

To,
Block Education Officer
Department of Education, Haldwani.
District Nainital UK

Subject: Submission of Minutes of Meeting of SMC held on Sunday 23 July 2023.

Respected Sir,

This is to bring in your kind notice that the school management committee conducted its meeting on **Sunday 23 July 2023** in the school premises 1:00 pm onward.

The minutes of the meeting are being enclosed herewith for your kind consideration, kindly acknowledge the same.

Thanking you

Regards

P K Rautela
Principal/Member Secretary Ex Officio

Encl: Minutes of the meeting.

Minutes of the SMC Meeting held on 23 July 2023 (Sunday).

Members Presence: The school Management Committee (SMC) meeting was held on Sunday 23 July 2023 at 1:00 pm in the school premises. The following members were present in the meeting:

Mr. Mohan Chandra Joshi	(President)
Mr. B.C Pant	(V President)
Mr. P K Rautela	(Member Secretary, Ex-officio)
Mrs. Rajeshwari Bhatt	(Member, Ward Member)
Mr. Mukesh Bisht	(Member, Ward Member)
Mr. Harendra Kumar Mishra	(Member, BEO)
Mrs. Manju Joshi	(Principal, City Coordinator, CBSE, Member recommended by the society to be nominated by the board)
Mrs. Radha Aithani	(Principal, Member recommended by the society to be nominated by the board)
Mr. H C Bhatt	(Member)
Mr. P S Patwal	(Member)
Mrs. Richa Adhikari	(Member, parent representative)
Mrs. Meera Joshi	(Member, parent representative)
Mr. J Lalit Prasad	(Member, parent representative)
Mr. Saleem Saifi	(Member, parent representative)
Mr. Pushkar Singh	(Member, Ex officio)
Mr. B B Joshi	(Member, Ex officio)

1. **Welcome and Agenda:** Ex- officio Secretary and Principal Mr. P K Rautela welcomed the members and sought the permission of the Chairman to discuss the points laid in the Agenda of the meeting.

2. Progress report on the Agenda points of previous meeting held on 22 January 2023:

- a. **Fire Equipment:** as and when needed school can purchase needed fire extinguishers for the safety in the school.
- b. **Security guards:** Security guards as per the need has been deployed by the school on rotation basis.
- c. **Purchase of new vehicles:** a new school van has been received from the dealer as per need of the school and permission of SMC.
- d. **Construction works:** construction of new campus at Lamachaur and in the premises of new campus has been permitted by SMC and still is under construction.
- e. **Due to COVID -19** all those task that could not be completed during previous session will remain continue in the coming session also.

Agenda for meeting:

Agenda for meeting scheduled on 23.07.2023.

1. Discussion on the fixation of fee for the upcoming **session 2024-25** under the following heads.
 - i. Monthly fee:
 - a. Tuition fee.
 - b. Transportation fee.
 - ii. Annual Charges:
 - a. Annual activities.
 - b. Skill enhancement.
 - c. Games and sports fee.
 - d. Water & electricity/ generator fee.
 - e. Library fee.
 - f. E-Smart Board for new classes.
 - g. Computer fee.

- h. Teacher empowerment.
- i. Repair and maintenance.
- j. E care.
- k. Stationary-diary, I card, Report card, Magazine fee and others.
- iii. Measures to be taken to maintain discipline in the school.
- iv. Safety of students in buses, measures to be taken.
- v. Expansion of infrastructure and Budget management:
 - a. Addition of rooms for classes.
 - b. Separate room for counsellor.
 - c. Separate room for NCC.
 - d. Need of part time coaches for various sports activities.
- vi. Dress code for the Gents teachers and other staff.
- vii. Insurance of building and other infra structure.
- viii. Day boarding facility.
- 2. New high speed connection internet connection.
- 3. Establishment of well-equipped computer labs compatible with NTA and NSEIT (National Stock Exchange for Information Teachings) online examination centers.
- 4. Equipment/infrastructure for running online classes.
- 5. Framing of service rule/ 58 years as age of retirement of teachers and technical staff.
- 6. Fire Equipment
- 7. Security guards
- 8. Sports activity to outer agencies
- 9. Construction work
- 10.
 - i. Measures to be taken to maintain discipline in the school.
 - ii. Safety of students in buses, measures to be taken.

iii. Expansion of infrastructure and Budget management:

- e. Addition of rooms for classes.
- f. Separate room for counsellor.
- g. Separate room for NCC.
- h. Space for shooting range.
- i. Fitting NCC Obstacles.
- j. Insurance of building and other infra structure.

11. **Recommendation of SMC:** After long discussion and valuable suggestions from all the members present in the meeting following recommendations were made unanimously.

- a. **Fire equipment:** as and when needed new fire extinguishers can be purchased as per norms decided by fire safety department.
- b. **Sports activity to outer agencies:** CBSE promote and school also believed that the fitness of the student's is the integral part of education. In this concern new techniques for games and sports are in work i.e. called outer agencies of games. SMC has granted to school authority to discuss with such type of agencies and executed.
- c. **Construction work-** construction work at Lamachaur and in the new school campus premises still is in progress and it was informed by the Principal to the SMC that due to COVID-19 problem the loan amount taken in the beginning for completing construction work at both the places may not remain sufficient and additional loan will be required from the bank for this purpose.
- d. **Security guards:** As school prime focus is in security for student as well as campus in this connection after discussion some more security guards may be deployed.

- e. **Maintenance and Discipline in the school:** In view of the recent developments in schools at different places it was decided that random checking/search of students and their school bags at any time as and when needed.
- f. **Safety in the Buses:** The committee applauded the efforts of the school in following the high degree of safety precautions in the buses. CCTV camera, GPRS system, first aid kit in the buses, deployment of lady staff in school buses, uniform to drivers and conductors have already been taken care of.
- g. **Insurance for building and equipment:** Members felt the need for procurement of insurance for building and equipment.
- h. **Establishment of well-equipped computer lab:** SMC gave its consent for purchase on needed hardware and software to maintain well equipped computer labs in the school which will be compatible with the requirements to conduct online examination by NTA.
- i. **NCC senior division:** all members gave their consent to open indoor shooting range and establishment of obstacles in the Cynthia International School campus for providing more effective training to NCC cadets. It was informed to the members that this infrastructure is a pre requisite to run NCC in the school and also a ½ Tp pf senior division of NCC will be opened in the school along with the existing ½ Tp of Junior division NCC.
- j. **Annual Function:** it was decided that if school will be organizing annual function or similar activities students will be charged Rs. 800 to Rs. 1500 per students depending on class and activity in which they will be involved to avoid huge financial load on the school, it will help ensuring sincere student participation and at the same time parents care regarding their wards time and related material needs.

12. **Next Meeting:** The next meeting has been proposed in the month of January 2024.

13. **Vote of thanks:** The meeting ended with a vote of thanks to the chairman.

Mr. S SBelwal	(President)
Mr. Mohan Chandra Joshi	(V President)
Mr. P K Rautela	(Member Secretary, Ex-officio)
Mrs. Rajeshwari Bhatt	(Member, Ward Member)
Mr. Mukesh Bisht	(Member, Ward Member)
Mr. Harendra Kumar Mishra	(Member, BEO)
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Mr. Saleem Saifi	(Member, parent representative)
Mr. Pushkar Singh	(Member, Ex officio)
Mr. B B Joshi	(Member, Ex officio)

To,
Block Education Officer
Department of Education, Haldwani.
District Nainital UK

Subject: Submission of Minutes of Meeting of SMC held on Sunday 21 Jan 2024.

Respected Sir,

This is to bring in your kind notice that the school management committee conducted its meeting on **Sunday 21 Jan 2024** in the school premises at 1:00 pm onward.

The minutes of the meeting are being enclosed herewith for your kind consideration, kindly acknowledge the same.

Thanking you

Regards

P K Rautela
Principal/Member Secretary Ex Officio

Encl: Minutes of the meeting

Minutes of the SMC Meeting held on 21 Jan 2024 (Sunday).

Members Presence: The school Management Committee (SMC) meeting was held on Sunday 21 January 2024 at 1:00 pm in the school premises. The following members were present in the meeting:

Mr. S S Belwal	(President)
Mr. Mohan Chandra Joshi	(V President)
Mr. P K Rautela	(Member Secretary, Ex-officio)
Mrs. Rajeshwari Bhatt	(Member, Ward Member)
Mr. Mukesh Bisht	(Member, Ward Member)
Mr. Harendra Kumar Mishra	(Member, BEO)
Mrs. Manju Joshi	(Principal, City Coordinator, CBSE, Member recommended by the society to be nominated by the board)
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Mr. H C Bhatt	(Member)
Mr. P S Patwal	(Member)
Mrs. Richa Adhikari	(Member, parent representative)
Mrs. Meera Joshi	(Member, parent representative)
Mr. J Lalit Prasad	(Member, parent representative)
Mr. B C Pant	(Member, parent representative)
Mr. Saleem Saifi	(Member, parent representative)
Mr. Pushkar Singh	(Member, Ex officio)
Mr. B B Joshi	(Member, Ex officio)

1. Welcome and Agenda: Ex- officio Secretary and Principal Mr. P K Rautela welcomed the members and sought the permission of the Chairman to discuss the points laid in the Agenda of the meeting.

2. Progress report on the Agenda points of previous meeting held on 23 July 2023:

a. **Fire Equipment:** as and when needed school can purchase needed fire extinguishers for the safety in the school.

b. **Security guards:** Security guards as per the need has been deployed by the school on rotation basis.

c. **Construction works:** construction of new campus at Lamachaur and in the premises of new campus has been permitted by SMC and still is under construction.

d. **Others:** school management is all positive regarding requirements as raised in previous meeting and efforts are being made to metallized them.

Agenda for meeting:

Agenda for meeting scheduled on 21.01.2024.

1. New high speed connection internet connection.
2. Equipment/infrastructure for running online classes.
3. NCC Senior division.
4. Nodal center
5. Fire Equipment
6. Security grads
7. Sports activity to outer agencies
8. Construction work
9. Discussion regarding fee fixation for coming session 2024-25.

10. **Recommendation of SMC:** After long discussion and valuable suggestions from all the members present in the meeting following recommendations were made unanimously.
- a. **Nodal center:** school management has expressed gratitude and thanks to CBSE for allotting nodal center to the school. All members agreed on to the continuation of the same and emphasized on providing better facilities to the evaluators coming from outside schools and effective evaluation.
 - b. **Fire equipment:** as and when needed new fire extinguishers can be purchased as per norms decided by fire safety department.
 - c. **Sports activity to outer agencies:** CBSE promote and school also believed that the fitness of the student's is the integral part of education. In this concern new techniques for games and sports are in work i.e. called outer agencies of games. SMC has granted to school authority to discuss with such type of agencies and executed.
 - d. **Construction work-** construction work at Lamachaur and in the new school campus premises still is in progress and it was informed by the Principal to the SMC that due to COVID-19 problem the loan amount taken in the beginning for completing construction work at both the places may not remain sufficient and additional loan will be required from the bank for this purpose.
 - e. **Security guards:** As school prime focus is in security for student as well as campus in this connection after discussion some more security guards may be deployed.
 - f. **Fee Structure:** After discussion all the members of SMC agreed upon the increase in the fees wherever it was absolutely necessary. It was informed to the members that now onward the fixation of fee structure will be done in the month of July for the upcoming session next year in place of as of till now in the month of January of the same year as it becomes very hectic during January due to involvement of school in multiple activities during this month.
11. **Books & curriculum and Uniform:** It was felt that NCERT books may be procured for I to XII subject to the timely availability and titles of private publishers may be procured for subjects not covered under NCERT list as

GK, conversation, art, craft, computer, grammar, and moral science. School uniform will be available in the open market and the parents will be free to purchase school uniform from the open market.

12. **Maintenance and Discipline in the school:** In view of the recent developments in schools at different places it was decided that random checking/search of students and their school bags at any time as and when needed.
13. **Safety in the Buses:** The committee applauded the efforts of the school in following the high degree of safety precautions in the buses. CCTV camera, GPRS system, first aid kit in the buses, deployment of lady staff in school buses, uniform to drivers and conductors have already been taken care of.
14. **Insurance for building and equipment:** Members felt the need for procurement of insurance for building and equipments.
15. **NCC senior division:** all members gave their consent to open indoor shooting range and establishment of obstacles in the Cynthia International School campus for providing more effective training to NCC cadets. It was informed to the members that this infrastructure is a pre requisite to run NCC in the school and also a ½ Tp pf senior deviation of NCC will be opened in the school along with the existing ½ Tp of Junior division NCC.
16. **Next Meeting:** The next meeting has been proposed in the month of July **2024**.
17. **Vote of thanks:** The meeting ended with a vote of thanks to the chairman.

Mr. S S Belwal	(President)
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