



## Mount Litera Zee School Ahmedabad

PlotNo:-224,Raipur,NarodaDehgamRoad,Ta./Dist.  
Gandhinagar,Ahmedabad-382330.Gujarat



### MEETING MINUTES

**Date:** 31<sup>st</sup> March 2023  
**Time:** 1.30 PM  
**Location:** Conference Room

## MOUNT LITERA ZEE SCHOOL AHMEDABAD– SCHOOL MANAGEMENT COMMITTEE MEETING 2023.

### ▪ List of Members

- Dr. Paresh Gohel (Managing Trustee - Chairman)
- Ms. Vaishali Parekh (Principal)
- Ms. Rashmi Panchal (Administrative Head)
- Ms. Shruti Vikram Rathaur (Coordinator)
- Ms. Hemangi Shrimali (Member Nominated Teacher)
- Ms. Kanika Mehrotra (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 2023-24 was read by Ms. Vaishali Parikh



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### ➤ Discussions and Suggestions

#### ○ Academic Planner

Academic planner of session 2023-24 was discussed by Ms. Vaishali Parekh.

#### ○ Books and Uniform

Discussion was done on the requirement of the books (Litera Gear) and Uniform for the next academic session.

#### ○ Classroom Allotment

The planning of classroom allotment and number of sections for each class 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 2023-24

#### ○ Training of newly appointed Teachers.

Eight days training was scheduled from 01-06-2023 to 08-06-2023 for all teachers.

#### ○ Lab Requirement

As Grade XII is started from 2023-24 set up of chemistry lab, physics lab and biology lab were discussed with the committee members.

#### ○ New Bus Routes and Bus Requirement

According to the new admissions enrolled for next academic session requirement for new buses and new bus routes were discussed with the committee members.

#### ○ Admission for the Academic Year 2023-24

Dr. Paresh Gohel congratulated the school on achieving an outstanding number of admissions for the academic session 2023-24.



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