

MINUTES OF THE GENERAL BODY MEETING

Date : 21 June, 2021
Convened by : Mrs Asha Prabhakar, Principal

Members Present

All staff members

The meeting was conducted through Google Meet and the following points were discussed:

- At the outset, the Principal welcomed all the Staff members.
- She began by paying homage to Shri L.R. Channa, Honourable President, Child Education Society and Dr. V.K. Ahuja, Honourable Vice President, Child Education Society whose sad demise within a span of one month had left the Bal Bharati Parivaar bereaved. She said that it was a tremendous loss to the Bal Bharati Pariwar and as a mark of respect all the Staff members observed one minute silence to pay respect to the two departed souls.
- The Principal, reminded the staff that no one, Academic or Administrative staff, is allowed to proceed on outstation leave without the prior permission of the Principal. The AO was instructed to make a note of the same.
- She informed the Staff that the school website is being updated on a regular basis and all staff members were advised to peruse the detailed ION on Website Updation circulated in this respect and note their areas of responsibility. All pertaining content must be uploaded as per the timeline mentioned, routed through the Vice Principal and Head Mistresses. The responsibility of uploading rests with Mr Malik or Mr Sachin. The Academic and Administrative blocks need to work in tandem and no reminders would be given in future.
- The Principal reminded that within the next 15 days all Stock Registers need to be submitted through the respective Reporting Officers.
- The Academic Staff was advised to work in tandem with the Admin department and ensure the correctness of nominal rolls, there should be a coherence at all times in the class nominal rolls and official records; additions/deletions in the nominal rolls of the classes should be done in consultation with Ms Binu.
- It was requested that any staff applying for leave should apply in the prescribed format and also mark a copy to the Admin Staff Mr Santosh and the respective substitution incharges.
- The Principal congratulated Ms Kamna Joshi on her wedding and Mr Jagat Pal who got his son married last month, she also congratulated Ms Samra Rehman and Ms Nisha for new additions in their respective families.
- The newly inducted staff in the Primary and Pre primary departments was introduced to everyone and welcomed to the Bal Bharati Pariwar.
- The staff was advised to give minimum three months' notice if they planned to quit so that the school had ample time to find replacements.
- It was guided that the children should be welcomed with all positivity and the interaction should encourage a readiness for learning among them. The Pre Primary Department was also suggested to conduct an activity to strengthen the Emotional Quotient of the tiny tots.

- The Principal proposed that while framing the Assessment for Classes III-VIII focus should be on developing Life Skills and enhancing cognitive domain. Assessment based on Case Studies, Projects, Worksheets and other tools as per NEP should be prepared and conducted for the Midterm and Internal Assessments.
- The entire IT Department was appreciated for the exemplary technical support and training provided to the Staff throughout the pandemic.
- While filling the Self Assessment columns of APAR, the staff was asked to observe caution and be realistic, a special mention about the learning of the new norms of Technology is a must.
- The Pre Primary Department was congratulated for making up the Maximum Entries in the Kidex Championship Activities followed by Primary and Middle School Department.
- In order to ensure positive learning outcomes during teaching, the Teaching Staff was advised to keep the Cameras ON always and put on proper formal attire during the Online Classes.
- Club In Charges need to introduce interesting activities to ensure that the young minds grasp and hone their talents in their respective areas of interests and Hobbies.
- The Physical Education Department and Team was congratulated for hosting the Special Assembly on the occasion of International Yoga Day.
- It was further advised that the Physical Education department maintain proper records of all the events and achievements related to Sports The same should be made available as and when required.
- The Principal informed that shortly we would begin with the Departmental meetings and all HODs must have a list of innovative activities that they propose to take up during the year
- From July onwards the Attendance would be marked on regular basis on BBPS Connect and IT Department would be taking the training at two stages which includes one Follow Up Training Session.
- The Primary School would be switching over from Gsuite to Microsoft Teams from 5th July 2021 for the Online Classes. It is to be ensured that all the concerned staff members should be well versed in the same and all the issues are to be resolved before the said date.
- The new IT Lab and the Resource room of the school are fully functional and the staff can utilize the same during school hours with prior intimation.

The Meeting ended on a cordial note wishing everyone Good Health and emotional strength during the Pandemic.

Prepared by: Ms Poonam Sharma, TGT (English)
Ms Manisha Arora, TGT(English)

Asha Prabhakar

Asha Prabhakar
(Principal)

स्वच्छ भारत

एक कदम स्वच्छता की ओर

