

JADAVPUR UNIVERSITY

KOLKATA – 32

Dated: 09.11.2022

Draft Minutes of the 29th Meeting of the 10th Executive Council, constituted for the period of 2020-2024 in terms of West Bengal University Laws (Amendment) Act, 2011, which was held on **Saturday, the 10th of September, 2022 at 08:00 p.m.** in blended mode.

MEMBERS PRESENT

1. Prof. Suranjan Das, Vice Chancellor — Chairman.
2. Prof. Chiranjib Bhattacharjee, Pro-Vice Chancellor.
3. Prof. Bhaskar Gupta, Dean, Faculty Council of Engg. & Tech.
4. Prof. Subenoy Chakraborty, Dean, Faculty Council of Science.
5. Prof. Anindya Jyoti Majumder, Dean, Faculty Council of Arts.
6. Prof. Matangini Chattopadhyay, Dean, Faculty Council of ISLM.
7. Prof. Saikat Sinha Roy, HoD, Economics
8. Prof. Muktipada Sinha, HoD, Education
9. Prof. Saswati Mazumder, HoD, Electrical Engineering
10. Prof. Monotosh Biswas, HoD, ETCE
11. Prof. Sonia Sahoo, HoD, English
12. Prof. Moinak Biswas, HoD, Film Studies
13. Prof. Prasanta Kumar Biswas, HoD, FTBE
14. Prof. Dipak Chandra Pal, HoD, Geology
15. Prof. Maroona Murmu, HoD, History
16. Prof. Parama Bhaumik, HoD, Information Technology
17. Prof. Ratna Ghosh, HoD, IEE
18. Dr. Snehamanju Basu — Registrar - Invitee
19. Sri Gour Krishna Pattanayak, Finance Officer. — Invitee.

DEPUTATION

DEPUTATION NO. 1:

Considered a deputation from JUDSRF regarding various issues.

The list of demands are as follows:

1. Every registered research scholar must be given an Institute Fellowship of amount more than Rs 20,000 per month.
2. A Placement Cell including research scholar representatives must be set up to ensure research scholars can properly avail career opportunities in both the academic and the corporate sector after the completion of their PhD.

3. Necessary action must be taken to ensure proper research-inductive environment including ensuring the availability proper infrastructure and funding to the research scholars.
4. Funds must be provided to the research scholars to attend at least 1 International Conference and 3 National Conference each year to publish their research work.
5. Efforts must be made to ensure the continuity of project-based Research Fellowships for research scholars in the university (e.g., RUSA, CSIR, DST etc.).
6. The university administration must set up industrial collaborations in the research domain to widen the scope of work for the research scholar in the university.
7. A Grievance Cell must be set up immediately to address the complaints raised by the research scholars.
8. The Thesis must be communicated within 30 days of its final submission as any additional delay gravely affects the research scholars future opportunities.
9. Libraries and laboratories in the university should be accessible 24x7 to all research scholars to ensure research works can be conducted smoothly.
10. A research scholar representative must be included in the university's I.C.C.
11. As a matter of concern, as per the revised GST rates, the necessary equipments and instruments required for academic and research purpose have a GST rate of 18% imposed on them which make it difficult for the professors, research scholars and students to avail the necessary laboratory equipments for their coursework. We demand the authority to take necessary actions against this injustice towards academic community.
12. Our University have various equipments and instruments which serve various purposes, it could be laboratory equipment, classroom infrastructure or administrative infrastructure. All these much necessary equipments suffer lack of maintenance which lead to the worsening of their functioning, and sometimes there is no other alternative other than to replace it. We demand the university administration to take necessary steps to ensure proper maintenance and functioning of university equipments.

Copies of relevant documents had been circulated on the table.

DEPUTATION NO. 2:

Considered a deputation from CPWD regarding various issues.

Excerpts of the deputation are as follows:

On behalf of Forum for Students with Disabilities, Here we mention two serious issues related to the service to the Persons with Disabilities of this university.

1. The present infrastructure of Centre for Persons with Disabilities (CPD) is quite inadequate for the Students with Disabilities respective of their increasing number. According to the university officials, the University is unable to enhance its present infrastructure for disabled community due to the lack of fund. Though as per the RPD Act 2016 sec 16/iii, it is the duty of the university to provide the reasonable accommodation to the disabled students. Under such circumstance, the only disabled friendly building in the University held by formerly HEPSN Cell with its all relevant apparatus that were purchased with the support of UGC disability fund, is being wrongly occupied and misused by some powerful persons. According to the RPD Act 2016 Sec 92e this is a punishable offence. This setup should be handed over to CPD immediately.

2. There are 5 contractual workers in the Accessible library and 2 contractual workers are employed in the battery operated car service of CPD. Among them, two of the library workers and the two battery operated car service personnel's are paid an amount of Rs. 10000 of gross salary per month. Whereas the other three library workers are paid Rs 20000 of gross salary per month. But the service they provide us is noble in its' nature and far bigger than their poor salary. Besides, the all seven workers are personally very dedicated and efficient for their job. The student's representatives have already raised this issue in several CPD meetings and proposed to put the CPD workers into a separate category of workers with a different pay structure from other contractual workers. But the CPD Committee is unable to make any unanimous resolution in this regard. The library workers of CPD Are doing completely an academic and specialized job which is not listed in the category of laborers in the Concerned G.O of Labor Commission. On the other hand the two battery operated car service personals are not just a 'Toto Driver', they have to do work as an assistant of a person with disabilities in the university campus. This job is also not enlisted in the mentioned G.O. They should be treated as 'Driver cum Assistant'.

In this context we strongly demand:

- (1) All infrastructure along with all apparatus and the Disabled friendly building of formerly HEPSN should be handed over to the CPD for the free use of the Disabled Students of the University.
- (2) All contractual workers who are working in the Accessible library should be treated as specialized worker and there must be a common pay structure for them. The battery operated car service personnel should be treated 'Driver cum Assistant' and their salary must be restructured.

The CPD Projects are the example of best practice of Jadavpur University. We feel proud of these project. We hope that you will be able to understand our concern regarding CPD and will take necessary steps in this regard.

Copies of relevant documents had been circulated on the table.

DEPUTATION NO. 3:

Considered a deputation from PVKSJU regarding various issues.

The list of demands are as follows:

১। জাম্পিং পে-লেভেলের ক্ষেত্রে ২০ বছরের CAS প্রদানের পদ্ধতি :-

সম্প্রতি মাননীয় রেজিস্ট্রার মহাশয়ার মাধ্যমে জানতে পেরেছি যে বিশ্ববিদ্যালয় কর্তৃপক্ষ শিক্ষাকর্মীদের কর্মজীবনের ২০ বছর অতিক্রান্ত হলে প্রদেয় CAS-এর ক্ষেত্রে বৈষম্যমূলক বঞ্চনার অবসান ঘটাতে সম্মত হয়েছে। কিন্তু CAS প্রদানের পদ্ধতি নির্ধারন করেননি।

1082(8) - Edn(U) dated 18.08.1990 এবং 911 (7) - Edn (U)/IU-75/89 dated 21.09.1991 এই দুটি সরকারী আদেশনামা মোতাবেক প্রায় সকলকে যোগ্যতা অনুযায়ী চাকরী জীবনের ২০ বছর পূর্ণ হলে CAS দেওয়া হলেও যাদের পদোন্নতির ক্ষেত্রে Pay Level জাম্প করে তাদের বঞ্চিত করা হচ্ছিল, অথচ উক্ত আদেশনামার ১৮(V) ধারা যা ৯১১ নম্বরের আদেশনামার ৩নং ধারাতে পরিমার্জিত হয়ে এই ধরনের ক্ষেত্রে existing scale of pay (তথা পে-লেভেল) দুটি ইনক্রিমেন্ট দেবার ক্ষেত্রে স্পষ্ট

নির্দেশ রয়েছে। দীর্ঘদিন এই নির্দেশ পালিত হলেও বেশ কিছু বছর যাবৎ বিশ্ববিদ্যালয়ে এই নিয়ম থেকে সংশ্লিষ্ট কর্মচারীদের বঞ্চিত করা হচ্ছিল।

এমতাবস্থায় আমরা দৃড়তার সাথে অনুরোধ করছি যে আজকের কার্যকরী সমিতির সভা (E.C.) থেকেই সিনিয়র অ্যাসিস্ট্যান্ট, ফ্লিন্ড হেলপার এবং সিনিয়র মেকানিক পদভুক্ত শিক্ষাকর্মীদের সরকারের আদেশনামাকে মান্যতা দিয়ে উপরিউক্ত ধারা মোতাবেক সংশ্লিষ্ট কর্মীদের CAS-এর অন্তর্গত পদ্ধতি হিসাবে দুটি ইনক্রিমেন্ট দেওয়া হোক এবং অতি সম্প্রতি যারা অবসর নিয়েছেন তাদেরও যেন বঞ্চনা না করা হয়। বিশ্ববিদ্যালয়ের পরিসরের মধ্যে থেকেই যত দ্রুত সম্ভব পদ্ধতিটি প্রযোজ্য হবে এই আশা রাখি।

২। প্রমোশন নীতি :-

অবিলম্বে সিনিয়রিটি পদ্ধতির ভিত্তিতে প্রমোশন পদ্ধতি সম্পন্ন করা এবং অযৌক্তিক গণ-প্রমোশনের দাবিকে নস্যৎ করা হোক। একই সাথে পদোন্নতিতে অনিচ্ছুক শিক্ষাকর্মীদের চিহ্নিত করে তাদের বদলে যোগ্য ইচ্ছুক কর্মীদের পদোন্নতির সুযোগ দেওয়া হোক এই দাবি রাখি। বেশ কিছু বছর ধরেই লক্ষ্য করা যাচ্ছে যে বেশ কিছু শিক্ষাকর্মী দীর্ঘ বছর পদোন্নতির ডাক পেলেও সংশ্লিষ্ট নির্বাচন প্রক্রিয়ায় (Interview) অনুপস্থিত থাকছেন, এমনকি অফিসিয়েটিং অ্যালাউয়েন্স প্রাপক কিছু শিক্ষাকর্মীর ক্ষেত্রেও পদোন্নতি নেওয়ার এই অনীহা পরিলক্ষিত হচ্ছে। ফলশ্রুতিতে দুঃখজনক ভাবে সংখ্যার বিচারে যোগ্যতা অর্জনের মাপকাঠিতে সিনিয়রিটিতে পিছিয়ে থাকা শিক্ষাকর্মীরা পদোন্নতির প্রক্রিয়ায় ডাক পর্যন্ত পাচ্ছেন না। এমনকি তাদের কারও কারও অবসরও ঘটে যাচ্ছে। এই চূড়ান্ত বঞ্চার অবসান ঘটাতে আমরা দাবী করছি যাতে পদোন্নতি প্রক্রিয়ায় একবার অনুপস্থিত হলে দ্বিতীয়বার ইন্টারভিউ করার সময়ে সংশ্লিষ্ট অনিচ্ছুক শিক্ষাকর্মীর থেকে পরবর্তী ইন্টারভিউতে উপস্থিত হওয়ার জন্য সম্মতি চাওয়া হয়। কোনও কারণে তিনি অসম্মত হলে অবশ্যই যেন পরের ব্যক্তিকে সুযোগ দেওয়া হয়।

৩। বিগত কয়েক বছর কোয়ার্টার কমিটির কোনো বৈঠক না হওয়া সত্ত্বেও কোয়ার্টার বন্টন হয়েছে এবং এই বন্টন ব্যবস্থা সুষ্ঠু নিয়ম মাফিক হয়নি মনে করে কর্মচারীদের মধ্যে কর্তৃপক্ষের প্রতি বিরূপ প্রতিক্রিয়া তৈরী হয়েছে। আমাদের দাবী, যেসকল কোয়ার্টার কর্মচারীদের ব্যবহারের জন্য বন্টন হয়েছে সেটি তারাই ব্যবহার করছে কিনা এবং বহিরাগত ব্যক্তির কোয়ার্টারে রয়েছে কিনা দেখার জন্য এই কর্মসমিতির তত্ত্বাবধানে এই মুহূর্তে একটি কমিটি তৈরী করা হোক এবং পরবর্তী এক্সিকিউটিভ কাউন্সিল সভায় তার পূর্ণাঙ্গ রিপোর্ট জমা দেওয়া হোক।

৪। বিশ্ববিদ্যালয়ে ঘটে যাওয়া বিভিন্ন অসামাজিক কার্যকলাপ আটকানোর জন্য অবিলম্বে প্রচুর আলো (হাইমাস্ট টাওয়ার) এবং মহিলা নিরাপত্তারক্ষী নিয়োগ করতে হবে। বিশ্ববিদ্যালয়ের গ্রিন জোন, পুকুর পাড়, মুক্ত মঞ্চ (O.A.T.), খেলার মাঠ এবং লেডিস হস্টেলের সামনে বিশেষ নজর দেওয়ার ব্যবস্থা করতে হবে।

৫। অবিলম্বে অবসরকালীন কর্মচারীদের ক্লিয়ারেন্স ব্যবস্থা এক জানালা পদ্ধতি অনুযায়ী বাস্তবায়িত করতে হবে।

৬। আমরা ট্রেড ইউনিয়ন আইন অনুযায়ী স্বীকৃত এবং ভারতবর্ষের সর্ববৃহৎ ট্রেড ইউনিয়ন ভারতীয় মজদুর সংঘের অনুমোদিত সংগঠন হওয়া সত্ত্বেও, যাদবপুর বিশ্ববিদ্যালয় যা কিনা গণতন্ত্রের

পিঠস্থান, সেখানে কোনো ইউনিয়ন অফিসের স্থান পাচ্ছি না। স্পেস কমিটি নামক একটি কমিটির নাম শুনে আসছি আমরা ২০১৪ সাল থেকে। অথচ স্পেস কমিটির মিটিং হচ্ছে না। হলেও আমাদের দাবীকে মান্যতা না দিয়ে লাল ফিতের ফাঁসে আটকে রাখা হয়েছে। অপরদিকে রাজ্যের শাসকদলের দুই গোষ্ঠির জন্য পৃথক দুটি ইউনিয়ন অফিসের স্থান করে দিয়েছে বিশ্ববিদ্যালয়। আমাদের বক্তব্য এই ধরনের বিমাতুলভ আচরণ যাদবপুর বিশ্ববিদ্যালয় সম্পর্কে ভুল বার্তা দিচ্ছে। এই বিমাতুলভ আচরণের তীব্র বিরোধিতা করে অবিলম্বে আমাদের সংগঠনের জন্য অফিস ঘরের জন্য তীব্র দাবী জানাচ্ছি।

Copies of relevant documents had been circulated on the table.

DEPUTATION NO. 4:

Considered a deputation from FETSU regarding various issues.

Copies of relevant documents had been circulated on the table.

ZERO HOUR

- Congratulated Prof. Bhaskar Gupta for taking charge as the Dean, FET.
- Congratulated Prof. Matangini Chattopadhyay for taking charge as the Dean, ISLM.
- Congratulated Dr. Maroona Murmu for taking charge of Headship of History.

MINUTES

1	CONFIRMATION OF MINUTES	Ratified the action of the Vice Chancellor dated 06.09.2022, confirming the minutes of the 28 th Emergency Meeting of the 10 th Executive Council held on 31.08.2022 at 7:00 p.m. in virtual mode. Copies of relevant documents had been circulated in Annexure - A
2	CONSIDERATIONS	Considered the issue regarding the recent allegations received regarding the functioning of the Office of Controller of Examinations, Jadavpur University. It is to be noted that earlier in an Emergency EC Meeting dated 31.08.2022, the EC had resolved that a Fact Finding Committee consisting of a retired

		<p>High Court Judge needs to be constituted to look into the matter. Hence the EC had authorized the Vice Chancellor to identify a retired Judge and report to the EC along with the terms of reference for the proposed committee.</p> <p>Resolved that no Judge has yet agreed to constitute the Fact Finding Committee. The Vice Chancellor will contact other Judges and report back to the EC as soon as someone agrees to proposal.</p> <p>Action: VICE CHANCELLOR</p>
2a		<p>Considered the deputation to the Vice Chancellor dated 01.09.2022, given by the Forum for Students with Disabilities, Jadavpur University, regarding their demand for transfer of all accessible infrastructure along with the building space which was formerly known as HEPSEN CELL to Centre for Persons with Disabilities for the use of Disabled Students of Jadavpur University.</p> <p>Resolved that the demand for allotment of space in the HEPSEN CELL is accepted in principle. The chairman of the space committee is requested to coordinate with the coordinator of Centre for Counseling Services and Studies in Self Development, who is presently using the space, so that the space can be allowed for use of CPD. The Centre for Counseling Services and Studies in Self Development may use the existing space used by the CPD. The process is to be completed at the earliest.</p> <p>Copies of relevant documents had been circulated in Annexure - B</p> <p><i>This item has already been approved by the Vice Chancellor on 26.09.2022.</i></p> <p>Action: Registrar / Coordinator CPD / Coordinator Centre for Counseling Services and Studies in Self Development</p>
2b		<p>Considered the issue regarding the CAS of NIL Employees.</p> <p>Resolved that the CAS of NIL employees is accepted.</p> <p><i>This item has already been approved by the Vice Chancellor on 19.10.2022.</i></p>

		<p>Copies of relevant documents had been circulated in Annexure - C</p> <p>Action: FO / Personnel / Pay</p>
2c		<p>Considered approving the Resolution to item No. 5 of the Meeting of the Faculty Council of Arts held on 02.09.2022.</p> <p>The item was regarding the proposal submitted by the Institute of Language Studies and Research (ILSR) to offer Ph.D. and Postdoctoral research through the Department of Education, Jadavpur University. This proposal has already been approved in the BOS meeting dated 29.08.2022 vide Item No. 2.</p> <p>Resolved that the Resolution to item No. 5 of the Meeting of the Faculty Council of Arts held on 02.09.2022 is accepted.</p> <p>Copies of relevant documents had been circulated in Annexure - D</p> <p>Action: Dean & Secretary, Faculty of ARTS / HoD, Education</p>
2d		<p>Considered approving the Resolution to item No. 6 of the Meeting of the Faculty Council of Arts held on 02.09.2022.</p> <p>The item was regarding the approval of the certificate course on Mindfulness-based Dance Movement Therapy, submitted by Dr. Aditi Bandyopadhyay, SAMYA Foundation for Special Needs, Kolkata. This proposal has already been approved in the BOS meeting dated 29.08.2022 vide Item No. 1.</p> <p>Resolved that the Resolution to item No. 6 of the Meeting of the Faculty Council of Arts held on 02.09.2022 is approved.</p> <p>Copies of relevant documents had been circulated in Annexure - E</p> <p>Action: Dean & Secretary, Faculty of ARTS / HoD, Education</p>
2e		<p>Considered reconstituting the existing committee for Centre for Persons with Disabilities due to retirement of Prof. Basudev Ghosh, Chairman of this committee on 31st July, 2022.</p> <p>As per the note from the Office of the Registrar, The existing committee for 'Centre for Persons with Disabilities' was reconstituted by the Executive Council vide its resolution no. 33 dated 18.03.2019 with the following members:</p>

		<ol style="list-style-type: none"> 1. Prof. Basudev Ghosh, Dept. of Physics - Chairman 2. Dr. Dipayan Pattanayak, Dept. of Philosophy 3. Sri Saikat Kumar Giri, Central Library 4. Prof. Bishnupada Nanda, Dept. of Education 5. Dr. Rajat Ray, DoS 6. Two Students representatives (persons having disabilities studying UG & PG Courses) from each Faculty Council - to be nominated by the Centre. 7. Dr. Snehamanju Basu, Registrar – Convener <p>From the First meeting of this committee the Finance Officer has been requested to be present in each meeting as an invitee member and the Chief Librarian was also requested to attend the meeting of this committee as an invitee member.</p> <p>Prof. Basudev Ghosh, Chairman of this committee has been retired from his service on 31st July, 2022.</p> <p>In the previous meeting the student's representatives present in the meeting proposed to include Prof. Muktipada Sinha as a permanent member of this committee.</p> <p>Resolved that the committee for Centre for Persons with Disabilities is reconstituted with the following members:</p> <ol style="list-style-type: none"> 1. Dr. Dipayan Pattanayak, Dept. of Philosophy - Chairman 2. Prof. Muktipada Sinha, Dept. of Education 3. Sri Saikat Kumar Giri, Central Library 4. Prof. Bishnupada Nanda, Dept. of Education 5. Dr. Rajat Ray, DoS 6. Two Students representatives (persons having disabilities studying UG & PG Courses) from each Faculty Council - to be nominated by the Centre. 7. Gour Krishna Pattanayak –Member 8. Chief Librarian – Member 9. Dr. Snehamanju Basu, Registrar – Convener <p>Copies of relevant documents had been circulated in Annexure - F</p> <p><i>This item has already been approved by the Vice Chancellor on 26.09.2022.</i></p> <p>Action: Registrar / Prof. Muktipada Sinha</p>
3		<p>Considered the issue regarding the promotion of Non-Teaching Staff of Jadavpur University.</p> <p>In this regard, the Personnel Section, on 26.08.2022, had furnished the draft 50 point roster for promotion of Non-Teaching posts & status of vacancies as per available records, based on G.O. No. 1736-</p>

		<p>L dated 30th August, 2000 and notification No. 374-TW/EC dated 16th August, 1976 of West Bengal Scheduled Castes & Scheduled Tribes (Reservation of Vacancies and Services and posts) Rules, 1976.</p> <p>The Personnel Section further noted on 09.09.2022 that with the draft 50 point roster for promotion prepared for Non-teaching posts as per available records, based on G.O. No. 1736-L dated 30th August, 2000 and Notification No. 374- TW/EC dated 16th August, 1976 of West Bengal Scheduled Castes and Scheduled Tribes (Reservation of vacancies and Services and Posts) Rules, 1976 the following information is submitted.</p> <ol style="list-style-type: none"> 1. The draft 50 point roster for promotion of each Non-teaching post has been prepared on the basis of existing non-teaching staff as on 20.05.2019 (vide E.C. Res.No.2(0) dated 16.08.2019). 2. Effective date of 50 point roster of each post is the date of joining of existing (as on 20.05.2019) senior most staff of that post for maximum benefit. 3. Violation of roster point(s), if any, has/have been carried forwarded from the effective date of each post as per rule 10 of Notification No. 374-TW/EC dated 16th August, 1976 of West Bengal Scheduled Castes and Scheduled Tribes (Reservation of vacancies and Services and Posts) Rules, 1976. <p>Resolved that the promotion of Non-Teaching employees as per the above draft 50 point roster based on G.O. No. 1736-L dated 30th August, 2000 and notification No. 374-TW/EC dated 16th August, 1976 of West Bengal Scheduled Castes & Scheduled Tribes (Reservation of Vacancies and Services and posts) Rules 1976 is confirmed.</p> <p>Copies of relevant documents had been circulated in Annexure - G</p> <p><i>This item has already been approved by the Vice Chancellor on 29.09.2022.</i></p> <p>Action: Personnel</p>
4		<p>Considered the appeal of Dr. Kaniska Sarkar, Assistant Registrar, Jadavpur University dated 07.09.2022, for re-designation as Deputy Registrar (Additional).</p>

		<p>In his application, he mentioned that he got a promotion as Assistant Registrar (Selection Grade), pay level 12 (Rs. 79800/- to Rs. 2, 11,500/-) w.e.f. 07.06.2022. According to EC Resolution No. 01. Dated 15.02.2022 and EC Resolution No. 2 Dated 07.10.2021, the above mentioned designation, i.e. Assistant Registrar (Selection Grade) will be re-designated as Deputy Registrar (additional). Hence he is seeking the perusal of the Vice Chancellor to re-designate his present designation as mentioned above.</p> <p>Resolved that the appeal of Dr. Kaniska Sarkar, Assistant Registrar, Jadavpur University dated 07.09.2022, for re-designation as Deputy Registrar (Additional) is approved as per rule, w.e.f. 07.06.2022.</p> <p>Copies of relevant documents had been circulated in Annexure – H</p> <p><i>This item has already been approved by the Vice Chancellor on 26.09.2022.</i></p> <p>Action: PERSONNEL / Dr. Kaniska Sarkar</p>
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THE FOLLOWING ITEMS WERE PLACED ON THE TABLE WITH THE PERMISSION OF THE CHAIRMAN.

5		<p>Considered the issue regarding the Employment Notification dated 11.01.2019</p> <p>Resolved that the notification is cancelled. A fresh Employment Notification be issued and the candidates who had already applied for the previous notification will not need to pay any fees for the fresh application whenever issued.</p> <p>Copies of relevant documents had been circulated in on the table.</p> <p>Action: Personnel</p>
6		<p>To consider the report of the One-Man Enquiry Committee regarding the agitation during the admission of Faculty Council of Engineering & Technology.</p> <p>Resolved that the item is deferred to be placed in the next EC Meeting so that the report of the One-man committee can be circulated to the members.</p> <p>Copies of relevant documents had been circulated in on the table.</p>

The Meeting ended with a thanks to the Chair.