

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



**Minutes of Meeting
Dated 25.04.2013**

Session : 2013-14

**Office: Rajopatti, Dumra Road, Sitamarhi (Bihar), Pin-843301
Ph.06226-252314 , Mobile:9431636758**

School Managing Committee Meeting on 25/04/2013

Members were reminded for the SMC meeting in the conference hall at 10.00 A.M. with the agenda in brief:

Agenda of Previous S.M.C. Meeting on 20/01/2013.

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 uncomplied.
14. Parents meeting, their suggestions, complaints & redressal.
15. Implementation of C.B.S.E. provisions and conditions for composite provisional affiliation up to Senior Secondary Level.
16. Any other point for discussion with permission for Chairman.

New Agenda

1. Review of implementation of previous agenda.
2. Resignation of Dr. Sunita Jha, Principal.
3. Selection of Principal and Vice Principal and other teachers.
4. Appointment of Manager/Correspondent for the school.
5. Status of preparation for up gradation to school to Sr. Secondary Level.
6. New admission vs. withdrawal & Left out.
7. Finalization of routine & syllabus and distribution among the students.
8. Availability of Teachers manuals class wise.

9. Availability of Teacher's Diary for Lesson plans.
10. Any other matter raised by members.

The agenda was deliberated and resolved as below.

1. Previous resolution on different agenda implemented.
2. Dr. Sunita Jha, Principal has submitted her resignation from 01/05/13 through her letter dt. 01/04/13, due to her ailing mother-in-law.

The resignation was discussed and unanimously members agreed for acceptance of the resignation due to her ailing mother-in-law. Chairman, however, wished her to continue in the school managing committee as a member and she may be promoted to the rank of Director (Academics), which all members agreed and requested Dr. Sunita Jha to accept the new assignment which will not be much time taking. Dr. Sunita Jha agreed on the above.

3. The scrutinized list of applications received against the advertisement in Times of India dt. 13/04/13 & 14/04/13, were put up before the committee, The Committee discussed the scrutinized list.
 - a. Shri Satyendra Kumar Jha, M.A. (Eco.), B.Ed., Ex-Principal D.P.S. (+2) School, Begusarai, experience about 13 years.
 - b. Shri Arvind Kr. Jha, M.A., M.Ed., Principal of different school, experience +12 years.
 - c. Shri Anjani Kr. Gupta, M.A. (English), 12 years' experience, Principal In charge, Chandrasheel school, Chakia.
 - d. Shri Bijay Kr. Jena, M.A. (History), B.Ed., Experience as Principal Vidya Vihar, Madhuvani.

The Committee members asked the specific opinion of Chairman & Principal whom these candidates had met earlier and briefed their qualifications, experience and ability.

Both Chairman & Principal expressed their first choice on Shri Satyendra Kumar Jha, who was accepted unanimously.

4. The Committee deliberated on the appointment of Manager/Correspondent. Keeping in view the liasoning and link between Trust and School Managing Committee, Er. Rajeev Ranjan, also one of the trustees of B.D. Sah Foundation Trust, was agreed unanimously for the post of Manager/ Correspondent. The Committee requested the Chairman to intimate the C.B.S.E. for the appointment of Manager & also Principal.
5. Application for up-gradation to Sr. Secondary Level is under preparation and the same will be submitted in time (before 30th June 2013).

6. New Admission in session 2013-14 is around 260 up to April 2013, New Admission up to July/Aug. 2013 is likely around 370.
Left out students = 74.
7. Syllabus & routine are already finalized & distributed to each student.
8. Teacher's manual for Class IX & X have been made available. The same for other classes were not available in Regional C.B.S.E. Office, Patna. We are in touch for the same.
9. Teachers diary for lesson plans etc. has been made available.
10. Non other points were raised by the member.

The S.M.C. meeting ended with the vote of thanks from Chairman. The next meeting is fixed on 02/02/2014 unless intimated otherwise.
