

MINUTES OF MEETING HELD ON 06 OCT 2025

A School Management meeting held on 06 October 2025 the following agenda points were discussed at Head Office, Century Bhawan, Worli, Mumbai. The following persons were present :-

Shri R.K. Dalmia ji, School Correspondent - **In Chair**

Members

- (a) Dr Rajeev Kumar Chauhan, Principal
- (b) Ms Aarti Talreja, HR & SMC Member
- (c) Mr. Sanjay Poddar, Chief Accountant
- (d) Mr. Akhilesh Dwivedi, Parent Member
- (e) Mr. Ajay Kumar, Parent Member
- (f) Mr. Ashwani Kumar Lath, Admin Officer

After welcoming the participants, Shri R.K. Dalmia ji, School Correspondent took up the agenda points for discussion in the meeting.

1. **Revision of Fees Structure for Session 2026-27** :- Principal proposed Fees Structure with 10% hike. However, the matter was discussed in length and concluded with hike only for Day Boarding students.

Decision : 10% hike in School Annual fees for Day Boarding and security deposit made equal i.e. Rs. 30,000/- for both category i.e. Day Boarding & Boarding. Also increased outfit & study material cost to Rs. 40,000/- for Day Boarding.

Action : Principal & Admin Officer

2. **LTA (Leave Travel Allowance) to Regular Staff** :- Principal put up a proposal statement for making payment to eligible regular staff which is due for payment. It was suggested by Mr. Sanjay Poddar to make this payment along with monthly salary in future.

Decision : With effect from 01 Nov 2025 LTA shall be paid with monthly salary on proportional basis for all. However those are due to pay LTA before this date should paid as per existing School LTA rules. A fresh LTA policy order to be made accordingly.

Action : Principal & Admin Officer

3. **Diwali Gift for Staff** :- Principal proposed for Diwali gifts/sweets for staff. School Correspondent advised not to give sweets since some time it may be contaminated due to long time storage, instead you should give dry fruits of equal amount.

Decision : Go ahead as per proposed amount i.e. for gift to regular staff up to Rs. 1200/- , contingency staff upto Rs. 600/- and dry fruits as per proposed amount for sweets upto Rs. 1,09,000/- for all.

Action : Principal & Admin Officer

4. **Repair of 40 KVA UPS**:- AO told that one of the 40 KVA UPS of Academic Block is got defective and need repair also there is requirement of 09 batteries for other 02 UPS of 5KVA.

Decision : Go ahead.

Action : AO

5. **Printing of Note Books** :- AO told that there is requirement of printing of Note books for students since old stock is exhausted.

Decision : Go ahead.

Action : AO

6. **Padel Court Requirement** :- Principal informed that Madam Jayshree told me to make one Padel court in the school. So we took a quotation for making the same which is around Rs. 40 Lakhs. So we are planning to make it at own with available school resources and part of work can be done without sourcing so estimated amount may be around Rs. 13.5 Lakhs. Area for making the same suggested near skating rink beside Archery range.

Decision : Go ahead.

Action : AO / HOD Sports

7. **Outer Approach Road Repair**:- Principal told that our School approach road is in very bad condition and there 02 upcoming IPSE tournament and Annual day. They requested to inform Temple Project team to help it out.

Decision : Mr. Prasad Sawant of Temple project team to look into.

Action : Mr. Prasad Sawant, Temple Project Team

8. **CCTV IT Cameras for H-2** : AO proposed to replace ordinary CCTV cameras with IP camera of Hostel- 2 as it was planned that one by one of all hostels ordinary CCTV cameras shall be changed with IP Cameras. And old removed CCTV cameras should be used for replacement in other hostels.

Decision : Go ahead and there should not be any complaint of CCTV Cameras.

Action : AO

9. **Domestic Tour for Students**:- Principal informed that we are planning to send students for a domestic tour to Darjeeling (North East). School Correspondent advised not to send North East since there is more risk due to heavy rain falls this year. Alternatively we can send some other place in India or make it one day local trip only.

Decision : Not to North East instead plan for some other place in India or make it one day local trip only.

Action : Principal & AO

10. **Expulsion of Master Aaditya Shankar Ghare Class XI, Adm No. 24142** :- Principal informed that there was one indiscipline case against Master Aaditya who was involved in ragging and threatening his hostel mate students. So after investigation we took decision to expel him from school.

Decision : Go Ahead.

Action : Principal.

11. **New Appointment of Admission Head** :- AO informed that we shall watch for 06 months' probation period then final decision can be taken based on the probation period report.

Decision : Ok, But he should remain representable while on duty.

Action : Principal & AO.

12. **Electricity Bill**:- Mr. Sanjay Poddar informed that there is drastic change in electric bill, it is very high in comparison with last year bills. AO informed that there is increase in school activities especially in the Auditorium, Skating and in grounds during night time. Also due to more rain during this period laundry power consumption is higher than earlier.

Decision : Look into for other factors if any.

Action : AO

13. **Teachers Case of Corporal Punishment to Students** :- Principal informed that Ms Shalini Sharma were found giving corporal punishment cases by the discipline committee and there is recommendation of termination from services as per School rules.

Decision : Go ahead.

Action : Principal

14. **Use of Harsh Language for Parents by Teacher**:- Principal informed that they received repeated complaints against Ms Archana Thangan for use of harsh language for the parents.

Although she is denying. So as per discipline committee recommendation she has been suspended for a week with warning that repeat of such cases may lead to termination from services.

Decision : Ok inform all teacher not to use such language and keep a sharp eye on Ms Archana.

Action : Principal

For B.K. Birla Centre for Education



Dr Rajeev Kumar Chauhan
Principal