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**Respected Sir/Madam**

As the Ex-officio Hony. Secretary of the School Managing Committee of **ST.KANAKADASA PUBLIC SCHOOL**, Ammeri-Bargur, It gives me immense pleasure to induct your name as a member of the school managing committee. The powers and functions of the committee is as under.

1. Subject to overall control of the Society/Trust, the School Managing Committee shall have the following powers/functions:
  - i) It shall have the power to supervise the activities of the school for its smooth functioning.
  - ii) It shall work according to the specific directions give by the society regarding admission policy. However, admissions will be made as per merit without discretion of caste/creed/religion and region.
  - iii) It shall look into the welfare of the teachers and employees of the school.
  - iv) It shall evolve both short-term and long-term programmes for the improvement of the school.
  - v) It shall have the powers for making appointment of teachers and non-teaching staff.
  - vi) It shall exercise financial powers beyond those delegated to the Principal within the budgetary provision of the school.
  - vii) It shall have the power to take stock of academic programmes and progress of the school without jeopardizing the academic freedom of Principal.
  - viii) It shall guide the Principal maintain tone and discipline in the school.
  - ix) It shall ensure that the norms given in the Act of the State and by the CBSE regarding terms and conditions of service and other rules governing recognition/ affiliation of the school are strictly adhered to.
  - x) It should ensure that the school gets Furniture, Science equipment, Library books and other teaching aids and the requisite sports material in adequate quantity and on time.
  - xi) It shall exercise powers to take disciplinary action against staff.
  - xii) It shall have powers to sanction leave to the Head of the Institution including casual leave.
  - xiii) It shall ensure that no financial irregularity is committed or any irregular procedure with regard to admission/examinations is adopted.
  - xiv) It shall have the power to propose to the Society rates of tuition fees and other annual charges and also review the budget of the school presented by the Principal for forwarding the same to Society for approval.
  - xv) The Managing Committee will meet at least twice in an academic session.

Sincere thanks for your acceptance. Hoping for your co-operation and guidance.

Thanking You,

Principal

**Copy to:**

1. Mrs. S.Elampurnam Correspondent School Managing Committee.
2. \_\_\_\_\_  
Member, school Managing Committee
3. School Office (For record purpose)

**Report**

The 1<sup>st</sup> School Managing Committee meeting was held on 15<sup>th</sup> June 2020. The meeting was presided over by Mrs. S.Elampuranam, Correspondent, Principal and other members of the SMC.

**The Agenda of the meeting was as under:-**

- i) Appointment of 1 extra teacher for remedial classes.
- ii) Better conveyance facility.
- iii) Development of Play Zone for Primary Students.
- iv) Overall progress of students.

The Principal, Mrs. C.S.Govindaraj read out the report about the daily activities of the School since starting of the session till date. He also mentioned about the Co-curricular activities that had been organized during this period and also told about the online test that had been conducted.

**In the meeting, the following discussions were taken:-**

- i) Miss: G. Thilagavathi is to be appointed on temporary basis to teach Math's and Science to STD I to V during remedial periods. She is also to assist the Math's teacher for making worksheets and their corrections.
- ii) A Play zone area of approximately 2000 sq ft to be constructed with a basket ball net, merry-go-round, slide and a hall for cycling and other co-curricular activities. The tentative date for completion of the construction of their project is 25<sup>th</sup> Dec 2020.
- iii) The academic reports for all the classes were verified. Special care for weaker students to be taken. Zero periods should be utilized for this purpose.  
Spoken English to be made compulsory within the school campus.  
Parents should be intimated incase of students speaking in any other language than English.

## Report

The 2<sup>nd</sup> School Managing Committee meeting was held on 15<sup>th</sup> NOV 2020, at the school presided over by Mrs. S.Elampurnam, Correspondent in the presence Principal, Mr.C.S.Govindaraj

### Agenda:-

- i) Strategy for next session admission procedure.
- ii) Criteria for selection
- iii) Additional new teacher
- iv) Online monthly test

The Principal, Mr. C.S.Govindaraj read out the report about the daily activities of the School since starting of the session till date. He also mentioned about the Co-curricular activities that had been organized during this period and also told about the examinations that had been conducted.

### **In the meeting the following points were discussed:-**

- i) For next session i.e. 2020-21, no change in the fee structure to be made. 100 banners (flex) and 2000 brochures (local newspaper distribution) to be made. All formalities for advertisement Prospectus and School diaries to be primed by 1<sup>st</sup> week of February. Proof of the same to be submitted to the committee by last week of December.
- ii) All selection of students should be on first come first serve basis only. Oral test should be conducted at the time of admission.
- iii) List of requirements for new teaching and non-teaching staff to be submitted to the committee along with the confidential Report of each teacher by the Principal in the 1<sup>st</sup> week of March.
- iv) Parents should be intimated about the online monthly test report.

## **Report**

The 3<sup>rd</sup> School Managing Committee meeting was held on 15<sup>th</sup> AUG 2020, at the school presided our by Mrs. S.Elampurnam, Correspondent in the presence Principal, Mr.C.S.Govindaraj

### **Agenda:-**

1. Regards celebration of Independence Day.
2. Developing the co- curricular activities.
3. Conducting online test.
4. Conducting Independence Day quiz

The Principal, Mr. C.S.Govindaraj read out the report about the daily activities of the School since starting of the session till date. He also mentioned about the Co-curricular activities that had been organized during this period and also told about the examinations that had been conducted.

### **In the meeting the following points were discussed:-**

- i) Discussed the events to be conducted for the students through online
- ii) Appointing new teacher to develop student's co- curricular activities
- iii) Online test time table and portion list.
- iv) Planned about quarterly examination.
- v) Price list of the participated student in Independence Day celebration

## **Report**

The 4<sup>th</sup> School Managing Committee meeting was held on 15<sup>th</sup> SEP 2020, at the school presided over by Mrs. S.Elampurnam, Correspondent in the presence of Principal, Mr.C.S.Govindaraj

### **Agenda:-**

1. Regard celebrating teacher's day
2. Quarterly examination.
3. Plan for Gandhi jayanthi

The Principal, Mr. C.S.Govindaraj read out the report about the daily activities of the School since starting of the session till date.

### **In the meeting the following points were discussed:-**

- i) Topics were given to the students about favorite teachers
- ii) The principal honored the teachers with gift
- iii) Work given to the teachers to complete the quarterly portion
- iv) Informed all the parents regard examination
- v) Informed all the students to attend the examination without fail
- vi) Conducted quarterly examination
- vii) Informed all the students to participate in Gandhi jayanthi celebration

## **Report**

The 5<sup>th</sup> School Managing Committee meeting was held on 15<sup>th</sup> OCT 2020, at the school presided over by Mrs. S.Elampurnam, Correspondent in the presence Principal, Mr.C.S.Govindaraj

### **Agenda:-**

1. Regards evaluation of quarterly papers
2. Issued quarterly mark list
3. Pooja holidays

The Principal, Mr. C.S.Govindaraj read out the report about the daily activities of the School since starting of the session till date.

### **In the meeting the following points were discussed:-**

- i) Teachers submitted quarterly papers with mark list and given the name list of rank holders
- ii) Parents should be intimated about the online quarterly examination report
- iii) Teachers informed all the student to revise all the quarterly question papers and make some attractive science related models.
- iv) Given one week Pooja holidays to the staffs and students

## Report

The 6<sup>th</sup> School Managing Committee meeting was held on 15<sup>th</sup>NOV 2020, at the school presided our by Mrs. S.Elampurnam, Correspondent in the presence Principal, Mr.C.S.Govindaraj

### Agenda:-

1. Regards monthly portion
2. Students subject oriented performance
3. Kanakadasa jayanthi
4. Increase number of students

The Principal, Mr. C.S.Govindaraj read out the report about the daily activities of the School since starting of the session till date.

### **In the meeting the following points were discussed:-**

- i) Planned for completing monthly test portion
- ii) Conducted online test to check the subject oriented performance and awarded the best performers by issuing certificates
- iii) Planned for celebrating Kanakadasa Jayanthi and teachers intimated students to participate in different competition such as dance, speech, posters, drawing and dramas
- iv) Intimated teachers to contact the parents in order to increase the number of students for online classes