

Bylaws of Research Scholars Forum - EEE

ARTICLE I NAME

Section 1.

The name of this organization shall be the Research Scholars Forum - EEE at Department of Electronics and Electrical Engineering, Indian Institute of Technology Guwahati.

ARTICLE II PURPOSE

Section 1

Unlike the existing bodies which target to fulfill the needs of UG/PG students of our department, this forum is conceived to accomplish the needs of research scholars. This is because challenges and hurdles of research life can only be well perceived by fellow research scholars and faculty members as they have already passed through this phase. Thereby, evolution of this forum aims to bridge a gap between the scholars and faculties to work together with better co-ordination. Major objectives are listed to include but not limited to,

- 1) To develop strong co-ordination among research scholars: This forum serves as a medium via which scholars can interact with each other and discuss various issues. Major steps to accomplish this objective includes but not limited to :
 - a) Organizing various events related to our research activities.
 - b) Segregating the research scholars into various groups where each group is responsible for overall development of their respective lab.
 - c) Conducting various academic related competitions among the labs where they can showcase their achievements, discuss their research problems as well as present possible ideas of interdisciplinary works.
 - d) Creating a separate section in the forum-website to share their views in academic as well as non-academic issues.
 - e) Organizing periodic get-togethers among the research scholars and faculty members.
- 2) To showcase research activities of our department: It is essential to project department's scholars research work under one roof. Major steps to accomplish this objective includes but not limited to:
 - a) Creating and maintaining website for each lab where detail information, regarding the research activities, number of publications, on-going scholars projects, accomplished projects, awards received by the scholars and monthly citation analysis, will be included.

- b) Conducting events like research scholars conclave/symposium where renowned people from industries and academia can be invited to present their talks. During this event, we can allow researchers to present their work via posters or stalls.
 - c) Such events will definitely promote the works of scholars and they may also get opportunities to pursue internship in the industries. On the other hand, freshers will direct their research work in broader perspective, based on the scenario in industries. It will also enhance the relationship of our department with the industries.
 - d) Additionally, we will yearly publish a research scholar magazine which includes gross information regarding every activity related to research and development in our department.
- 3) To improve the soft-skills of research scholars: Apart from the subjective knowledge, a research scholar must have couple of other important qualities such as soft-skills, project management, leadership, public speaking, time management etc. Major steps to accomplish this objective includes but not limited to,
- a) Developing collaboration with EDC of IITG to get few management lectures from experts of IIMs and industries. These kind of interactions will definitely bring researchers out of their shell and make them leaders for real-life problems.
 - b) Conducting talks by our own research scholars to share their experiences regarding the technical writing skill of the papers as well as various difficulties encountered by them in the review processes of various journals and transactions
 - c) Conducting hands-on training sessions on effective use of LaTeX/L^AT_EX and other similar software's for writing papers, reports, thesis, and making professional presentations.
 - d) In every semester, Research Scholars Forum - EEE through its senior research scholars will conduct exclusive training on software tools for the freshers as per their research-area.
- 4) Reconnecting with the alumnus: Alumni are the backbone of our department and they can be immensely responsible in the overall development of research community. Thereby, these leaders from our department must be reunited to enhance the quality of research in our department. Major steps to accomplish this objective are:
- a) Various groups of research scholars those are segregated for each lab will list and maintain all the alumni of their respective labs and intimate them regarding this forum and its objectives.
 - b) Invite to visit our department for talks and expose budding scholars to real world problems which are yet to be solved.
 - c) Establishing contact with the alumni regarding the vacancies in their companies/universities for any sort of R&D activities or as well as collaborate with our department for challenging projects.

Section 2

This forum is envisioned to accomplish the following activities including but not limited to :

- 1) Technical talks & workshops: The Research Scholars Forum - EEE will conduct technical events based on cutting-edge research in various fields. Professors from universities, experts from industries, research groups from well known labs as well as research scholars in their final year will be invited to deliver talks on their specific fields and conduct workshop on various tools which they have been using.
- 2) Industry forum: Appropriate events will be initiated in collaboration with industries and this will lead to strong collaboration between industry and our department to support research activities of our department.
- 3) Conferences/symposiums: In-house symposiums, national/international conferences at departmental and institute level will be conducted by this forum.
- 4) Magazines: Yearly magazine will be published and it will reflect the achievements of our research scholars, various awards and honors received by research scholars, citation graph of various research-papers of our department and many more.
- 5) Extra-curricular activities: To conduct recreational activities in the department to relax research scholars from monotonous schedule and make them regain momentum in their work.

ARTICLE III AUTHORITY

Section 1

This organization is a recognized student organization at Department of Electronics and Electrical Engineering, Indian Institute of Technology Guwahati and adheres to all rules and obligations of the Indian Institute of Technology Guwahati. This includes, but is not limited to, the completion and submission of an update report to the Head of the Department, EEE, each year or within two weeks of an officer change.

Section 2

Research Scholars Forum - EEE is an independent organization under the aegis of Department of Electronics and Electrical Engineering and is not affiliated with any other organization and adheres to its own Bylaws or Governing Document(s).

Section 3

This organization may establish Standing Rules to govern administrative and procedural matters (such as time and location of meetings, etc.). Standing Rules shall not conflict with these bylaws. Standing Rules may be adopted, amended, or temporarily suspended by a majority vote present at an organization meeting where a quorum is present (advance notice is not required).

Section 4

The rules contained in the most recent version of this bylaw shall be the parliamentary authority for this organization and shall govern in all cases to which they are applicable and any special rules of order the organization may adopt.

ARTICLE IV MEMBERSHIP

Section 1

Membership in the organization shall be open to all research scholars enrolled at the Department of Electronics and Electrical Engineering.

Section 2

In order to promote the interdisciplinary activities, the organization may introduce member from other departments. Such members shall have all membership privileges except for the right to vote or hold office.

Section 3

Eligibility for membership or appointed or elected student officer positions may not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability.

Section 4

This organization can have additional categories of membership, such as honorary membership for alumni. If this applies, The forum can introduce the categories of membership along with associated requirements and privileges. The award of such membership will be at the discretion of faculty adviser and/or executive committee.

ARTICLE V OFFICERS:

Section 1

The officers of the organization shall be the Forum Executives and Lab Representative.

Section 3 Rank Definitions

Forum Executives consists of Chief executive of forum, forum editors, forum web managers, forum advertiser, forum placement representatives

Lab Representative consists of Lab web manager, Lab advertiser, Lab placement representative, Lab placement representative

Section 2 Roles and Duties of Officers:

Forum Executives::

Chief Executive of Forum (CEF): CEF is responsible for the smooth functioning of the whole forum by acting as a coordinator among different groups. CEF is also responsible for organizing meetings and events in appropriate time or whenever asked by labreps. CEF is not responsible to provide solutions to all the issues

of the researchers but must be the strong conveyor between researchers and the DPPC or the department or also the IITG officials if necessary. CEF alone can't impose new rules for the forum without taking confidence from Labreps and Executive committee. All the bodies have to take instructions from CEF.

- Editor: Forum Editor holds the authority to publish any articles online. Forum Editor has to check the worthiness of the articles and also responsible for publishing well organized, gram-mar free articles online. Forum editors will also be responsible in writing and maintaining minutes of meetings. For smooth operations, Forum Editor is assisted by the lab editors from different labs.
- Web manager: Web manager is responsible for maintaining proper web site for the community. Web manager can choose any volunteers or other web managers from respective labs to get help if necessary.
- Advertiser: Forum Advertiser is responsible for making strategies for advertising RSFs activities in or outside IITG or also in online and is also responsible for making banners, posters, pamphlets
- Treasurer:

Forum treasurer is a single post, which is not replicated at lab levels, a treasurer is responsible for keeping track of financial activities of the forum.

Treasurer is responsible for making strategies for raising funds as well as for effective usage of the funds for certain activities of the forum.

Treasurer is responsible for making all the expenditure of the forum online.

Since approval of a project may depend on the finances available, it is imperative that all records be kept current and as accurate as possible therefore the detailed job responsibility of this post is mentioned in ARTICLE XI FINANCES, section 7.

Labreps: They are the representatives from each lab. They are not elected in general election instead right of choosing their own representatives is given to each lab. They are responsible for looking over forum activities at respective labs. They also have to motivate their lab colleagues to involve in publishing articles or sharing their technical ideas. Along with CEF, they are also responsible for making policies for the betterment of the forum. They also have to help CEF in conducting forum events. At the community level, they cant have any instructing authority over the Executive Committee (forum web manager, forum editor, treasurer or forum advertiser) but they can instruct only at their respective labs. They have the responsibility to give suggestions to CEF for making better strategies or policies for the forum. Labreps rank is the highest post among the other position, just like the CEF, however, Labreps jurisdiction and authorities are limited to their respective lab. Labreps has the autonomy to choose any of the following four lab positions.

- Lab Editors: Lab Editors holds the selection and forwarding authority of articles from its own lab. Just like Forum Editors, lab editors also has to check the worthiness of the articles and is responsible for selecting well organized, grammatical error free articles. Lab editors are responsible for assisting the forum editor in publishing the forum work. In addition, Lab editors have to motivate their respective lab colleagues to write and publish several technical and motivational articles.

- Lab Advertiser: lab advertiser will be assisting the forum advertiser and will be solely responsible for its own lab advertisement
- Lab Web manager: Lab web manager is responsible for developing/updating/maintaining proper lab web page and assist the forum web manager in forum web activities.
- Lab Placement Representative: Lab placement representative is responsible for contacting the alumni, industry and academic institutions or organizations for exploring the possibilities of placement/internships/scholarships etc.

Section 3 Qualifications necessary to hold office in this organization are as follows:

Organization policies require that to be eligible for office, candidates must be in good standing and registered students at Department of Electronics and Electrical Engineering.

ARTICLE VI SELECTION OF OFFICERS

Section 1

The Forum Executives and Lab Representatives are elected annually. Elections are held at the start of each even semester and shall take place at a regularly scheduled meeting of the organization at which a quorum is present. At least one week's notice shall be provided for any meeting at which an election is to be held.

Section 2

Nominations for officers shall be made at the regular meeting immediately preceding the election. Nominations may also be made from the floor immediately prior to the election for each office. Members may nominate themselves for an office.

Section 3

The officers shall be elected in this order:

- 1) Lab representatives (including lab web managers, lab advertiser, lab editor, lab placement representative).
- 2) Forum Executives (excluding CEF)
- 3) Lastly, Chief Executive of Forum

Section 4

- 1) The lab representative post will be filled first and the lab representative can select any one of the position from lab web managers, lab advertiser, lab editor, lab placement representative.
- 2) Election of other lab positions shall commence thereafter, by the lab members. If no candidate/s is/are presented by the lab, current executive committee can select the member/s for the lab position/s.
- 3) For the forum executive positions (excluding CEF), previous years lab representative can nominate them self. A lab web manager can nominate himself/herself for forum web manager post. Similarly, a lab editor can nominate himself/herself for forum editor position. Note: For the post of Treasurer any labrep can nominate. The nominated member will then make a presentation of his/her agenda in front of all research scholars. The selection will then be

on the basis of weighted voting [Vote value of CEF =3, Vote value of Executive committee = 2, research scholars vote value = 1]. In case of tie or re-voting, the executive committee (including CEF) can elect the candidate.

4) For the CEF position, current executive committee can file the nomination, however, as a major prerequisite of CEF nomination, the nominated person cannot hold any other position in other committee/s (Ex. DPPC, IEEE SB, or other institute organization). The nominated member will then make a presentation of his/her agenda in front of all the research scholars. The selection will then be on the basis of weighted voting [Vote value of CEF = 2, Vote value of Executive committee =1]. In case of a tie, the vote value of previous CEF will double [6] and research scholars votes [with vote value = 0.5] will be considered. Lab representatives can vote only if their attendance in RSF meetings is more than 60%. The attendance shall be maintained by CEF. The vote value of lab rep will be 0.5.

Section 5

Votes shall be cast by secret ballot; however,

- 1) Nominated person cannot cast vote
- 2) When there is only one candidate for an office, a motion may be made to elect the candidate by acclamation.

Section 6

Officers shall assume office on the first weekday after the election and shall serve for one year.

Section 7

Any executive committee officers (including faculty adviser, CEF) may be recalled from office for cause. To initiate a recall election, a petition signed by executive committee, at-least two-third of the executive members must be submitted at a regular executive meeting and a recall vote shall be taken at the next regular meeting. The officer subject to recall shall be given written notice of the recall at least 72 hours prior to the meeting at which the recall vote will be held and shall be given an opportunity to provide a defense. A two-thirds vote is required to remove an officer.

Section 8

If the position of CEF becomes vacant as the result of resignation, ineligibility or recall, the Forum web manager shall assume the office of CEF. In case of dispute the pre-requisite for CEF nomination can be relaxed, previous CEF can assume the position (strictly till re-election) and a re-election may be called for. Vacancies in any other elected office shall be filled by an election held at the next regular meeting where the vacancy was announced. Nominations may be made at the meeting where the vacancy is announced, and nominations may also be made from the floor at the time of the election. The CEF may appoint an interim officer to fill the vacancy until the election is held.

Section 9

- 1) Chief Election Officer (CEO): By default, DPPC student member (Only PhD) shall become the CEO (Chief Election Officer) for RSF elections and CEO shall be exempted from voting. Formation of different labs according to the population is also the responsibility of the election officer (CEO).
- 2) Selection of Lab representatives (Labreps) or editors, advertisers and web managers for respective labs are also not done by RSF, each lab holds the responsibility for all respective lab posts. RSF holds general election only for CEF, forum editor, forum web manager, forum advertiser, forum placement officer and for treasurer followed by election debates executive committee contestants only. Wherever applicable, the research scholars have the right to reject and right to recall for the respective post.
- 3) CEF cant disqualify any of the labreps or any posts which are at the lab level. Only lab members hold the responsibility to withdraw or disqualify their candidate from the post at their own respective labs only. CEF only can intervene their respective lab matters but wont have any extra authority.

ARTICLE VII MEETINGS

Section 1

Regular meetings shall be scheduled monthly during the academic year. CEF can call for agenda from Lab reps and Executive committee member. The minutes of the meetings are to maintained by the forum editor. The forum editor may take the help of any lab editor for this task.

Section 2

Special meetings may be called by the CEF or a majority of the Executive Committee. All members must be given a minimum of 24 hours notice prior to the meeting time.

Section 3

Business cannot be conducted unless a quorum of the membership is present. A quorum for this organization is defined as a majority of the voting membership. [Note: a quorum comprises at least two-third of executive members.]

Section 4

Members must be present to vote. Absentee or proxy voting is not permitted.

Section 5

In a one year term only 3 number of excused and/or unexcused absences will be permitted, provided the executive officer appoint a lab representative for his/her representation. However, an absentee in more than 3 consecutive monthly meetings will lead to re-election for that post.

ARTICLE VIII ADVISOR(S)

Section 1

The organization shall appoint at least one individual employed as a faculty member from Department of Electronics and Electrical Engineering to serve as an advisor to this organization. Auxiliary staff and student assistants are not eligible to serve as faculty advisor.

Section 2

The faculty adviser shall be nominated and appointed by the current executive committee based on the voting among themselves. Faculty adviser has an office term of one academic year.

Section 3

The faculty/staff advisor will never have control of the organization or its finances.

Section 4

The organization shall also appoint a community advisor. [Such as being an alumni member, a representative of an institute organization, etc.]

ARTICLE IX EXECUTIVE COMMITTEE

Section 1

The Executive Committee shall consist of Chief Executive of Forum, Forum Web-Manager, Forum Advertiser, Forum Editor, Forum Placement Officer, Treasurer, with the advisor(s) serving as non-voting member(s).

Section 2

The Executive Committee shall meet monthly during the academic year. Special meetings may be called by the CEF or a majority of the Executive Committee. All members must be given 24 hours notice of the meeting. A quorum shall consist of a two-third majority of the Executive Committee members.

Section 2

The Executive Committee shall propose an annual plan no later than one months of taking office. These proposals are to be supported by the treasurer and faculty advisor(s).

Section 3

When necessary, Executive Committee business can be conducted via email or via online meetings.

Section 4

The Executive Committee shall have general supervision of the affairs of the organization between meetings and is authorized to take action when action must be taken prior to the next meeting.

Section 5

The Executive Committee shall report to the membership all actions taken between meetings. Except when it is too late to do so (such as when a contract has been executed), any actions taken by the Executive Committee may be rescinded or modified by the membership by a majority vote.

ARTICLE X LAB-REPRESENTATIVE

Section 1

The organization shall have the following Lab Representatives: Lab Web Managers, Lab Advitizers, Lab Editors, Lab Placement Representative

Section 2

Labreps: They are the representatives from each lab. They are not elected in general election instead right of choosing their own representatives is given to each lab. They are responsible for looking over forum activities at respective labs. They also have to motivate their lab colleagues to involve in publishing articles or sharing their technical ideas. Along with CEF, they are also responsible for making policies for the betterment of the forum. They also have to help CEF in conducting forum events. At the community level, they cant have any instructing authority over the Executive Committee (forum web manager, forum editor, treasurer or forum advertiser) but they can instruct only at their respective labs. They have the responsibility to give suggestions to CEF for making better strategies or policies for the forum. Labreps rank is the highest post among the other position, just like the CEF, however, Labreps jurisdiction and authorities are limited to their respective lab. Labreps has the autonomy to choose any of the following four lab positions.

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Lab Advertiser: lab advertiser will be assisting the forum advertiser and will be solely responsible for its own lab advertisement

Lab Web manager: Lab web manager is responsible for developing/updating/maintaining proper lab web page and assist the forum web manager in forum web activities.

Lab Placement Representative: Lab placement representative is responsible for contacting the alumni, industry and academic institutions or organizations for exploring the possibilities of placement/internships/scholarships etc.

Section 3

The CEF shall have the authority to establish ad hoc committees [fund-raiser, outreach, grievance] as may be necessary from time to time to carry out the work of the organization.

Section 4

The CEF shall appoint the chairpersons and members of all ad hoc committees [subjected to two-third support of the executive committee].

ARTICLE XI FINANCES

Section 1

Membership for research scholars is free of cost.

Section 2

Transactions regarding expenses towards conducting Seminars / Workshops, Invited Lectures, Receipts etc will be carried out through a savings account to be opened at a scheduled Bank and through cash.

Section 3

All the accounts will be maintained by the Treasurer and approved by the CEF/Faculty Advisor.

Section 4

Research Scholars Forum- EEE will use a central mailing address to receive bank statements, notifications and other posted/mailed documents.

Attn: Research Scholars Forum - EEE

Department of Electronics and Electrical Engineering

Indian Institute of Technology Guwahati, Assam 781039

Section 5

All financial transaction and documentation require triple endorsement. Withdrawn cheques are to be signed by all the three members. a. Treasurer b. CEF c. Faculty Advisor

Section 6

All financial transaction should support the vision of forum and the forum's fund cannot be used for any personal usage/benefits of any individual or a group(s).

Section 7

This section gives the detailed job description of treasurer,

The Treasurer is responsible for maintaining the following records: :

- 1) Petty Cash Book: This book shall be kept in the petty cash box and all receipts and disbursements from petty cash recorded in the book. Entries shall include the date, the amount and the purpose of the transaction, and the name of the person receiving or paying the money. The treasurer shall place directions for making entries in the front of the book. Petty cash book will only be kept if needed.
- 2) Financial Transactions Book: This book shall be maintained by the treasurer. They shall personally pass the book, fully and completely updated, to the treasurer-elect. The book shall include the date, amount, and purpose of all receipts or disbursements, and the name of the person or organization receiving or paying the money. Disbursements or receipts from petty cash will be labelled "petty cash". Disbursements, receipts, and balance will be recorded in separate columns.
- 3) An itemized and detailed financial record of the expenditures and profits of activities such as large social events, and fund-raisers.

Step-wise Job details of a Treasurer: :

- 1) Maintain the appropriate Branch accounts. i.e. Checking bank statements and cancelled cheques against branch records. Any discrepancies must be reported to the Executive Committee.
- 2) Make a financial report to the Executive Committee at the beginning of each academic term and when requested to do so by the CEF. The report shall include total receipts and disbursements from the date of the last report, the previous and current balance and other pertinent information.
- 3) The treasurer shall assist the treasurer-elect to prepare the financial section of the Annual Report due at the Faculty adviser and the Newly elected executive committee not later than two weeks from taking the office.
- 4) Prepare an annual budget and submit the annual plan of activities in front of executive committee by two months after the academic year begins.
- 5) Keep an accurate record of all financial allocation decisions at each meeting as well as record such expenditures and be sure the forum does not run into debt.
- 6) Obtain the signatures of the persons who are authorized to sign cheques, and assist the officers-elect who are authorized to sign cheques to become signatories to the account at the annual transition meeting.
- 7) Work with the Executive Committee and other relevant officer to prepare any and all budget paperwork, requests, information, etc.
- 8) Be a member of the Executive Committee and attend its meetings.

- 9) Prepare the final Financial Statement and submit the annual report of activities to Executive Committee and Faculty adviser, six months after the academic year begins.
- 10) Oversee all fund-raising efforts, working with Faculty adviser.
- 11) Arrange for an orderly transfer of all financial records to the incoming Treasurer.

Section 8

The Executive Committee (including Treasurer) shall propose an annual budget to be voted upon no later than the second regular meeting of the academic year. Any unbudgeted expenditures shall be approved in advance by the membership. When financial decisions must be made between meetings, the Executive Committee (including CEF) is authorized to approve expenditures not exceeding [Rs. 50,000.00].

ARTICE XII DISCIPLINE OF MEMBERS

Section 1

When a member believes that another member has engaged in conduct that is detrimental to the organization, a written charge may be filed with the Executive Committee. The Executive Committee shall review the charges and may conduct a preliminary investigation if deemed appropriate. If the preliminary investigation concludes that misconduct appears to have occurred, the Executive Committee, along with faculty adviser shall conduct a hearing on the matter. The member alleged to have engaged in the misconduct shall be given at least 72 hours notice of the hearing and be given an opportunity to present a defense. By a majority vote, the Executive Committee, along with faculty adviser, shall determine whether misconduct occurred. If it determines that misconduct did occur, Executive committee (forum editor) shall prepare a report to the membership (research scholars) of its findings and recommended sanctions, which may include expulsion, suspension, or lesser sanction(s) including, but not limited to, a reprimand, removal from office, a fine or corrective remedies.

Section 2

The membership (research scholars) shall review the hearing report in executive session, and the member accused of misconduct shall have an opportunity to rebut the information in the report. After providing a statement to the membership, the member accused of misconduct shall leave the room for the remainder of the deliberations.

Section 3

The membership (research scholars) shall vote first on whether the member has engaged in misconduct. If by a two-thirds vote, the membership (research scholars) determines that misconduct has occurred, the membership (research scholars) shall then by a two-thirds vote, determine appropriate sanction(s). The accused member shall be immediately notified of the outcome.

Section 4

By a two-thirds vote, the membership (research scholars) may reinstate a member who has been suspended or expelled.

Section 5

If a member wants to resign from the forum, then he/she has to give a written resignation through a mail to rsfeee@iitg.ernet.in (with cc to faculty advisor and CEF) or hard copy to faculty advisor through CEF, failing which he/she will be given a formal notice from the forum through its official mail id. A grace period will be given asking for a formal resignation. If it is not provided within the stipulated time frame, then he/she will be not considered as a member of the forum after the given time period based on the notice issued to him/her.

ARTICLE XIII DECISION MAKING AND AMENDMENTS

Section 1

The Executive Committee shall present the proposal for review in a monthly executive meeting to make recommendations on all bylaw revisions/decisions affecting the organization, for consideration by the faculty adviser. An amendment will be judged based on weighted voting, [Vote value of CEF = 2, Vote value of Executive committee = 1]. Lab representatives can vote only if their attendance in RSF meetings is more than 60%. The attendance shall be maintained by CEF. The vote value of lab rep will be 0.5.

Section 2

Bylaw amendments require approval by two-thirds of the voting members present at a regular meeting. The amendment shall be effective immediately unless otherwise stipulated in the amendment.

Section 3

A copy of any amendments to these bylaws must be submitted to the faculty adviser within two weeks after adoption.

THESE BYLAWS WERE ADOPTED ON 01-01-2015 AND MOST RECENTLY REVISED ON 01-03-2018.