

## **MEETING MINUTES**

**DATE:** 31<sup>st</sup> March 2022  
**TIME:** 12:00pm  
**LOCATION:** Conference Room

### **MOUNT LITERA ZEE SCHOOL AHMEDABAD- SCHOOL MANAGEMENT COMMITTEE MEETING 2022**

▪ **List of Members**

- Dr. Paresh Gohel (Managing Trustee - Chairman)
- Dr. Sunita Singh (Principal)
- Ms. Varsha Basandani ( Child Psychologist)
- Mr. Vijay Pandey (Member Nominated Teacher)
- Ms. Hemangi Shrimali (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 2021-22 was read by Dr. Sunita Singh

➤ **Discussions and Suggestions**

○ **Academic Planner**

Academic planner of session 2022-23 was discussed by Dr. Sunita Singh.

○ **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 2022-23.

- **Training of newly appointed Teachers**

Five days training was scheduled from 04-04-2022 to 08-04-2022 for all the newly appointed teachers.

- **Lab Requirement**

As Grade XI is going to start from 2022-23 requirements for 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 2022-23**

Dr. Paresh Gohel congratulated the school on achieving an outstanding number of admissions for the academic session 2022-23.