



## MINUTES OF THE GENERAL BODY MEETING

DATE	:	31 <sup>st</sup> March, 2022
DAY	:	Thursday
TIME	:	02.30 pm to 4.30 pm
VENUE	:	School's Auditorium
CONVENED BY	:	Ms Asha Prabhakar, Principal
ATTENDED BY	:	The entire staff of BBPS, Noida

**AGENDA** : General Body Meeting held to discuss commencement of Session 2022-23.

The meeting commenced with the Principal welcoming the new staff to the Bal Bharati Parivar. A word of encouragement and advice was given to the new entrants, to keep abreast of all the changes that the education sector has witnessed, post pandemic.

- She reminded the staff to always uphold the school's belief in 'Quality First', as holistic education is the hall mark of this proud institution.
- The Class teachers were asked to create new broad cast groups (BCGs) and add the Performing arts and Sports Dept. teachers to ensure their direct access to the students and the parent fraternity.
- The Principal instructed the teachers to prepare display boards for the classrooms and the corridor as per the NEP 2020 norms. The boards must offer a learning centre like experience. The thematic content must be well thought of and must offer an active learning resource for the students as well as be an opportunity for them to display their creativity and flair for expression. Integration with more than one subject must also be an outcome of the entire venture.
- The Performing Arts, Library Staff and Sports departments along with the Laboratory in charges were also reminded of the dire need to make educationally stimulating display boards with a wholesome look showcasing a collaborative endeavour.
- She asked the Timetable-in -charges to display the Timetable by 2nd April on the board outside the library. The same should be copied down by the teachers and shared with the students through Class broadcast groups.
- She reminded the Staff to adhere to the school timings, the biometric attendance and timely checking of all mails sent from the school. It is important that each time the school sends a mail, the staff is bound to respond/confirm the receipt of the said mail with a short response. The new teachers were asked to contact Mr Sachin for their bio metric attendance and Ms Meetu Tripathy for their G Suite Id.
- The principal exhorted the staff to remain empathetic and patient with the students who will be joining the school after a long gap. These are challenging times and we all must rise to the occasion to tide over these tough times.
- The staff is expected to take their work seriously as they are never short changed with respect to their salaries. This month onwards the Staff would be receiving their TA as well. In return the staff is expected to carry out their duties to the best of their abilities.
- She encouraged the teachers to bid goodbye to the traditional system of education and embrace the new features listed by the NEP 2020, wherein one must learn to unlearn and relearn.

- She asked the teachers to sharpen their technical know how regarding the interactive panels and the Extramarks repository of academic content and if some help is required, she/he must contact Ms Meenakshi Gulati.
- Promotion list of each class must be displayed on the board outside the class. Result of the students who have yet to pay their fee has been withheld. Students facing Compartment exams must also be informed by way of the displayed result.
- A dress code policy, meant for the Bal Bharat staff, pan India has been circulated and the teachers are expected to abide by it. In clear terms, the Principal emphasized the importance of wearing decorous clothes for the staff.
- An Induction slide show was done for the benefit of the new Staff to familiarise them with the School hierarchy and functioning.
- The Principal took time to address the new comers on the importance of a congenial workspace where they aren't bullied over or isolated. She cautioned the staff against such unethical practices which are not conducive to a healthy work environment and asked them to report to the Principal in case of such an eventuality.
- She reminded the in charges to complete the teacher's handbook by 1st July.
- Casual leave sought by the staff members must be treated as a privilege and not simply the right of a teacher. In case of an emergency, a mail must be sent to the Principal and upon joining a leave form duly signed by their reporting officer must be submitted to Mr Santosh.
- Dossier files of the students must be kept complete in all respects and must get updated from time to time.
- Webinars/ CBSE workshops must be attended regularly as each year 50 hours must be devoted to upgradation of skillsets.
- The student diaries must be handed over by the 10th April.
- She asked the staff, not treat the Substitution periods as a time to complete work or to take rest. These must be innovative classes wherein discussion, interaction or quizzes using the interactive panels must be held to increase student awareness.
- The teachers were informed about the forthcoming events- Foundation Day ceremony and the Investiture Day which will be held in the auditorium in the month of April, while the Scholar badge ceremony for the previous session will be held in the month of May 2022
- The teachers of classes PS -VIII were asked to get the syllabus for academic session 2022-23 printed by end of April and teachers of Classes IX -XII were asked to keep their syllabus plan ready for the upcoming session, to be released immediately after CBSE finalizes the curriculum for academic session 2022-23.
- The sports calendar must also be prepared asap since the school will be hosting a Zonal Meet in the month of July in collaboration with the seven sister schools of this region. Badminton, Table Tennis and Chess are the games that will be played in the school's premises, Mr D Bist being the over all in charge of these sporting activities.
- She complimented Ms Abha Bhardwaj (the School's Sr Librarian) for painstakingly preparing a hand book containing all the resource material provided by CBSE and NCERT.

- She encouraged the staff to use the Extra Marks repository in the free time to make a balanced question paper.
- She advised the staff to strike a balance between professional and their personal life. One should strike the right note, but the school must function smoothly. So, along with their teaching periods the staff is expected to perform certain extra duties and responsibilities depending upon their work profiles.
- She informed the staff that 23 bus routes have been floated as per the Covid protocol to be followed by the school. Teachers are expected to opt as bus duty in charges. The school will be hiring some lady guards as well. The Vice Principal, Ms Anupama Motwani may be contacted if a teacher wishes to opt for a certain Bus route.
- The Principal informed the staff about the need for an HM and a VP for BBPS Neelbad, Bhopal. She encouraged the staff to take up the challenge if they wish to relocate.
- She graciously informed the staff about purchase of four new refrigerators which will be put up in Staff rooms.
- The Staff Reps, Ms Meenakshi Gulati and Ms Parimeeta Khanna oversaw the distribution of snacks for the staff at the end of the meeting.

The meeting ended on a cordial note.

Date : 02 April, 2022

Compiled by :  
Rachna Sondhi, PGT (English)

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