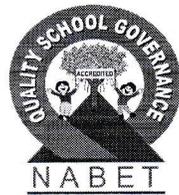




BIRLA SHISHU VIHAR

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Date: September 9, 2020

MINUTES OF THE SCHOOL MANAGEMENT COMMITTEE MEETING

The meeting of the School Management Committee was convened on August 29, 2020 at 11:00 am in ATL - Lab and was attended by the following members:

1. Maj. Gen. S. S. Nair AVSM (Retd.) - The Chairman, SMC & The Director, BET
2. Dr. V. N. Dhaulakhandi - Director, Birla Museum
3. Dr. G. S. Gaur - Chief Finance Officer, BET
4. Capt. (IN) Alokesh Sen (Retd.) - Principal, Birla Public School
5. Dr. (Mrs.) M. Kasturi - Principal, Birla Balika Vidyapeeth
6. Mr. Sanjay Srivastava - Principal, Birla School Pilani
7. Mr. Sanjiv Borbora - EA (Edu.) to The Director, BET
8. Dr. Vishal Saxena - Parent Member
9. Mrs. Kundan Katewa - Parent Member
10. Mr. Mahesh Modi - Parent Member
11. Mr. Vineet Pandey - Teacher Member, BSV
12. Mr. Satish Kumr Shukla- Teacher Member, BSV
13. Mrs. Hema Joshi -Teacher Member, BSV
14. Mrs. Jyotsna Sharma -Teacher Member, BSV
15. Mr. Pavan Vashishtha - Convener & Secretary, SMC

Opening Remark by the Chairman SMC:

The Chairman welcomed the management committee members of the school. He requested all the members to contribute towards the proceedings of the meeting with their suggestions, ideas and inputs. The Chairman asked the Secretary, SMC to proceed with agenda points. New SMC members i.e, Mr. Vineet pandey, Mr. Satish Shukla and Mrs. Kundan Katewa were also welcomed by the chairman SMC.

Agenda Point 1: Discussion & Confirmation of minutes of last SMC meeting held on August 23, 2019.

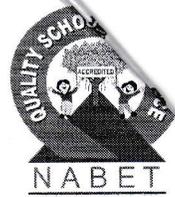
The minutes of the last SMC held on 23.08.2019, were read out by Mr. Pavan Vashishtha, Convener and Secretary SMC for discussion & further confirmation. Minutes were proposed by Mr Sanjay Srivastava, Principal, Birla School Pilani and confirmed by Dr. M. Kasturi, Principal, Balika Vidyapeeth.





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Agenda Point 3: Presentation by Member Secretary & Principal, BSV

Mr. Pavan Vashishtha, Convener and Secretary SMC, gave a presentation highlighting the school activities in Scholastic, Co-scholastic and Sports domain.

• SCHOOL RESULT- CLASS XII AND CLASS X

▪ Class XII

- Overall result analysis
- Subject-wise Topper
- Subject-wise result analysis of class XII

▪ Class X

- Overall result analysis
- Names of Top scorer

• CELEBRATIONS

- Felicitation of High Achievers by BET
- Mother's day Celebration
- Savan Mahotsava
- Janmashtami Celebration
- Independence day celebration
- The Investiture Ceremony
- BET Founder's Day Celebration
- Science and creativity week celebration
- World health day
- Annual Day and Prize Distribution Ceremony
- International Day for Preservation of Ozone
- BSV Reverberated with the ideology of the "Father of Nation".
- Fitness Week Celebration.

• WORKSHOP/TRAINING

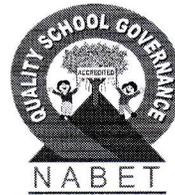
- Faculty development programme
- Annual conference of BET teachers on progressive educational practices
- Basic counselling skills training programme for teachers.
- Workshop on Adolescence
- Faculty Development Programme on python programming
- Solar Ambassador Workshop
- A session on first aid and safety
- Career counselling workshop
- Workshop on traditional Indian games
- Training for handling fire extinguisher
- Professional development seminar





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- Manthan- In house teacher workshop
- Quanta (Discovery in Science) Comp.

Points for Approval:

- i. Transfer of Mr. Vijay Tola, Bursar, from Birla Hostel, was rectified by members of SMC.
- ii. Transfer of Mr. Narender Shekhawat, TGT Maths, from Birla Hostel, was rectified by members of SMC.
- iii. Appointment of Mr. Gyan Prakash, PGT chemistry was rectified by members of SMC.
- iv. Resignation of Mrs. Ruchi Vyas, TGT - Mathematics was rectified by members of SMC.
- v. Resignation of Mr Kanwaldeep, Bursar was rectified by members of SMC.
- vi. Chairman, SMC and members paused the condolence message on demise of Mrs. Nidhi Agnihotri, PGT (Chemistry).

Agenda Point 4: Discussion and approval of the revised recruitment and service rule necessitated by the amendment of by laws by CBSE.

Resolution to amend service rule for staff of Birla Shishu Vihar was put up before chairman & SMC member for approval. After a discussion SMC passed the resolution.

Agenda Point 5: Discussion of the impact of Covid -19 Situation on the school and approval of measures to partially mitigate the impact.

Principal, Convener and Secretary, SMC put up the financial status of School for Session 2020 -21.

Agenda Point 6: Points from SMC members.

Points from Director, Birla Science Centre

1. Dr. V.N. Dhaulakhandi - Director, Birla Science Centre appreciated the school's effort in proper utilization of video recording facility available in BSC. He also appreciated the efforts and confidence of the teachers in preparing video lessons and making the lessons available to the students by uploading them in school you tube. He requested the Principal to encourage maximum participation by teachers.

Points from Parent Member:

1. Ms. Kundan Katewa appreciated the school's effort in carrying out the online classes effectively in such a difficult situation. She also expressed her satisfaction on the way teachers tackle the student's problems during the online teaching process.





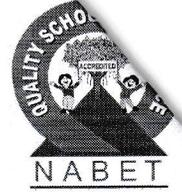
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2. Mr. Vishal Saxena appreciated the efforts of the school and teachers for effectively switching on to the online mode of teaching during COVID situation. He expressed his best wishes for school's progress and success in conducting classes through MS team platforms. He showed his concern on the problem of the students muting the teacher during the online classes.

He suggested some more platforms like google classroom, google meet, canvas e.t.c which school may explore for effective and smooth conduction of online classes. He also expressed his willingness to interface with BITS to run programme for school children.

Agenda Point 7: Points from the Chairman, SMC.

Chairman, SMC appreciated Principal & his team on progress of school. He specified that most of the reforms suggested in NEP-2020 are woven in school curriculum and already in practice by staff.

He conveyed to Principal, Secretary SMC about following reforms in school system and asked for execution as per time line.

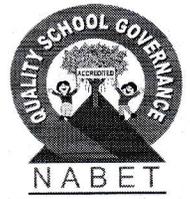
- A. Amendment in recruitment & service rules- School Specific.
- B. Reconstitution of School SMC.
- C. Post of DD (GA) & DD (F) is eradicated.
- D. Financial-Status "Aatam- Nirbhar"- Self reliant. School has to meet all its expenses (Block-Salary- BR- Recurring -Non Recurring) from fee collection without seeking a support from any other resources. Financial viabilities must be worked-out first against a proposal expansion/introduction of new subject/ stream/activity.
- E. Transfer of staff among BET schools will be standard norm.
- F. Sharing of resources among BET schools will be standard norm.
- G. Class- size (section wise): Pri-Primary- 30 and III onwards 40.
- H. As per NEP- 2020 structure (5+3+3+4) PGT(s) are to teach from class -IX onwards.
- I. Continuous Professional Development (CPD) of Teachers.





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Also Chairman, SMC suggested to further improve in following areas:

- i. **Learning outcomes:** are to be measurable/learning should be visible in each activity conducted by school at each level.
- ii. **Reading & Speaking ability test**-Within 30 days of School reopening, reading and speaking ability test in languages i.e. English, Hindi and Sanskrit should be conducted.
- iii. Test should be age specific, based on parameters that how many words child can read/speak in 60 seconds or 90 seconds, which would certainly help in measuring child's fluency and command in specific language. (Refer NEP recommendation).
- iv. Age appropriate Uncontroversial topics/authors are to be selected for student's activities at each level
- v. Activities to enhance Science Temper & Communication Skills should be conducted on regular intervals during academic session.
- vi. Teacher's Training data should be maintained in specific format mentioning Teacher's name and course attended in tabular form.
- vii. More emphasis on foolproof assessment system.
- viii. Healthy communication of class teachers, staff with parents.
- ix. Proper school timing should be followed by staff members.

Chairman, SMC highly mentioned about progressive efforts by teachers for conduction of online classes. The way teachers adopted this culture since March 20, 2020 with sudden change in teaching platform, due to COVID-19, is commendable. He urged that teachers must continue to enhance their skills further especially on online- assignment & assessment, hand on activities, science practical, co-curricular activities, yoga, music, dance & sports, situational & general awareness.

Chairman, SMC expressed his satisfaction with school's progression and appreciated School leadership & the team for putting up constructive efforts. Parent members also appreciated School efforts in regard of online teaching and other activities during pandemic.

At last, Chairman SMC & Director BET stated that country is passing through unprecedented situation due to COVID-19. But compare to other educational institutions teachers are in best phase in terms of finance & living conditions. This pandemic can't be an excuse to dilute our performance/ casual attitude towards our responsibilities as a teacher. He emphasized on code of conduct- Constructive & Cooperative approach, healthy, positive & productive environment, ethical practices, non-violation of rules by each member of staff.





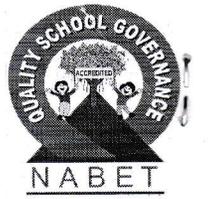
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There being no more points, the meeting ended with vote of thanks by Mr. Pavan Vashishtha, convener and secretary SMC.

(Pavan Vashishtha) 09/09/2020
Convener & Secretary, SMC

Copy to: All Attendees

Date: 09.09.2020

