



Project Encephalon

Index

- I. Preamble to the Constitution • 3
- II. Chapter One: Name, Objectives, and Memberships • 4
- III. Chapter Two: Executive Board • 5
- IV. Chapter Three: Special Committees • 10
- V. Chapter Four: Officers • 13
- VI. Chapter Five: Initiatives and Activities • 18
- VII. Chapter Six: Recognition of officers, alumni, and honorary members • 19
- VIII. Chapter Seven: Identity and Partnerships • 20
- IX. Chapter Eight: Enactment and Amendments • 20



Project Encephalon

X. Chapter Nine: Dissolution • 21

XI. Appendix A: Code of Conduct • 22



Project Encephalon

Preamble to the Project Encephalon Constitution

We, the students, having an interest in the field of neuroscience have established this association which is known as Project Encephalon to provide us a platform to learn the intricate aspects of the field of neuroscience.

We solemnly declare to abide by the code of conduct associated with this constitution.

In our Board Meeting on this 20th day of August 2020, do hereby adopt and enact the constitution to run this association.



Project Encephalon

Constitution of Project Encephalon

Chapter One: Name, Objectives, and Memberships

Article 1

1. The official name of this group shall be Project Encephalon.
2. The motion to change the name shall be passed unanimously by the Executive Board. On this occasion, Chairperson shall also vote. The quorum required for the said meeting is a hundred percent of the total available seats.
 - a. If the motion fails to pass, the referendum shall be introduced, where every member becomes eligible to vote. If the motion receives more than fifty percent, it shall be considered passed successfully.

Article 2

3. The objective of Project Encephalon is to learn and teach neuroscience. The group shall remain non-profit on all occasions.
4. Membership to Project Encephalon shall not be denied to anyone except in the cases of the code of conduct violations.
5. The membership can be classified into the following-
 - a. Regular members, defined as any individual willing to learn or teach neuroscience.



Project Encephalon

- b. Collaborators, defined as senior academicians, faculty, post-docs, scientists, or anyone interested in neuroscience who are willing to mentor students.
 - c. Honorary Members, defined as members with more than three years of continuous affiliation to Project Encephalon, and got admitted to or graduated from doctoral studies while being the member.
6. The membership can be terminated in the following events
- a. The member is found in contempt of code of conduct violations by the code of conduct committee
 - b. The member voluntarily leaves the group
7. In the case of Sec 6 (b), every member should be allowed to become alumni of Project Encephalon.
8. The member held in contempt of a non-criminal offense can be readmitted after the code of conduct committee clears them.

Chapter Two: Executive Board

Article 3

9. The Executive Board (hereinafter referred to as the “board”) of Project Encephalon, shall act on behalf of all members to run Project Encephalon.
10. The board will be comprised of thirteen members. Ten permanent members, two temporary members, and one Head of code of conduct committee as the special appointee.
11. The board meeting shall be convened to increase the number of seats in the executive board and motion for the same shall be passed unanimously.



Project Encephalon

12. The member of the board is a permanent position (temporary provision). The board member can be removed as given in Sec 16 of this constitution.
13. The new members (except temporary members) on the board can be introduced following the nomination by any permanent existing member. The motion to accept the member on the board shall be passed unanimously.
14. Each member holds equivalent voting power and is entitled to cast one vote on all motions introduced in the board meeting unless mentioned otherwise. Motions that receive more than fifty percent votes shall be considered passed, except mentioned otherwise. Proxy votes of any nature will not be allowed.

Clarification (I) Sec 14: The nomination process shall be considered as an introduction of motion for all purposes mentioned in this constitution.

15. The election process of all required offices/members shall always be done by anonymous voting, and the candidate(s) that receive maximum votes shall be appointed. Nominated members shall always be allowed to vote if they are already part of the electorate.
16. The member of the board can be asked to leave in the following situations (any one of the following is required) -
 - a. After the code of conduct committee unanimously finds the person in contempt of the code
 - b. All the members except the person of interest, decide to remove them with a majority of two-thirds.
 - c. After the Board member resigns from Group A office.
 - d. The meetings in the Sec 16 (a) shall be presided by the Code of Conduct Committee head and Sec 16 (b) shall be presided by the Chairperson.

Clarification (II) - In case of proceeding against a member or officer, either in Board or in the code of conduct committee, they shall be temporarily suspended and shall not be allowed to vote.



Project Encephalon

Article 4

17. The board will be presided by the Chairperson of the Board (hereinafter referred to as “Chairperson”).
18. The Chairperson shall be self-nominated from the permanent board members and the candidate who receives more than fifty percent of votes shall be chosen as the Chairperson.
 - a. In case no candidate receives a fifty percent vote, the candidate that receives maximum votes shall be appointed as the Chairperson.
19. The Chairperson shall serve for 6 months. The same chairperson can be re-elected, but the maximum number of times a person can consecutively serve as Chairperson is two times.
20. The Chairperson will have the following powers-
 - a. The Chairperson acts as a nominal leader of Project Encephalon and provides direction to the board.
 - b. Nominate two temporary members for three months on the board.
 - i. The tenure of temporary members of the board will automatically end after the nominating Chairperson leaves the office.
 - ii. Temporary members of the board will share the same powers as the ‘permanent’ members of the board except voting in the election or the dismissal of the Chairperson or the permanent board member.
 - c. The Chairperson can only vote if there is an impasse in passing any motion. However, the Chairperson can introduce motions in the board meetings.



Project Encephalon

d. Meetings

- i. Calling the meeting to order
- ii. Determining if a quorum is present (quorum is set at two-thirds of the total available seats of the board, with always rounding off to the floor)

Clarification (III)- In matters of the quorum (in all cases as mentioned in this constitution), if a member is suspended and it becomes impossible to complete the quorum, their seat shall not be counted in counting the quorum. If the remaining quorum goes below fifty percent, temporary members shall be admitted upon the approval of the Board, the Chairperson, and the presiding officer.

- iii. Permitting the agenda and approving it beforehand
 - iv. Recognition of members to have the floor and determining the priority of speakers.
 - v. Putting motions to a vote
 - vi. Adjourning the meeting temporarily or permanently
 - vii. Maintaining the decorum of the meeting
- e. The Chairperson can give a ruling on all matters and their ruling will always be binding except on the matters of the Code of Conduct violations.
 - f. Act as the President when both President and Vice-President are unable to perform their duties.
 - g. Act as a nominal head to admit new members to Project Encephalon and officers of Project Encephalon.
 - h. Add or remove positions in Project Encephalon besides the board, upon the advice of the presiding officer the initiative.
 - i. Act as nominal head in conducting the business of the board



Project Encephalon

21. The chairperson can be removed when both the Sec 21 (a) and Sec 21 (b) are fulfilled.
 - a. After the code of conduct committee except for the Chairperson unanimously finds them in contempt of code
 - b. All the members except the person of interest, decide to remove the chairperson with a majority of two-thirds.
 - c. The meetings in Sec 21 (a) shall be presided by the head of the code of conduct committee and Sec 21 (b) shall be presided by the acting chairperson.

Article 5

22. The President shall act as the executive head of Project Encephalon.
23. The President shall be appointed by the Board upon self-nomination and election process. The President shall always be the existing permanent member of the Board.
24. The President shall bear the following responsibilities-
 - a. Shall appoint his assistant upon the advice and elections by the board. The Assistant shall be called as the Vice President. (hereinafter referred to as the VP). The VP shall assist in all their business, act as President in their absence. The VP shall be self-nominated and be elected by the board.
 - b. Act as the Chairperson in their absence. The elections for the next permanent chairperson shall be conducted by the acting Chairperson in no more than four months. The acting chairperson shares the same power as the Chairperson in their absence.



Project Encephalon

- c. Act as head of code of conduct committee in the absence of both CHRO and the head of code of conduct committee.
25. The President can be removed only when both the Sec 25 (a) and Sec 25 (b) are fulfilled.
- a. After the code of conduct committee unanimously finds them in contempt of code
 - b. All the members except the person of interest, decide to remove the President with a majority of two-thirds.
 - c. The meetings in Sec 25 (a) shall be presided by the head of the code of conduct committee and Sec 25 (b) shall be presided by the chairperson.

Chapter Three: Special Committees

Article 6

26. The code of conduct committee (hereinafter referred to as the CC) shall act as the guardian of the CC as described in Appendix A.
27. CC shall comprise six members. One head of the code of conduct committee (hereinafter referred to as the HCC), two CHRO as special members, and three members of diverse backgrounds and different nationalities.
28. The CC shall always have at least one person from the LGBTQ+ community and at least one who identifies herself as a woman. The CC shall never have a member of the executive board as the appointee, except the CHRO and the HCC.
29. CC proceedings abide by the following rules-
- a. CC shall decide on the code of conduct violations
 - b. The CC has the sole power to decide the punishment of the individual held in contempt.



Project Encephalon

- c. The CC shall be responsible for assisting the victim in reporting the case to the Government of India in case, criminal offense is committed.
 - d. The quorum should be eighty percent of the total seats.
 - e. All decisions in CC shall be taken by voting. HCC and CHRO will also be allowed to vote, on this occasion.
30. HCC shall act as the leader of CC on all occasions.
31. The power to select the member to CC and HCC is vested in the board, following the nomination and election process. The Chairperson will preside over both meetings.
- a. If no candidate receives more than fifty percent vote, the top candidate(s) shall be chosen.
32. Powers of HCC are as follows:
- a. Act as a special appointee to the Executive Board
 - b. Preside over all meetings of the CC, except mentioned otherwise.
 - c. Act as the liaison officer of CC to the board
 - d. Their ruling shall always be binding in the matters of CC.
33. In case of the absence of HCC, the CHRO shall act as HCC.
34. In case of contempt of CC proceedings against any of the CHRO, both of the CHRO shall not be allowed to participate in the proceedings, till the final ruling is made (to prevent in-group bias). However, only the person of interest shall be suspended from the Board.
35. The HCC and the members of CC can be removed in the following situations (any one of the following is required)-
- a. After the code of conduct committee unanimously finds the person in contempt of the code



Project Encephalon

- b. All the members except the person of interest, decide to remove them with a majority of two-thirds.
 - c. The meeting in the Sec 35 (a) shall be jointly presided by the bench of the Chairperson and CHRO and Sec 35 (b) shall be presided by the Chairperson.
36. The Code of conduct can only be amended by the board. HCC shall assume the powers of the Chairperson on this occasion and shall preside over the meeting. All members of CC shall be invited to the board meeting to vote on the amendment. In case of the absence of HCC, CC cannot be amended.
37. On this occasion, the CC (including the CHRO) and HCC shall have a voting power of two, and the rest of the board members will have a power of one. The amendment shall be passed by a majority of two-thirds.

Article 7

38. Scientific Advisory Committee (hereinafter referred to as the SAC) shall be constituted to assist the board in matters related to the teaching of neuroscience.
39. The members of the SAC shall be nominated by the Chief External Affairs Officer from the list of collaborators. The board shall vote to elect them.
40. SAC shall consist of members with outstanding standing in the field of neuroscience.
41. Membership to SAC can only be quashed only after the Code of Committee unanimously finds them in contempt.



Project Encephalon

Chapter Four: Officers

Article 8

42. The offices of Project Encephalon can be classified as-
 - a. Group A officers, reserved for permanent Board members
 - b. Group B officers
 - c. Group C officers

43. To run Project Encephalon the Board shall appoint the following Group A officers-
 - a. President- One position
 - b. Chairperson of the Board- One position
 - c. Chief of Operating Officer (COO)- Two positions
 - d. Chief Human Resources Officer (CHRO)- Two positions
 - e. Vice President- One position
 - f. Chief Finance Officer (CFO)- One position: Temporarily defunct
 - g. Chief Marketing Officer (CMO) and Chief External Affairs Officer (CEAO)- Two positions
 - h. Chief Technical Officer (CTO)- One position
 - i. Chief International Officer (CIO)- One Position

44. No permanent Board member shall be allowed to serve in the Board without occupying a permanent Group A office. The person who has resigned from any permanent Group A office shall be given a time of two weeks to take charge of a permanent Group A office. During this period, the person shall not be allowed to participate as a Board member.

Clarification (IV)- Permanent in this constitution denotes non-tenured positions.

45. To run Project Encephalon the Board shall appoint the following Group C officers-
 - a. Head of code of conduct committee- One position



Project Encephalon

- b. Members of code of conduct committee- Three positions
 - c. Scientific Advisor- Reserved for members with collaborator status
46. The Group A officers in the Board shall only be appointed upon self-nomination and elections. For Group A offices, the nominated candidates can also vote on all occasions.
47. Group A and Group C officers can appoint any member of Project Encephalon to assist them in conducting their business at their discretion. These positions are not required to be approved by the Board. The said officers will act as Group B officers.
48. Positions offered to temporary board members shall always be approved by the board. The said officers will act as Group B officers.
49. Temporary provision- The Board shall appoint any Group A officer to take additional charge as CFO.
- a. In case the board member is relieved of their primary Group A office, any other permanent Group A officer shall be given the charge of CFO.
50. Group A and Group C officers shall act according to the following duties-
- a. Chairperson:
 - i. Call for Board meetings as mentioned in Sec 20 (d)
 - ii. Steer the group towards rights direction
 - iii. Reviews the constitution regularly, and determines its proper enactment
 - iv. Develop and maintain a monitoring and evaluation system to ensure the quality of temporary members and the President.
 - b. President:
 - i. Coordinate between different Group A officers of Project Encephalon to ensure the smooth running.
 - ii. Act as the liaison between regular members and the Board.
 - iii. Acts as the advisor to the Chairperson on all occasions.
 - iv. Accompany the Chief External Affairs Officer on meetings with external partners.



Project Encephalon

- v. Take a report on evaluation on Group B officers from other Group A or Group C officers.
 - vi. Develop and maintain a monitoring and evaluation system to ensure the quality of the Vice President.
- c. Vice President-
- i. Assist the President in coordinating different activities.
 - ii. Assist the President in maintaining the contact between the members and the Board.
 - iii. Manage a database of all internal and external events happening in the group.
 - iv. Develop and maintain a monitoring and evaluation system to ensure the quality of Group A and Group C officers, and report the evaluation of officers to the Board.
- d. Chief Operating Officer:
- i. Manages and monitor all internal activities being run in Project Encephalon
 - ii. Manage volunteers
 - iii. Act as a nodal officer of the activities to the board
 - iv. Help the Board and the members in understanding the impact of the activity
 - v. Collect reports of initiatives from assisting Group A or Group C officers and report the initiatives to Vice President
 - vi. Develop and maintain a monitoring and evaluation system to ensure the quality assisting Group B officers, and report the evaluation of officers to the Board.
- e. Chief Marketing Officer and External Affairs Officer:
- i. Manage all public platforms and social media sites of Project Encephalon
 - ii. Manages Advertisements of all events
 - iii. Sign MOUs with all the partners along with the Chairperson and the President
 - iv. Keep a tab on all the MOUs signed between Project Encephalon and other organizations.
 - v. Regularly contact with the partners.
 - vi. Represents Project Encephalon in external relations.
 - vii. Monitor the defunct partners and report them to the board.
 - viii. Cancel MOU's with the non-productive partners, upon the advice of the board.



Project Encephalon

- ix. Develop and maintain a monitoring and evaluation system to ensure the quality assisting Group B officer, and report the evaluation of officers to the Board.
 - x. Invite guests to the Project Encephalon activities.
- f. Chief Finance Officer- One position
- i. Responsible for the financial administration of Project Encephalon
 - ii. Responsible for the official bank accounts of the Project Encephalon
 - iii. Present a report on financial matters to the Board
 - iv. Propose the budget for the next six months.
 - v. Present the annual financial report by the financial year following the submission of the financial report.
 - vi. Develop and deliver fundraising activities.
 - vii. Develop and maintain a monitoring and evaluation system to ensure the quality assisting Group B officer, and report the evaluation of officers to the Board.
- g. Chief Human Resources Officer-
- i. Act as the spokesperson of Project Encephalon.
 - ii. Admit new members to Project Encephalon and maintain their database
 - iii. Act as the leader of all members
 - iv. Act the nodal officer to address grievances and feedback of the members except the code of conduct violations.
 - v. Manage and report on the update of the duties of the all Group A officer, Group B officer, and Group C officer
 - vi. Develop and maintain a monitoring and evaluation system to ensure the quality assisting Group B officer, and report the evaluation of officers to the Board.
 - vii. Assist the President in understanding member affairs.
- h. Chief Technical Officer-
- i. Maintain a website for Project Encephalon, upon the advice of the Chief Marketing Officer and other technical platforms.
 - ii. Act as discord administrator
 - iii. Maintain Scientific advisory committee



Project Encephalon

- iv. Admit collaborators to Project Encephalon. Report the matter to the Board in case of doubtful cases concerning the collaborator status, and act as the Board directs.
 - v. Maintain a record of collaborators.
 - vi. Coordinate the activities of the SAC between Scientific Advisors and the board.
 - vii. Nominate collaborators to serve on the Scientific Advisory Committee (SAC)
 - viii. Develop and maintain a monitoring and evaluation system to ensure the quality assisting Group B officer, and report the evaluation of officers to the Board.
- i. Chief International Officer
 - i. Manage the international level participation of individuals in the activities in Project Encephalon
 - ii. Organise the members from locations outside South Asia and promote the interests of PE
 - iii. Develop and maintain a monitoring and evaluation system to ensure the quality assisting Group B officer, and report the evaluation of officers to the Board.
- j. Members of code of conduct committee-
 - i. Participate in the code of conduct committee meetings
- k. Scientific Advisor-
 - i. Help in directing the organization towards the better scientific goal
 - ii. Provide oversight on key scientific initiatives and programs
 - iii. Act as a judge in all competitive activities
51. Volunteers are welcome to assist Project Encephalon, without joining the association. They shall be classified among Group B officers.

Article 9



Project Encephalon

52. Vacancy for the appointment of all officers shall always be posted on all public platforms of Project Encephalon.
53. The nomination shall always be done by Group A or Group C officers from the filled positions.
54. All the appointments of all officers shall be made in the name of the Chairperson. The Chairperson is appointed in the name of the Board.
55. Any volunteer or Group B officer can be removed from the office after the evaluation report indicates followed by the approval of the appointing officer and the Chairperson.
 - a. Group A officer can be removed as mentioned in Sec 16, Sec 21, and Sec 25
 - b. The Head of the code of conduct committee and members of the code of conduct committee can be removed as mentioned in Sec 35
 - c. Scientific Advisor can be removed as mentioned in Sec 41

Chapter Five: Initiatives and Activities

Article 10

56. Any member shall be allowed to initiate any relevant activity in the group, after the approval of the board.
57. The proposing member can be invited to the board meeting, without conferring voting rights.
58. If the proposal is accepted by the board, the proposing member shall be appointed as the Group B officer, and Group A or Group C officer shall be appointed to assist the proposing member.
 - a. Not applicable, if the proposing member is Group A or Group B officer.



Project Encephalon

59. Group B officers shall be allowed to advise assisting Group A or Group C officers to appoint other Group B officers to assist in the initiative.
60. The proposing member will always preside over such initiatives.
61. The running initiative can only be stopped upon the Board's approval OR by the proposing member.
62. The Chief Operating Officer shall act as a nodal officer to the board for all initiatives.

Chapter Six: Recognition of officers, alumni, and honorary members

Article 11

63. The officers, alumni, honorary members shall be recognized with the issuance of the certificate. Officers and alumni shall receive the commendation after they depart from the office, only when more than fifty percent of the tenured time is completed, or from Project Encephalon. Honorary members shall be awarded the certificate as soon as they are conferred the title.
64. The certificate can be issued upon the approval of the Chief Operating Officer to any participant of major activity. Great care should be taken to avoid bias.
65. The template of the certificate shall be possessed by the Chief Operating Officer and shall not be shared with anyone. The template must have a watermark and unique codes including a QR code, which should be verifiable by Project Encephalon.
 - a. The template can be changed by the board.
66. Only e-certificates shall be issued, in a pdf format.
67. The certificate shall not possess signatures,



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Chapter Seven: Identity and Partnerships

Article 12

68. The Chief Marketing Officer and Chief External Affairs Officer shall act as the guardian of the identity of this organization when partnering with any organization and when on public platforms.
 - a. The identity of this organization is referred to by the logo and the name.
69. Any organization, club, association, society, or university which furthers the goal of Project Encephalon shall be allowed to partner with Project Encephalon.
70. Any profitable organization shall only be allowed to act as sponsors and not as partners.
71. The partners of Project Encephalon shall be approved by the Board upon the advice of the Chief External Affairs Officer.
72. The Chief External Affairs Officer shall nominate and the Board shall appoint Group B officers to act as the contact person to the partnering organization.
73. The Chief External Affairs Officer shall always preside over meetings with partnering organizations.

Chapter Eight: Enactment and Amendments

Article 13

74. This constitution, including Appendix A, can be amended in any board meeting, with considerations from Sec 75 and Sec 76.



Project Encephalon

75. The Board shall pass the amendment with a majority of two-thirds, and the Chairperson or the President shall consent. Both the Chairperson or the President shall hold the power to send it back to the Board with suggestions.
76. On the second time, if the Board approves the amendment with a majority of two-third, the amendment shall be considered adopted.
77. The amendment to the constitution can be sponsored by any member of Project Encephalon, however only Board members shall be allowed to vote on it.
78. The board shall act as the guardian of this constitution and should uphold it on all occasions.

Chapter Nine: Dissolution

Article 14

79. Project Encephalon can be dissolved after the motion for the same is passed by the Board after a majority of two-thirds, followed by a referendum. The entire association shall accept the dissolution by a majority of fifty percent.
 - a. For the referendum, the entire association shall assume voting powers.
 - b. During the referendum, the Board members shall not be allowed to vote
80. In case the referendum decides not to dissolve Project Encephalon, the Board shall be dissolved. The Founder or any previous Chairperson shall be called by the Board (before going out of the office), to constitute a new Board from the existing members of Project Encephalon to run Project Encephalon. If the new Board after one month finds that Project Encephalon cannot be continued, the group shall be dissolved.
81. One-month notice shall be given to the members, pending dissolution.



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82. All remaining assets shall be donated to any organization that associates with the motives of Project Encephalon in providing non-profit education to neuroscience enthusiasts.
83. The Board shall maintain the required transparency in dealing with the dissolution.

Appendix A Code of Conduct

1. Project Encephalon is committed to providing an open and inclusive learning environment to all the members. All members regardless of their position in Project Encephalon are expected to adhere to this Code of Conduct.
2. Members of Project Encephalon who are asked to stop any inappropriate behavior are expected to comply immediately. If a participant engages in behavior that violates this Code of Conduct, the presiding officer may warn the offender, ask them to leave the event or platform. They might be asked to engage with the Code of Conduct Committee to look into the matter.
3. According to the decision of the committee, the member might be asked to leave Project Encephalon either for a short time or permanently.
4. Everybody will be allowed to report violations of the Code of Conduct. Complaints can be made anonymously. The information about the accused and the victim will never be disclosed in the public unless necessitated by the law of the land.
5. Any bias by the Board, any officer, and the members of the code of conduct committee can also be reported as a code of conduct violation.
6. The following are the main components of the code.



Project Encephalon

A. Be inclusive.

We welcome and support people of all backgrounds and identities. This includes, but is not limited to members of any sexual orientation, gender identity and expression, race, ethnicity, culture, national origin, social and economic class, educational level, color, immigration status, sex, age, size, family status, political belief, religion, and mental and physical ability.

B. Be considerate.

We all depend on each other to produce the best work we can as an organization. Your decisions will affect other members around the world, and you should take those consequences into account when making decisions.

C. Be respectful.

We won't all agree all the time, but disagreement is no excuse for disrespectful behavior. We will all experience frustration from time to time, but we cannot allow that frustration to become personal attacks. An environment where people feel uncomfortable or threatened is not a productive or creative one.

D. Choose your words carefully.



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Always conduct yourself professionally. Be kind to others. Do not insult or put down others. Harassment and exclusionary behavior aren't acceptable. This includes, but is not limited to:

- I. Threats of violence.
- II. Discriminatory jokes and language.
- III. Sharing sexually explicit or violent material via electronic devices or other means.
- IV. Personal insults, especially those using racist or sexist terms.
- V. Unwelcome sexual attention.
- VI. Advocating for, or encouraging, any of the above behavior.

E. Don't harass.

In general, if someone asks you to stop something, then stop. When we disagree, try to understand why. Differences of opinion and disagreements are mostly unavoidable. What is important is that we resolve disagreements and differing views constructively.

F. Our differences can be our strengths

We can find strength in diversity. Different people have different perspectives on issues, and that can be valuable for solving problems or generating new ideas. Being unable to understand why someone holds a viewpoint doesn't mean that they're wrong. Don't forget that we all make mistakes, and blaming each other doesn't get us anywhere. Instead, focus on resolving issues and learning from mistakes.



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Details of amendments-

1. Board Meeting, 26th August 2020
2. Board Meeting, 3rd September 2020
3. Board Meeting, 5th September 2020
4. Board Meeting, 6th January, 2021