Roshani Devi Ms.Sneh Gangwar	Chemistry Economics Education-B.El.Ed. Education-B.El.Ed. Education-B.El.Ed Ceography Geography Geography Geography Geography Geography Geography
13.	Ms. Shikha Yadav Dr.Sunita Dahiya	Geography Commerce

14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38.	Dr.Parul Goel Ms.Rashi Paliwal Ms. Indu Dr.Asha Devi Dr.Kamlesh Kumari Dr.Harkesh Ms.Sangita Kumari Dr.Devender Bhardwaj Dr.Ritu Khatri Dr.Rashmi Gupta Dr.Manju Goel Ms.Manisha Pal Shri Rakesh Choudhary Ms. Gyanwati Ms.Shashi Kumari Ms.Juhi Bhatnagar Dr.Santosh Kumar Yadav Parul Chopra Dr.Annie Ray Dr.Sangeeta Kumari Ms.Mali Devi Shri Baldev Gulati Ms.Upasna Gaggat Dr.Manish Vats Ms.Shashi Prabha	Commerce Commerce Hindi Hindi Hindi Hindi Hindi Hindi Hindi Hori Hindi Hindi Hindi Hork Social Work Social Work Social Work Social Work Commerce Political Science Mathematics Commerce Hindi Hindi Social Work Social Work Commerce Hindi Hori Hori Hori Hori Hori Hori Hori Hor
39.	Ms.Lovely	Commerce

The Governing Body approved all the adhoc appointments as per names enumerated in the above item duly approved by the Chairman, Governing Body.

Item No.27

To approve the adhoc appointment of the following Assistant Professors on starting salary of Rs.15600.00 per month plus AGP of Rs.6000.00 plus other usual allowances permissible under the University rules in the Pay Band of Rs.15600-39100 for the period mentioned against them upto 19.5.2018 or till the permanent appointments are made, whichever is earlier, subject to approval of the Governing Body:

1.	Shri Aneesh T.V.	Social Work		24.4.2018
2.	Dr.Shadab Khan	Geography		12.5.2018
3.	Shri Jagmohan	Geography		20.4.2018
4.	Shri Aamir Khan	Commerce		13.4.2018
5.	Shri Abhishek Gautam	Economics		20.4.2018
	(Against leave vacancy	of Ms.Manisha)		
6.	Ms.Chandrakala Diyali	Social Work		20.4.2018
7	(Against leave vacancy	of Ms.Seema Rani)		
7.	Ms.Divya Kalra	Commerce		20.4.2018
	(Against leave vacancy	of Dr.Anu Jain)	٠	

The Governing Body approved all the adhoc appointments as per names enumerated in the above item duly approved by the Chairman, Governing Body.

Item No.28

To approve the appointment of the following Assistant Professors on starting salary of Rs.15600.00 per month plus AGP of Rs.6000.00 plus other usual allowances permissible under the University rules in the Pay Band of Rs.15600-39100 for the period mentioned against their names or till the permanent appointments are made, whichever is earlier, subject to approval of the Governing Body:

Sl.No.	Name	Subject	Period
1.	Ms. Nongmaithem Elza Devi (OBC) (Against leave vacancy of Dr.Reema La		31.01.2018 to 12.04.2018
2.	Shri Aneesh T.V.	Social Work	23.01.2018 to 22.04.2018

Resolved that:

The Governing Body approved all the adhoc appointments as per names enumerated in the above item duly approved by the Chairman, Governing Body.

Item No.29

To approve the adhoc appointment of the following Assistant Professors on starting salary of Rs.15600.00 per month plus AGP of Rs.6000.00 plus other usual allowances permissible under the University rules in the Pay Band of Rs.15600-39100 for the period mentioned against them or till the permanent appointments are made, whichever is earlier:

1.	Dr.Shadab Khan		11.1.2018 to 10.5.2018
2.	Dr.Karnika Prakash	Home Science	11.1.2018 to 10.5.2018
	(Against leave vacancy of Dr. Poonak Lakra)		
3.	Shri Prabhanshu Ojha	Hindi	11.1.2018 to 28.3.2018
	(Against leave vacancy of Dr.Rashmi Sharma)		harma)

Resolved that:

The Governing Body approved all the adhoc appointments as per names enumerated in the above item duly approved by the Chairman, Governing Body.

Item No.30

To approve the appointment of Mr.Jamil as System & Network Administrator on contractual basis for the period from 22.5.2018 to 21.11.2018 vide note sheet dated 16.5.2018.

Resolved that:

The Governing Body approved the appointment of Mr.Jamil as System & Network Administrator on contractual basis for the period from 22.5.2018 to 21.11.2018.

To approve the grant of Child Care Leave to Ms.Lado, Stenographer for the period from 5.2.2018 to 23.3.2018 and 7.5.2018 to 4.6.2018 vide note sheet dated 31.1.2018 and 4.5.2018 respectively as per University rules.

Resolved that:

The Governing Body reported and approved the grant of CCL to Ms.Lado for the period from 5.2,2018 to 23.3.2018 and 7.5.2018 to 4.6.2018 after her joining in between.

Item No.32

To approve the Child Care Leave to Mrs.Kavita, Professional Assistant (Library) with full pay and allowances as per University rules for the period from 21.5.2018 to 18.6.2018.

Resolved that:

The Governing Body approved the Child Care Leave to Mrs.Kavita, Professional Assistant (Library) with full pay and allowances as per University rules for the period from 21.5.2018 to 18.6.2018.

Item No.33

To approve the grant of Child Care Leave to Dr. Upasna Seth, Associate Professor in Home Science for the period from 7.2.2018 to 24.2.2018 and 5.3.2018 to 21.3.2018 as per University rules vide note sheet dated 5.2.2018 and 28.2.2018.

Resolved that:

The Governing Bodyapproved the grant of Child Care Leave to Dr. Upasna Seth, Associate Professor in Home Science for the period from 7.2.2018 to 24.2.2018 and 5.3.2018 to 21.3.2018 as per University rules.

Item No.34

To approve the grant of Child Care Leave to Dr.Mala Misra, Associate Professor in the department of Hindi for the period from 21.2.2018 to 28.2.2018 as per University rules vide note sheet dated 20.2.2018.

Resolved that:

The Governing Body approved the grant of Child Care Leave to Dr.Mala Misra, Associate Professor in the department of Hindi for the period from 21.2.2018 to 28.2.2018 as per University rules.

Item No.35

To approve the grant of Child Care Leave to Dr.Neerja Deswal, Assistant Professor in English for the period from 12.2.2018 to 26.2.2018 as per University rules vide note sheet dated 9.2.2018.

The Governing Body approved the grant of Child Care Leave to Dr.Neerja Deswal, Assistant Professor in English for the period from 12.2.2018 to 26.2.2018 as per University rules.

Item No.36

To approve the grant of Child Care Leave to Dr.Suruchi Singh, Assistant Professor in Mathematics for the period from 1.2.2018 to 26.2.2018 as per University rules vide note sheet dated 31.1.2018.

Resolved that:

The Governing Body approved the grant of Child Care Leave to Dr.Suruchi Singh, Assistant Professor in Mathematics for the period from 1.2.2018 to 26.2.2018 as per University rules.

Item No.37

To approve the grant of Child Care Leave to the following teachers for the period mentioned against their names as per University rules vide note sheet dated 01.01.2018:

Dr.Manisha Wadhwa –

2.1.2018 to 1.8.1.2018

2. Dr.Archana Sawshilya -

3.1.2018 to 18.1.2018

Dr.Pooja Khanna -

8.1.2018 to 2.2.2018

Resolved that:

The Governing Body approved the CCL to above teachers.

Item No.38

To approve the appointment of Ms.Kusum as full time Nurse on contractual basis for a period of six months .w.e.f. 29.1.2018 vide recommendations of Convener, Medical Committee.

Resolved that:

The Governing Body approved the appointment of Ms.Kusum as full time Nurse on contractual basis for a period of six months .w.e.f. 29.1.2018.

Item No.39

To approve the installation of Face Recognition Bio Matric Machine in the college.

Resolved that:

The proposal for installation of Face Recognition Bio Matric Machine has been initiated on GeM Portal.

Item No.40

To approve the name of Hon'ble Governing Body Member in the Committee for renovation of BHJ Lab.and Community Radio of the college. The amount worth Rs.15 lacs from University of Delhi towards the renovation of BHJ Lab. has already been received by the college. Besides, there is a

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need of Rs.4,50,000.00 towards the Community Radio. The same is proposed to be procured from College Development Fund.

Resolved that:

The proposal for BHJ Lab. and Community Radio was placed before the Governing Body and names of Hon'ble Governing Body Members were included in the Committee already in existence. The names as as follows:

- 1. Dr. Jyotish Joshi
- 2. Shri Dharam Veer Sharma
- 3. Shri Deepak

Now the Committee exists as under:

- Dr. Jyotish Joshi
- 2. Shri Dharam Veer Sharma
- Shri Deepak
- 4. Shri Ajay Gupta
- Dr.Madhu Lomesh
- 6. Dr.Neelam Rathi
- 7. Dr.Asha
- 8. Dr. Vidhi Sharma
- 9. Dr.Devender Bhardwaj
- Dr.Ritu Khatri
- 11. Mr.Jamil, S&NA

The Governing Body resolved that meeting of Committee be called at the earliest to review the proposal.

Item No.41

To approve the name of Hon'ble Governing Body Member in the Committee for renovation of Hall of the college.

Resolved that:

The names of the following Governing Body Members were included in the existing Committee for Renovation of College Hall:

- Dr. Jyotish Joshi
- 2. Shri Amrender Kumar
- 3. Shri Ajay Gupta

Now the Committee exists as under:

- Dr. Jyotish Joshi
- 2. Shri Amrender Kumar
- 3. Shri Ajay Gupta
- Dr.Santosh Kumar
- Dr.Ritu Sharma
- 6. Dr.Neelam Rathi
- Ms.Neerja Nagpal

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The Governing Body resolved that meeting of Committee be called at the earliest to review the proposal.

Item No.42

To approve the name of Hon'ble Governing Body Member in the Physical Verification Committee in the college.

Resolved that:

The name of Shri Amrender Kumar was approved as Convener for the Physical Verification Committee.

- Now the Committee exists as under:
 - Shri Amrender Kumar, Governing Body Member Convener
 - Dr.Mamta Sharma, Principal
 - Dr.Archana Sawshilya, Co-Convener
 - Dr.Bhawna Rajput
 Associate Professor in Commerce
 - Dr.Sadhna Jain,
 Associate Professor in Home Science
 - Dr.Ritu Sharma,
 Assistant Professor in Psychology
 - Shri V.P.Tiwari
 A.O.

The Governing Body resolved that meeting of Committee be called at the earliest to review the proposal.

Item No.43

To approve the name of Hon'ble Governing Body Member in the following committees:

- i) Land and Infrastructure Allotment Committee
- ii) Provident Fund Committee
- iii) Leave Committee

Resolved that:

The names of the Governing Body Members have been approved for the following committees:

Land and Infrastructure Allotment Committee:

 Shri Ajay Gupta, 2) Shri Dharam Veer Sharma, 3) Shri Deepak and 4) Dr.Sandhya Vatsyayana.

Provident Fund Committee:

- Shri Bhupender Punia, Treasurer, Governing Body
- 2. Shri Amrender Kumar
- 3. Shri Dharam Veer Sharma
- Dr. Mamta Sharma, Principal
- Dr. Poonam Lakra, Convener,
- 6 Dr.Reema Lamba, Co-Convener
- 7. Dr.Beena Anthony Reji,
- g Dr.Indu Nashier,
- 9. Dr.Santosh Kumar,
- 10. Dr.Lakshmi Bhatia
- 11. Dr.Archana Sawshilya Bursar
- 12. Sh.CS Sharma, Sr.Asstt.

Leave Committee:

- 1. Shri Ajay Gupta
- Shri Deepak
- 3. Dr.Reema Lamba, Convener
- 4. Dr.Poonam Lakra, Co-Convener

Item No.44

To approve the purchase of 300 plastic chairs worth Rs.3 lacs approximately for the students to be placed in the college auditorium vide letter dated 2.5.2018 submitted by Mr.Manohar Lal, Assistant to Caretaker.

Resolved that:

The purchase of 300 plastic chairs worth Rs.3 lacs approximately was approved by the Governing Body from the students' fund. It is also resolved to follow the GFR in this regard.

Item No.45

To approve the implementation of 7th Pay Commission for teaching and non teaching staff of the college w.e.f. 1.1.2016 and arrears thereon.

Resolved that:

The Governing Body approved the implementation of 7th Pay Commission for teaching and non teaching staff of the college w.e.f. 1.1.2016 and arrears thereon in its 100rd meeting.

Item No.46

To approve the start of process for renovation of all the labs. in the college under the NAAC

Resolved that:

The Governing Body directed to procure the detailed requirement and the estimate. The same should be procured and done from College Development Fund of the Students' Fund.

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Item No.47

To approve the installation of 1.5 ton split Air Conditioner worth Rs.50,000.00 approximately in the Examination Control Room from College Development Fund in Students' Fund.

Resolved that:

The Governing Body approved the installation of 1.5 ton split Air Conditioner worth Rs.50,000.00 approx. in the Examination Control Room from College Development Fund in Students' Fund.

Item No.48

To approve the process of renovation of the Principal's Office.

Resolved that:

The Governing Body directed to procure the requirement and the estimate and the same may be done from College Development Fund of Students' Fund.

ANY OTHER MATTER WITH PERMISSION OF THE CHAIR.

- 1. Depending upon the requirement and as suggested by Directorate of Higher Education, the procurement of MGRM software may be explored.
- 2. The scholarship in the name of Ms. Vijaya Sharma was reported and approved.
- 3. The estimate may be procured for conference room and the staff room for various items like false ceiling and curtains etc.
- 4. The Governing Body directed to consider the requirement submitted by the staff.
- 5. The ICC report in respect of Miss Jyotsna and Miss Tabassum were placed before the House. The members observed that the parents of these students should be informed about the same.

The meeting ended with vote of thanks to the Chair.

Marila Shaeme. DR.MAMTA SHARMA,

PRINCIPAL & MEMBER SECRETARY

CONFIRMED

HAIRMAN