

**BRILLIANT PUBLIC SCHOOL,
SITAMARHI
(Affiliated to C.B.S.E., New Delhi)**



Minutes of Meeting

Dated 20.01.2013

Session: 2012-13

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School Managing Committee Meeting on 20/01/2013

Members were reminded on their telephone/mobile about the meeting with the main agenda in brief.

The Main Agenda

1. Overall performance of the school in respect of quality education & general discipline.
2. Syllabus completion status.
3. Status of development works.
4. Preparedness for infrastructure & teachers availability as per C.B.S.E. provisions for up gradation of school for Sr. Secondary Level.
5. Financial Health of School for completion of development & infrastructure already planned & under execution.
6. Fee structure proposed for session 2013-14.
7. Status of implementation of Fire Safety, Sanitation, drinking water and student's health checkup.
8. Collection of balance dues from students whether left or continuing.
9. Teacher's Payment and welfare.
10. Adequacy of trained teachers as per C.B.S.E. provisions.
11. Selection of Books for Session 2013-14.
12. Steps and motivation for new admissions in coming session 2013-14.
13. Review of earlier resolution if uncomplined.
14. Parents meeting, their suggestions, complaints & redressal.
15. Implementation C.B.S.E. provisions and conditions for composite provisional affiliation up to Secondary Level.
16. Any other point for discussion with permission for Chairman.

The deliberations were made agenda wise and resolved as follow :--

1. After scrutiny of results, number of working days, snap checking of progress of syllabus, financial audit report, results at school level as well as results of Olympiad at State Level and national level, N.T.S.E. results, members were satisfied with overall performance. Discipline has also not deteriorated Erring students have been fined and parents called and explained.
2. Syllabus of Term II nears completion revision is scheduled from 1st week of February 13.
3. Development work is fast progressing:-
 - (a) Physics, Chemistry, Biology & Math's laboratories are almost complete.
 - (b) Computer room renovation is complete.
 - (c) Library is renovated.

- (d) Play room for kids is under progress.
- (e) E-Learning rooms are almost complete.
- (f) Arts & Crafts rooms are complete & functioning.
- (g) Music Room is already functioning.
- (h) Multi-purpose Hall is under construction and will be available in new session 2013-14.
- (i) Separate toilets/urinals for boys, girls & staffs are adequate.
- (j) Exterior of the school building has been taken.
- (k) Gardening & beautification, along boundary and in front of school building will take good shape by new session end.
- (l) Expansion of Playground to accommodate more and more sports kits and courtyards are under active progress.

4. Required infrastructure for up gradation to Sr. Secondary level is getting ready and will be made available timely. Teacher's requirement is also assessed. We hope to have adequate number of teachers. In fact the school is having more number of teachers.

The school is likely to face shortage of teachers if large number of our teachers joins state Govt. jobs. The management is in touch with outside teachers from other states.

5. Although school has surplus fund in last year balance sheet. Requirement is much more which will be met partly from enhanced fee structure and more number of admissions in new session 2013-14. Project Report for loan from Bank is under active consideration meanwhile fund has been arranged from well-wishers & relatives as loan which will be returned to them immediately when loan from the bank is made.

6. Proposed fee structure are :-

Tuition Fee/month --	Prep I, II & Class I	-	Rs. 800/-
	Class II	-	Rs. 850/-
	Class III & IV	-	Rs. 900/-
	Class V, VI & VII	-	Rs. 1000/-
	Class VIII, IX & X	-	Rs. 1100/-
Admission Fee (One Time)		-	Rs. 2500/-
Caution Money (Refundable) One Time		-	Rs. 1100/-
Registration (One Time)		-	Rs. 350/-
Annual Charge Per Year		-	Rs.1900/-
Examination Fee (Twice- Term Wise)		-	Rs. 400/-
	(Total 800)		
Transfer Certificate charge		-	Rs. 500/-
Cost of Prospectus		-	Rs. 400/-

This Fee structure was discussed in details by members. The members were shown the fee structure of other similar schools in the district. The fee structure of Brilliant Public School, Sitamarhi was found lower, apart from the fact that other schools are charging some other types of fee also e.g. State fee, organization fee, Pupil Development, Smart Class charge etc.

The Committee unanimously approved the fee structure for session 2013-14.

7. The fire safety, Sanitation, Drinking water is as per C.B.S.E./State Govt. provision. The same will be applied for renewal in new session.

Student's health checkup had been done and is planned in new session also.

8. This has proved to be a herculean task especially in view of strict direction from Govt. Agencies and C.B.S.E. provisions that no students should be physically or mentally harassed or touched. The problems become critical when parents don't co-operate. They neither pay nor promise to pay within time frame. They opt for the easiest option to leave the school and take almost free admission and that too without any transfer certificate in any other school. This has worsened the education system in totality.

9. Teacher's payments are regular and they are taken care properly. Many teachers are given free lodging and fooding apart from leave as per rule.

10. The school has at present adequate number of trained teachers or with requisite qualifications as per C.B.S.E. bye-laws.

11. All books for different classes are N.C.E.R.T. books positively. A few books only are additionally prescribed e.g. English Grammar & Hindi Grammar etc. as N.C.E.R.T. does not provide Grammar books, etc.

12. Prospectus highlighting the different activities of school is being prepared with some relaxation in fee for new students of nearby locality with a view to motivate for new entrants.

13. Earlier resolutions are all complied with.

14. Parents meetings in mass have not been found successful as hardly any concrete proposal is put & discussed. Parents meeting in batches at the time of results announcement or examination copies showing to parents or parents visit to school to discuss with Principal for the progress of their wards or any complaint in class work or campus.

All the suggestions and complaints are properly scrutinized and looked into for complete redressal.

15. All provisions/requisites for up gradation of school to Sr. Secondary Level have been earmarked for compliance in time. We hope to submit the application to C.B.S.E. in due time i.e. before 30th June 2013.

16. Any other agenda -

There has been a requirement of additional fund of Rs. 50,000/- for purchase of books for library & similarly additional budget of one lakh rupees for laboratories requirements. The Chairman has approved this purchase subject to ratification in the SMC meeting.

Members unanimously ratified this proposal.

None other proposal/agenda was put by any member. The SMC meeting ended with vote of thanks from the Chairman.

The next meeting was fixed on 25/04/13 in School conference hall unless intimated otherwise.
