



St. Lawrence Sr. Sec. School

(Affiliated to CBSE New Delhi)

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Affiliation No.:– 3530201

School Code:- 81432

16/04/2025

Minutes of the SMC Meeting held on 16 April 2025 (Wednesday).

Members Presence: The School Management Committee (SMC) meeting was held on Friday 16 April 2025, 2:00 PM in the school premises. The following members were present in the meeting:

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|--------------------------------|---|
| 1) Mr. Diwan Chandra | (President) |
| 2) Mr. Pushpendar Singh Bisht | (V. President) |
| 3) Mrs. Anita Joshi | (Member Secretary, Ex-officio) |
| 4) Mr. Tara Singh | (Member, BEO) |
| 5) Mrs. Manju Joshi | (Principal, City Coordinator, CBSE, Member recommended by the society to be nominated by the board) |
| 6) Mr. Pravinder Kumar Rautela | (Principal, Member recommended by the society to be nominated by the board) |
| 7) Mrs. Anju Pathak | (Member, Teacher St. Lawrence School) |
| 8) Mrs. Kamla Joshi | (Member, Teacher St. Lawrence School) |
| 9) Mrs. Lalita Pant | (Member, Teacher St. Lawrence School) |
| 10) Mrs. Ankita Upadhyay | (Member, Teacher St. Lawrence School) |
| 11) Mrs. Mahesh Joshi | (Member, Teacher Cynthia Sr. Sec. School) |
| 12) Mrs. Kavita Bisht | (Member, Teacher St. Lawrence School) |
| 13) Mrs. Babita Rawat | (Member, Teacher St. Lawrence School) |
| 14) Mrs. Preeti Joshi | (Member, Teacher St. Lawrence School) |

Welcome and Agenda: The meeting was chaired by Ex-officio Secretary and Principal Mrs. Anita Joshi, who joined the session through video conferencing. She welcomed all the members of the School Management Committee and expressed appreciation for their active involvement and support.

Confirmation of Minutes of the Previous Meeting:

The minutes of the previous SMC meeting were reviewed and unanimously approved by all members present. It was noted that several action points from the last meeting, including the enhancement of the library and sports facilities, have been successfully implemented or are in progress.

- 1- Purchase of new vehicles:** The committee resolved, once the admission process completes then only purchasing of new buses will be done accordingly.

2- Enhancement of Sports and Recreational Facilities in School.

The committee discussed the recent development of the school's new sports complex. The new facilities include: A basketball court, a volleyball court a football field and a cricket ground along with development of a **new play area** for younger children which is equipped with safe, age-appropriate play structures such as swings, slides, see-saws, and climbing frames. Designed to support physical development and encourage creative play in a safe environment. In addition to these infrastructural enhancements, **qualified coaches** for each sport have been appointed to train and guide the students. The committee noted that these developments will greatly encourage student participation in physical activities and promote overall development. The SMC appreciated the efforts made and a **proposal** was put forward to conduct inter-school sports events in the upcoming term.

3. Enhancement of Library: The committee revisited the enhancement of the school library, a point raised in the previous SMC meeting.

The enhancement includes the addition of a wide range of new books across various genres, reference materials, and academic resources for all grade levels aimed at encouraging reading habits among students. The seating arrangement has been improved to provide a quiet, comfortable reading environment.

- 4- Addition of a New Computer Lab (Follow-up):** As a follow-up to the requirement raised in the previous SMC meeting, the committee was pleased to note that an additional computer lab has now been established. It was developed to accommodate the increasing number of students and ensure adequate access to digital learning resources.

- 5- Betterment and Upskilling of Teaching Methods:** - The committee emphasized the need to continually upgrade teaching methodologies to ensure that learning remains student-centric, dynamic, and future-ready. Several measures have been introduced or are in planning stages:

a) Professional Development Programs: - Ongoing in-house and external training sessions on innovative teaching practices, NEP 2020 guidelines, and competency-based education

b). Technology Integration: - Use of smart classrooms, digital content platforms, and virtual learning tools to supplement textbook learning.

Adoption of activity-based learning, project-based assessments, and flipped classrooms.

c). Collaborative Teaching and Mentoring

Establishment of peer mentoring programs where experienced teachers guide others. Subject-wise teacher clubs to share resources, lesson plans, and strategies.

Focus on inclusive teaching strategies to support students with different learning styles and abilities.

The committee acknowledged that these steps would improve learning outcomes and student engagement.

- 6- Safety Concerns:** The committee reiterated that safety and security of students and staff remain a top priority. The following key areas were addressed.

A)- Fire Extinguishers: Principal ma'am informed that **Fire extinguishers** have already been installed in compliance with government safety norms, and are checked regularly.

B)- Security guard's: Trained security guards are stationed at all entry and exit gates to monitor and control access to the school campus.

Implementation of visitor entry protocols (ID verification and pass issuance) is in progress.

C)- Safety in the Buses: The committee applauded the efforts of the school in following the high degree of safety precautions in the buses. CCTV cameras, 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.

D)- CCTV Surveillance: Strengthening School Security through CCTV Surveillance:

The committee was informed that a comprehensive CCTV surveillance system has been successfully installed across the school campus to enhance safety, security, and transparency.

It was reported that CCTV cameras have been installed at key locations, including:

- School entrances and exits
- Corridors and staircases
- Classrooms and common areas
- Playgrounds and parking areas
- All office bearers' cabins including those of the Chairperson, Director, Principal, Vice-Principal, administrative staff, and other key functionaries

The surveillance system is centrally monitored to ensure student safety, deter misconduct, and provide quick responses in case of emergencies. The committee agreed that CCTV coverage enhances transparency and accountability within the school environment.

7- Discussion on the Fixation of Fee for the upcoming session 2025-26 under the following heads.

- i. Monthly fee:**
 - a. Tuition fee.
 - b. Games and Sports fee.
 - c. Water & Electricity/Generator fee.
 - d. Library fee.
 - e. E-Smart Board for new classes.
 - f. Computer fee.
 - g. Transportation fee.
- ii. Yearly Fee:**
 - a. Annual charges, annual activities and annual functions.
 - b. Skill enhancement.
 - c. Teacher Empowerment.
 - d. Repair and Maintenance.
 - e. E care
 - f. Stationary-diary, I card, Report card, Magazine's fee and others.

8- Fee Structure: Mr. Ramesh Pandey informed the committee about the financial condition and the financial liabilities on the school. After discussion all the members of SMC agreed upon 10% increase in the fees wherever it was absolutely necessary.

- i) **Tuition Fees:** An increase of around 10% was proposed for all classes for the session 2025-26.
 - ii) **Annual charges:** After discussion in the head of annual charge around 10 to 12% increase was proposed; annual charge includes following heads from Sr. No. I to XI.
 - a. I card and fee book/fee card, report card, diary etc.
 - b. Maintenance (repair and breakage).
 - c. Electricity and Generator.
 - d. Skill development which includes ASL, SRT and career counseling workshops etc.
 - e. Computer: it will be charged from I to XII.
 - f. Sports/activities, transport fee also has been proposed to increase by 10%.
 - g. Examination: School provides examination notebooks, examination question papers, date sheets, syllabus etc., so there is an increase of 10%.
 - h. Laboratory: there is a minor increase of 10% proposed.
 - i. For school management system (known as e-care) & e-communication system the school had a tie-up with Franciscan Solution Pvt. Ltd Noida. And they are charging Rs. 30 per student per month.
 - j. Teacher empowerment: for updating of teachers and to keep them updated as per present scenario according to the latest teacher empowerment plans school conducts time to time seminars and workshops for the same.
 - k. It was also decided that student will be charged for annual magazine, annual day and annual sports as and when needed at the time of organizing such an event.
- NOTE: Although GST will now be levied on many services but the school is not charging it anywhere from the parents.

9- Books & curriculum and Uniform: Books & Curriculum It was resolved that only **NCERT** textbooks shall be implemented and used for academic instruction in all subjects for **Classes I to XII**, as prescribed by the CBSE/State Education Board guidelines. Parents are free to purchase textbooks and school uniforms from **any vendor** or shop of their choice in the open market. The school shall only provide the specifications and list of required items to assist parents. No vendor or outlet shall be monopolized or recommended by the school for the sale of books or uniforms

10- However, in subjects where NCERT has not published any books such as , computer, grammar , physical education ,Yoga, I.P etc. the school may adopt cost-effective and curriculum-aligned textbooks from other publishers.

11- 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 required.

12- Dress Code: The committee was informed that a formal dress code for teachers has been successfully implemented. Lady teachers are required to wear a mauve-colored kurta with appropriate black formal bottoms. Male teachers are to wear a mauve-colored shirt paired with black trousers. On designated occasions such as school functions or cultural days, appropriate ethnic or formal alternatives may be permitted with prior notice.


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15- Insurance for building and equipment: Members felt the need for procurement of insurance for building and equipment. But due to financial issues it has been postponed till further meetings.

16- Next Meeting: The next meeting has been proposed in the month of Sep. 2025.

17- Vote of thanks: The meeting ended with a vote of thanks to the chairman.

01- Mr. Diwan Chandra	(President)
02- Mr. Pushpendra Singh Bisht	(V. President)
03- Mrs. Anita Joshi	(Member Secretary, Ex-officio)
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For The Child and Women
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