

MEETING MINUTES

DATE: 31st March 2021

TIME: 12:00pm

LOCATION: Conference Room

MOUNT LITERA ZEE SCHOOL AHMEDABAD– SCHOOL MANAGEMENT COMMITTEE MEETING 2021

▪ **List of Members**

- Dr. Paresh Gohel (Managing Trustee - Chairman)
- Dr. Anurag Pandey (CEO)
- Dr. Sunita Singh (Principal)
- Ms. Varsha Basandani (Child Psychologist)
- Mr. Vijay Pandey (Member Nominated Teacher)
- Ms. Jyoti Sanon (Member Nominated Teacher)
- Mr. Amit Prajapati (Member Parent)
- Mr. Bhavesh Chauhan (Member Parent)
- Dr. Sunil Patel (Member Parent)
- Dr. Asha Gupta (Member Parent)

➤ **Introduction of members**

The meeting began with the introduction of the members of the committee.

➤ **Reports**

The annual report for the academic session 2020-21 was read by Dr. Sunita Singh

➤ **Discussions and Suggestions**

○ **Academic Planner**

Academic planner of session 2021-22 was discussed by Dr. Sunita Singh.

○ **Starting online classes from 08-04-2021**

Discussion was done on starting the online classes for Academic Session 2021-22 from 08-04-2021 by Dr. Anurag Pandey and Dr. Sunita Singh.

○ **Internet connectivity**

As online classes were about the start from 08-04-2021 planning was done on how to solve the problems pertaining to internet connectivity was discussed in the meeting by the committee members.

- **Appointment of Teachers**

The committee was informed about the appointment of teachers for the Academic Session 2021-22.

- **Training of newly appointed Teachers**

Five days training was scheduled from 01-04-2021 to 06-04-2021 for all the newly appointed teachers regarding how to conduct online classes on OCTOPOD. Training will be provided by Mr. Raj Rathod (Growth Manager, OCTOPOD)

- **Discussion on FRC 2020-21**

Matters pertaining to FRC were discussed by Dr. Anurag Pandey. It was decided that school fees for Academic year 2021-22 will remain same as last year; there won't be any increase in the school fees this year.

- **Admission for the Academic Year 2021-22**

Dr. Paresh Gohel congratulated the school on achieving an outstanding number of admissions for the academic session 2021-22.