

MINUTES OF THE SMC MEETING HELD ON
09 MARCH 2026

Agenda : To deliberate upon various academic infrastructural, administrative and developmental matters of the school and to review planning, initiatives and fee structure for the upcoming Academic Session 2026-27.

Members Present :

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| 1. Mr. Ashish Sharma | |
| 2. Mr. Manoj Chandra Pandey | 17. Mr. Bhuwan Chandra Pant |
| 3. Mr. Tara Singh | 18. Mr. Gush Chandra Rautela |
| 4. Mrs. Anita Joshi | |
| 5. Mrs. Manju Joshi | |
| 6. Mr. Pravindas Kumar Rautela | |
| 7. Mrs. Anju Pathak | |
| 8. Mr. Sanjay Snyal | |
| 9. Mr. Diwan Chandra | |
| 10. Mr. Santosh Joshi | |
| 11. Mr. Kuan Tiwari | |
| 12. Mr. Bheem Singh Teena | |
| 13. Mrs. Bhawana Bora | |
| 14. Mr. Chandrashekhar | |
| 15. Mr. Rekha Bisht | |
| 16. Mr. Arvind Singh Bhoj | |

Welcome Address : The member secretary and Principal, Mr. Anita Joshi welcomed the members present and with the permission of the chairperson initiated the discussion on
classmate

the agenda of the meeting

Confirmation of Minutes of the Previous Meeting

The minutes of the previous SMC meeting were placed before the Committee. After review and discussion the minutes were unanimously confirmed by all members present. It was noted that several action points discussed earlier have been implemented or are currently in progress.

Purchase of New School Vehicle

The matter regarding the purchase of additional school vehicle was discussed by the Committee. It was resolved that the purchase of additional vehicle will be considered after completion of the admission process, based on the transportation requirements of the students.

Enhancement of Sports and Recreational facilities

The Committee reviewed the development and strengthening of sports infrastructure in the school. The facilities include basketball court, volleyball court, football field, cricket nets and play area for younger children equipped with safe play structures such as swings, slides, see-saw and climbing frames.

The following developments were noted and

discussed:

Refurbishment of Indoor Sports Area

The indoor sports area for Table Tennis (TT) Chess and Carrom is being refurbished again to provide improved indoor recreational facilities.

Maintenance of the Turf Ground

Regular maintenance and upkeep of the turf ground is being undertaken to ensure that the playing surface remains safe, well-maintained and suitable for sports activities and practice sessions.

It was further noted that, as proposed in the previous meeting to encourage participation in inter-school sports competitions, the school successfully organized an Inter-School Basketball Tournament in the month of December 2025 for both Boys and Girls categories under PSA.

This initiative fulfilled the proposal discussed in earlier meeting, and the efforts of the school in organizing the event were appreciated by all the members of the committee.

Library Enhancement

The Committee reviewed the enhancement of the school library, which has also been discussed in the previous SMC meeting. It was informed that the library is currently being renovated and reconstructed to provide students with an improved reading environment and better access to academic and reference resources.

The initiative aims to create a more engaging, comfortable and resource-rich learning space that encourages reading habits, research and independent learning among students.

Addition of a New Computer Lab (Follow-up)

As a follow up to the requirement raised in the previous SMC meeting, the Committee noted that additional computer laboratories were established during last academic session to accommodate a larger number of students and provide adequate access to digital learning.

It was further proposed that necessary software updates and academic programs required for the holistic development of students will continue to be introduced and upgraded as required.

Betterment and Upskilling of Teaching Methods:

The Committee emphasized the importance of

improving teaching practices in accordance with modern educational approaches and NEP guidelines.

The following measures were discussed:

Professional Development Programs: Regular training sessions and workshops for teachers.

Technology Integration: Use of smart classrooms, digital resources and multimedia tools.

Activity Based Learning: Adoption of project-based and experiential learning methods.

Collaborative Teaching and Mentoring: Peer mentoring and subject-wise collaboration among teachers.

These initiatives aim to enhance teaching effectiveness and improve learning outcomes for students.

Academic and Infrastructure Development Initiatives

The committee discussed several initiatives aimed at strengthening academic infrastructure and enhancing learning opportunities.

Upgradation of Smart Classrooms

The committee discussed the upgradation and re-implementation of smart classrooms

in collaboration with Extramarks. As part of this initiative, additional smart panels and interactive screens will be installed in Extramarks enabled classrooms to enhance digital & interactive learning.

Introduction of Astro-Pathshala Programme

The Committee discussed the introduction of the AstroPathshala Programme to promote curiosity and interest in astronomy, space science, Robotics and A.I among students.

Establishment of Astro Lab and Robotic Lab

The Committee discussed the establishment of an Astro Lab and Robotics Lab to provide practical exposure.

For the effective functioning of these labs the proposal includes procurement and installation of appropriate furniture, graphical displays, learning aids, smart screens, machinery and other necessary equipment required for demonstrations and hands-on student learning activities.

School Cinema Initiative

The committee discussed the School Cinema initiative, which aims to promote value-based education and awareness through curated educational films and guided discussions

Creative and Co-Curricular Infrastructure

The committee discussed the strengthening of facilities for Co-curricular and Creative activities. It was informed that upgradation of Music Room is being undertaken through the addition of necessary equipment and procurement of additional musical instruments to enhance students' learning and practice.

The construction of dedicated Dance and Art Rooms was also proposed in order to provide appropriate spaces for performing and visual arts activities. These initiatives aim to encourage creativity, artistic expression and holistic development.

Accessibility Infrastructure

The provision for installation of a lift within the school campus was also discussed to improve accessibility and convenience for students, staff and visitors, in accordance with CBSE guidelines mandating accessibility for all floors of school building.

Safety and Security Measures

The committee reiterated that safety and security of students and staff remains a top priority. The following measures were

noted :

Fire Safety

Fire extinguishers have been installed across the campus and are inspected periodically.

Security Arrangements

Trained security guards are stationed at entry and exit gates.

Safety in School Transport

School buses are equipped with CCTV cameras, GPS tracking systems and first-aid kits.

CCTV Surveillance

Cameras have been installed at entrances, corridors, classrooms, playgrounds and administrative areas to ensure safety and transparency.

Books and Curriculum

The Committee resolved that NCERT textbooks will be followed for all subjects from class 1-XII, in accordance with CBSE guidelines. However, in subjects where NCERT has not published textbooks such as:

Computer, English & Hindi grammar, Physical Education, Yoga, Information Practices (IP), Artificial Intelligence (AI) etc, the school may adopt cost-effective and curriculum-aligned textbooks from other reputed publishers, as required.

Parents are free to purchase books from any

Vendor in the open market, and the school will only provide the list of required books.

School Uniform

The existing school uniform policy was reviewed by the Committee. After discussion it was unanimously decided that there will be no change in the current school uniform, and it will continue as prescribed. It was proposed to introduce a House T-shirt in upcoming Senior

Maintenance and Discipline

The Committee discussed the importance of maintaining discipline and safety within the school campus.

It was agreed that:

- Random checking of students and school bags may be conducted periodically when required to ensure safety and discipline.
- The school will continue to ensure proper maintenance of infrastructure and campus facilities.

Revision and Fixation of School Fee for the Academic Session 2026-27

The Committee discussed the revision and fixation of the school fee under the following heads:

(v) Monthly Fee

- a. Tuition Fee
- b. Games and Sports Fee
- c. Water, Electricity and Generator Charges
- d. Library Fee
- e. E-Smart Board fee for new classes
- f. Computer Fee
- g. Transportation Fee

(vi) Yearly Fee

- a. Annual charges including Annual Activities and Functions
- b. Skill Enhancement Programmes
- c. Teacher Empowerment Programmes
- d. Repair and Maintenance
- e. E-Case 1
- f. Stationery including - diary, ID-card, Report Card Magazine and related materials

It was informed to the committee about the financial condition and liabilities of the school. After detailed deliberation, the members agreed that a revision in the school fee may be considered wherever necessary, in accordance with the norms and directives of the Board and Government, ensuring that the increase does not exceed the norms.

The committee further discussed that the annual charges include expenses related to

- a. I-Card, Fee Book, Report Card, School Diary
- b. Maintenance and Repair work
- c. Electricity and generator expenses
- d. Skill development programmes
- e. Computer education
- f. Sports and activities
- g. Examination materials
- h. Laboratory Expenses
- i. School management system and E-care mobile application (the school has tied up with Franciann Solutions Pvt. Ltd, Noida)
- j. Teachers empowerment programmes through Seminars, CBPs and CPDs

It was also decided that charges related to Annual Magazine, Annual Day and Annual Sports events may be collected as when such events are organized.

It was further discussed that certain initiatives which may require outsourcing or specialized implementation may involve additional costs. Such costs, if any, would be borne by parents only if mutually agreed upon for the implementation of such programmes.

The proposal regarding the revision of school fee within the permissible limit was noted and agreed upon by the members of the Committee.

Recommendations of the School Management Committee

After detailed deliberations and valuable suggestions from all the members present the School Management Committee unanimously recommended continuing efforts towards academic excellence, infrastructural development, student safety and holistic growth of learners.

Next Meeting

The next meeting of the School Management Committee is proposed to be held in September 2026.

Vote of Thanks

The meeting concluded with a vote of thanks to all the members of the School Management Committee for their valuable suggestions, cooperation and participation.

Final Resolution Statement

All the agenda items placed before the Committee were discussed in detail, and the resolutions were passed with the consent of the members present. The Committee expressed its commitment to continue supporting the institution in strengthening academic standards, infrastructure and overall student development.

Signatures of Members Present :

S.No	Name of Member	Designation	Signature
1.	Mr. Ashish Sharma Principal, GIC Phoolchaur	Representative, Department of Education.	
2.	Mr. Manoj Ch. Pande	President	
3.	Ms. Anita Joshi	Member Secretary <small>Ex-officio</small>	
4.	Mr. Tara Singh	Member, BEO	
5.	Mrs. Manju Joshi	Principal, City Coordinator CBSE, Member to be nominated by board	
6.	Mr. Pravinder Kumar Rautela	Principal, Member recommended by the society to be nominated by board.	
7.	Anju Pothak	Member, Teacher St. Lawrence	
8.	Mr. Sanjay Snyal	Member, Teacher St. Lawrence	
9.	Ms. Diwan Chandra	Member, Parent Rep.	
10.	Mr. Santosh Joshi	Member, Parent Rep.	
11.	Mr. Kiran Tiwari	Member, Parent Rep.	
12.	Mr. Raheem Singh Teena	Member, Parent Rep.	
13.	Ms. Bhawana Bora	Member, Parent Rep.	
14.	Mr. Chandra Shekhar	V. President	

15.	Ms. Rekha Bishw	Member, Parent Rep.	Rekha
16.	Ms. Arvind Singh Bhoj	Member, Parent Rep.	Arvind
17.	Ms. Bhuwan Chandra Pant	Member, Parent Rep.	Pant
18.	Ms. Girish Chandra Rautela	Member, Parent Rep.	Grant
19.	Ms. Gayatri Joshi	Member, Parent Rep.	