

## School Management Committee Minutes of the Meeting

DATE : 02/04/2023

MINUTE OF THE ONLINE SCHOOL MANAGEMENT COMMITTEE MEETING HELD ON 11<sup>th</sup>

APRIL 2023 AT SURYADATTA NATIONAL SCHOOL, BAVDHAN.

A meeting of the School Managing Committee(SMC) of Suryadatta National School, Bavdhan was held on 11<sup>th</sup>

APRIL 2023. The Meeting was attended by the following members:

1. Prof. Dr. Sanjay B Chordiya President of SGI
2. Mrs. Sushma Chordiya Vice - President of SGI
3. Mrs. Sheila Oka Principal of SNS
4. Mrs. Snehal Navalakha Associated Vice - President of SGI
5. Mr. Akshit Kushal Member – Marketing & Administration OR Expert Chief Operating Officer
6. Dr. Supriya Gugule Member
7. Mrs. Monica Hajare Member
8. Mrs. Kiran Rao Member
9. Mrs. Vandana Pandey Member
10. Mrs. Prajakta Patkar Teacher- Representative
11. Mrs. Maria Verma Teacher - Representative
12. Mrs. Roja Nekkanti Parent Representative
13. Mr. Jaipal Thatikonda Parent Representative

The members joined the Meet for the SMC at 10:00 am . As per the Suryadatta tradition, the meeting began with

the lighting of the lamp and chanting of the Gayatri Mantra followed by an invocation for the blessings of the

Almighty, by the students of the school. Mrs. Sheila Oka Director/Principal welcomed all the members of the

Managing Committee. The Chairperson noted that the requisite quorum for the meeting was present and called the

meeting to order. Leave of absence was granted to members who were not present with prior intimation. She tabled

the agenda as circulated along with the Notice of the Meeting to all the members.

The Points to be discussed :

- 1) To note the action taken on the points raised in the last Management Committee Meeting held on 14<sup>th</sup> January 2023.
- 2) To approve the budget and the fee structure for the year 2023-24.
- 3) Any other matter with the permission of the Chair.



#### 4) Commencement of AI in School.

Discussion & Confirmation of minutes of last SMC meeting held on 14 th April 2023: The minutes of the last SMC held on 14 th

January , were read out by Mrs. Prajakta Patkar , member of SMC for discussion & further confirmation. Minutes

were proposed by Mrs. Sheila Oka , Principal, Suryadatta National School .

The proposed fee structure for the academic year 2023 – 2024 as for the direction from the fee fixation Committee

(2015), there is an increase of 10% every year which was unanimously decided to increase by all the members present

after thorough study. Discussed about the framed fee structure - the fees should be collected for the month of May .

Outstation trips: She continued the discussion with the highlight of this academic session when our learners from

different grades went for their outstation and overnight trips between the 19th of January to 24th of January. Learners

were accompanied by their educators on all these trips. In order to ensure that there is no break in the learning process,

we had online teaching and enrichment sessions on MS Teams for the grades which were not on trip on any given day.

#### GENERAL POINTS :

- ☐ Recruitment was discussed
- ☐ Total no. of benches required were discussed
- ☐ Total no. of Staff
- ☐ Overall Budget
- ☐ Fire alarm –incomplete-taken care by Patil sir
- ☐ CCTV–will be dealt by Ketan sir
- ☐ Budget for next academic year 2023-24
- ☐ Night security–required
- ☐ Increment pending & arrears pending - disussed

#### MAINTENANCE :

A.CCTV Cameras (AMC)

B.RO Water

C. Mike Speaker, Amplifier

D.Pin Boards

E. AMC for computer

F. Projector (1 no. Is under repair)

G. Requirement for Lab: for physics, chemistry, Botany and maths to be made, KG to be Procured

H. ATL Tinkering Lab–will proceed with opening the new account.

I. Staff–Teachers resigned were discussed

J. Requirement of 4 cleaners after school reopens was discussed.



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Enclosures:-

1. Fee structure fixed by the committee
2. Requirement list
3. Staff recruitment list
4. Approximate calculation of benches
5. Requirements list for stationeries
6. Plan for the next year and rooms required



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