



SANSKRITI SCHOOL, UNDRI, PUNE

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UDISE No: - 27250509707

MINUTES OF THE MEETING: SCHOOL MANAGEMENT COMMITTEE (2019-20)

DAY & DATE	Saturday, June 15, 2019
TIME	10:00 am to 11:00 am
VENUE	School Library
ATTENDED BY	All the SMC members
CONDUCTED BY	Mrs. Jaishree Gujar
PRESIDED BY	Mrs. Devyani Mungali

Sr.	AGENDA OF THE MEETING
1	To confirm minutes of the last meeting
2	To review the work done for the new session.
3	To finalize a few things for the new academic Year 2019-20.
4	To review meetings of various committees of the school and decide the dates for the different Committee Meetings for the session 2019-20.
5	To decide new initiatives for 2019-20.
6	Any other subject with the permission of the presiding authority.

Sr.	MINUTES OF THE MEETING
1	The previous SMC meeting was conducted on Saturday, 12-01-2019. Minutes were read by Mrs. Jaishree Gujar, Secretary of the SMC and were reviewed by all.
2	Briefing on the work completed for the current academic session (2019-20) was given by the Secretary – <ul style="list-style-type: none">• IT Lab-2 is functional on the third floor. New computers were installed for children and teachers.• The PTA lottery draw for members who were recommended for nomination was successfully completed in the month of April 2019. Class Representatives were elected and congratulatory notes were sent to them. PTA-1 was also conducted on April 27, 2019.

	<ul style="list-style-type: none"> ● Periodic meetings with the teachers and various departments have started. ● During the Summer Break, the following work was completed: <ul style="list-style-type: none"> *Numbering of the new furniture *Complete stock taking *Condemnation Committee reviewed the non-functional items *Admin work on Students files and General Registers was completed. ● All staff requirement was complete for the year. ● The proposed Library budget of Rs.1,70,000/- was discussed during the meeting.
3	<p>Mrs. Devyani Mungali, Chairperson of the SMC, sought confirmation of the completion of the following:</p> <ul style="list-style-type: none"> ➤ The readiness of the Personal Planner 2019-20 by the Heads. ➤ The renewal of Tie up with Ruby Hall Clinic, Wanowrie for the new session. ➤ The complete furniture requirement for the new session received. <p>The Chairperson reiterated that :</p> <ul style="list-style-type: none"> ➤ The plan for Kaleidoscope to be decided by June end. ➤ All the Assessment Question papers to be collated by the Subject Heads and forwarded to the Exam departments of all the three campuses. ➤ The lesson observation by the Heads should be completed for all the teachers at least twice in each Term. The classes to be observed should be mentioned in the Personal Planner of the campus/ section heads.
4	<p>Mrs. Jaishree Gujar, Secretary of the SMC, recommended the dates for the Committee meetings to be conducted in the session 2019-20. The following dates were finalized for the Undri campus:</p> <ol style="list-style-type: none"> 1. PTA- 27th April,2019, 24th August, 2019, 9th November, 2019, 8th February, 2020. 2. SMC- 15th June, 219, 16th January, 2020. 3. STC- 29th June, 2019. 4. POSH & POCSO – June 2019 & December 2019. 5. Library Advisory Committee – 16th February, 2019, 21st August, 2019 6. Anti-Tobacco –As per requirement. 7. Condemnation- during Diwali & Summer Vacation. 8. Inclusive Education Session for Teachers - June & March. 9. Anti-bullying- As and when any case comes to notice.
5	<p>Mr. Devyani Mungali, Chairperson of the SMC, informed the members of a few new initiatives for the coming year:</p> <ul style="list-style-type: none"> ➤ Debate Club for the children ➤ Participation in 'Anveshan', an All India Music competition <p>She also stressed that the anecdotal records for the children should be kept ready by the teachers.</p>

6	<p>No other subject came forward for discussion from any of the members of the SMC.</p> <p>Mrs. Jaishree Gujar, Secretary of the SMC, thanked and extended her gratitude to all the members for their presence, valuable contribution, guidance and motivation.</p> <p>With the permission of the Chairperson, the first meeting of the SMC for the session 2019-20 was drawn to a close.</p>
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