



MINUTES OF THE MANAGING COMMITTEE MEETING NO. 22/2020

DATE : 09 April 2020

DAY : Thursday

TIME :

VENUE :

MANAGING COMMITTEE MEMBERS

- 1 **DR V K AHUJA, CHAIRMAN, SMC**
- 2 **MR C K SAMANTA, OFFICIATING CEO (APCPL)**
- 3 **MS ASHA PRABHAKAR, SECRETARY, SMC**
- 4 Mr L V Sehgal, Jt Secretary, CES & Member, SMC
- 5 Mr Kanishk Khullar, Member, SMC
- 6 Mr R K Gupta, Member, SMC
- 7 Mr Nikhil Channa, Member, SMC
- 8 Mr S K Bhattacharya, Advisor, CES & Member, SMC
- 9 Mr Arvind Bhatia, Principal, BBPS (BV) & Member, SMC
- 10 Ms Rekha Sharma, Advisor CES
- 11 Mr Prabhat Ram, AGM(HR), APCPL & Member, SMC
- 12 Mr Jagmohan, AGM (Finance), Member, SMC
- 13 Mr Rajesh Kumar Yadav (Teacher Rep)
- 14 Ms Kapila Rekhi (Teacher Rep)
- 15 Mr Vikash (Parent Rep)
- 16 Mr. Sanjeev Godara (Parent Rep)
- 17 Mr Anil Kumar Garg, Ex Officio Member, (Principal)

PROCEEDINGS:

1. **CONFIRMATION OF MINUTES.** The minutes of the 21st SMC meeting held on 21 November 2019 and circulated on 30 November 2019. 22nd SMC meeting was called off due to pandemic {Corona Virus}.
2. **ACTION TAKEN REPORT.** The Principal presented the Action Taken Report through e-mail on the proceedings of the last meeting of the Managing Committee Meeting held on 21 November, 2019 for the information of all the members.

<u>S.No.</u>	<u>Content</u>	<u>Decision</u>	<u>Action Taken</u>
1	Confirmation of Minutes	Confirmed	The minutes of the Managing Committee Meeting held on 21 November, 2019 and circulated on 30 November 2019 were presented before the members. They were confirmed.
2.	Staff Matters	-	Ratified
3.	Principal's Report	-	The same was reviewed and all suggestive measures asked for were incorporated. The report was placed before the members for a period of 24 Jan, 2019 to 20 Nov, 2019

3. **STAFF MATTERS** The Principal placed the following cases before the SMC members.

3.1 **SUPERANNUATION** : NIL

3.2 **APPOINTMENT OF STAFF ON TEMPORARY BASIS**

S.NO	NAME/ DESIGNATION	QUALIFICATION	CONSOLIDATED SALARY PER MONTH	APPOINTMENT EXPIRING ON	NATURE OF APPOINTMENT
1	Dr Jitender Singh Librarian	B A, MMC, MBA, B LISC, M LISC, PGDLAN, PHD IN LIS	32,000/-	31.03.2020	Temporary
2	Ms Jyoti PRT (English)	B A (Eng. Hons.), M A (Eng.), B Ed	32,000/-	31.03.2020	Temporary
3	Ms Preksha Seth PRT (Maths)	B Com, M Com, B Ed	32,000/-	31.03.2020	Temporary
4	Kanchan Dhariwal PRT (Social Studies)	B COM B. ED	25,000/-	31.03.2020	Temporary

The appointment of above staff members will be extended up to 08th May 2020.

3.3 **LONG LEAVE**

S.No.	Name/Designation	Type of Leave	Period	
			From	Till
1	Ms. Rajani Sharma	Maternity Leave	28 th Dec.2019	24 th June 2020

3.4 **RESIGNATIONS** : NIL

3.5 **CONFIRMATIONS** : NIL

3.6 **DEPARTMENTAL PROMOTIONS** : NIL

4.Presentation of the School Budget (2020-21)

The School Budget (2020-2021) was presented to the SMC Members and approved hereafter.



Bal Bharati
PUBLIC SCHOOL

APCPL-IGSTPP, JHARLI-HARYANA-124141

PROPOSED SCHOOL BUDGET FOR SESSION 2020-2021
SCHOOL FUND

S.No.	HEAD	BUDGET ESTIMATES 2019-20	ACTUAL FROM 01.04.2019 TO 29.02.2019	ESTIMATED FROM 01.03.2020 TO 31.03.2020	Total	% AGE	BUDGET ESTIMATES 2020-21	% AGE	QUARTER I	QUARTER II	QUARTER III	QUARTER IV
SUMMARY SCHOOL FUND												
<u>INCOME</u>												
1	FEE RECEIPT	2,23,46,940	1,62,38,569	37,17,790	1,99,56,359	97	2,31,95,840	98	64,40,030	55,85,270	55,85,270	55,85,270
2	INTEREST INCOME	4,72,686	4,73,785	1,63,247	6,37,032	3	4,70,000	2	1,17,500	1,17,500	1,17,500	1,17,500
	TOTAL (A)	2,28,19,626	1,67,12,354	38,81,037	2,05,93,391	100	2,36,65,840	100	65,57,530	57,02,770	57,02,770	57,02,770
<u>EXPENDITURE</u>												
1	STAFF PAYMENT AND BENEFITS ADMINISTRATIVE AND GENERAL EXPENSES	1,61,30,817	1,16,05,293	36,81,602	1,52,86,895	74	1,72,19,984	73	36,77,911	39,17,301	48,83,301	47,41,471
2	REPAIRS AND MAINTENANCE	94,49,600	50,53,592	10,93,578	61,47,170	30	80,08,600	34	19,01,625	17,81,625	21,66,725	21,58,625
3	OTHER EXPENSES	56,000	5,842	5,000	10,842	0	49,000	0	11,500	19,500	9,000	9,000
4	OTHER EXPENSES	30,000	21,107	4,000	25,107	0	30,000	0	7,500	7,500	7,500	7,500
	TOTAL (B)	2,56,66,417	1,66,85,834	47,84,180	2,14,70,014	104	2,53,07,584	107	55,98,536	57,25,926	70,66,526	69,16,596
	SURPLUS/DEFICIT (C=A-B)	(28,46,791)	26,520	(9,03,143)	(8,76,623)	(4)	(16,41,744)	(7)	9,58,994	(23,156)	(13,63,756)	(12,13,826)
	NET FUND INFLOW	(28,46,791)	26,520	(9,03,143)	(8,76,623)	(4)	(16,41,744)	(7)	9,58,994	(23,156)	(13,63,756)	(12,13,826)

PROPOSED SCHOOL BUDGET FOR SESSION 2020-2021
SCHOOL FUND

S.No.	HEAD	BUDGET ESTIMATES 2019-20	ACTUAL FROM 01.04.2019 TO 29.02.2019	ESTIMATED FROM 01.03.2020 TO 31.03.2020	Total	% AGE	BUDGET ESTIMATES 2020-21	% AGE	QUARTER I	QUARTER II	QUARTER III	QUARTER IV
FEE RECEIPT												
FEE FROM STUDENTS												
1	TUITION FEE	1,17,74,520	1,08,72,205	-	1,08,72,205	53	1,22,62,020	52	30,65,505	30,65,505	30,65,505	30,65,505
2	ADMISSION FEE	34,200	1,50,100	-	1,50,100	1	45,600	0	45,600			
3	ANNUAL CHARGES	8,15,780	8,66,880	-	8,66,880	4	8,97,120	4	8,97,120			
4	REGISTRATION FEE	2,700	7,714	-	7,714	0	3,600	0	3,600			
5	RECEIPT FROM FORMS (T . R)	4,200	-	-	-	-	4,200	0	4,200			
6	FINE	10,200	10,350	-	10,350	0	11,000	0	2,750	2,750	2,750	2,750
FEE FROM STUDENTS FOR ACTIVITIES												
1	SMART CLASS PROGRAMME FEE	3,12,000	3,11,700	-	3,11,700	2	3,48,000	1	87,000	87,000	87,000	87,000

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SCHOOL FUND

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TRANSPORT FUND												
1	TRANSPORT FEE	5,79,520	7,18,680	-	7,18,680	3	10,53,360	4	1,91,520	2,87,280	2,87,280	2,87,280
	FEE AGAINST SHORT FALL	88,13,820	33,00,940	37,17,790	70,18,730	34	85,70,940	36	21,42,735	21,42,735	21,42,735	21,42,735
	TOTAL (A)	2,23,46,940	1,62,38,569	37,17,790	1,99,56,359	97	2,31,95,840	98	64,40,030	55,85,270	55,85,270	55,85,270
INTEREST INCOME												
1	INTEREST ON FDR	2,95,000	4,08,543	1,25,000	5,33,543	3	3,60,000	2	90,000	90,000	90,000	90,000
2	INTEREST ON SAVING ACCOUNT	1,77,686	65,242	38,247	1,03,489	1	1,10,000	0	27,500	27,500	27,500	27,500
	TOTAL (B)	4,72,686	4,73,785	1,63,247	6,37,032	3	4,70,000	2	1,17,500	1,17,500	1,17,500	1,17,500
	TOTAL C=(A+B)	2,28,19,626	1,67,12,354	38,81,037	2,05,93,391	100	2,36,65,840	100	65,57,530	57,02,770	57,02,770	57,02,770

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SCHOOL FUND

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STAFF PAYMENT AND BENEFITS FOR TEACHING STAFF												
1	BASIC PAY	1,09,05,300	75,05,820	7,17,400	82,23,220	40	1,05,13,200	44	25,77,000	26,45,400	26,45,400	26,45,400
2	BONUS	84,000	76,563		76,563	0	1,12,000	0			1,12,000	
3	DEARNNESS ALLOWANCE	15,55,524	11,72,523	1,21,958	12,94,481	6	27,09,714	11	5,66,940	7,14,258	7,14,258	7,14,258
4	EDLI	18,900	12,825	1,200	14,025	0	18,900	0	4,725	4,725	4,725	4,725
6	EMPLOYER'S PF CONTRIBUTION	4,53,600	3,07,800	28,800	3,36,600	2	4,32,000	2	1,08,000	1,08,000	1,08,000	1,08,000
7	GRATUITY PROVISION	5,52,700		18,23,535	18,23,535	9	7,80,120	3			5,00,000	2,80,120
8	LEAVE ENCASHMENT PROVISION	3,36,000	-	5,09,089	5,09,089	2	3,60,450	2			2,00,000	1,60,450
9	LEAVE TRAVEL CONCESSION	1,70,000	-		-	-	1,40,000	1			1,40,000	
10	PF ADMIN CHARGES	62,303	26,231	2,450	28,681	0	66,114	0	15,720	16,798	16,798	16,798
11	STAFF WELFARE	20,000	4,645	1,500	6,145	0	20,000	0	5,000	5,000	5,000	5,000
12	TRANSPORT ALLOWANCE	4,93,560	3,05,910	29,484	3,35,394	2	5,16,078	2	1,25,172	1,30,302	1,30,302	1,30,302
13	MEDICAL BENEFIT TO STAFF	22,000	-	-	-	-	22,000	0	5,500	5,500	5,500	5,500
14	CONTRACTUAL/ADHOC STAFF		12 50 950	1 21 000	13,71,950	7	-	-				
FOR NON-TEACHING STAFF												
1	BASIC PAY	7,73,100	7,08,200	64,900	7,73,100	4	7,95,900	3	1,94,700	2,00,400	2,00,400	2,00,400
2	BONUS	14,000	13,816	-	13,816	0	14,000	0	-	-	14,000	-
3	DEARNNESS ALLOWANCE	1,10,295	1,10,943	11,033	1,21,976	1	2,05,158	1	42,834	54,108	54,108	54,108
4	EDLI	1,800	1,650	150	1,800	0	1,800	0	450	450	450	450
5	EMPLOYER'S PF CONTRIBUTION	43,200	39,600	3,600	43,200	0	43,200	0	10,800	10,800	10,800	10,800

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6	GRATUITY PROVISION	1,26,100	-	1,94,412	1,94,412	1	1,09,000	0	-	-	-	1,09,000
7	LEAVE ENCASHMENT PROVISION	2,93,000	-	44,752	44,752	0	2,60,600	1	-	-	-	2,60,600
8	LEAVE TRAVEL CONCESSION	14,000	-	-	-	-	14,000	0	-	-	-	14,000
9	PF ADMIN CHARGES	4,418	4,092	380	4,472	0	5,007	0	1,188	1,273	1,273	1,273
10	SPECIAL ALLOWANCE	30,000	27,500	2,500	30,000	0	30,000	0	7,500	7,500	7,500	7,500
11	STAFF WELFARE	10,000	1,881	300	2,181	0	10,000	0	2,500	2,500	2,500	2,500
12	TRANSPORT ALLOWANCE	37,017	34,344	3,159	37,503	0	40,743	0	9,882	10,287	10,287	10,287
13	CONTRACTUAL/ADHOC STAFF				-	-	-	-				
	TOTAL (D)	1,61,30,817	1,16,05,293	36,81,602	1,52,86,895	74	1,72,19,984	73	36,77,911	39,17,301	48,83,301	47,41,471
ADMINISTRATIVE AND GENERAL EXPENSES												
COMMUNICATION EXPENSES												
1	INTERNET EXPENSES	20,000	7,788	708	8,496	0	12,000	0	3,000	3,000	3,000	3,000
2	POSTAGE & COURIER EXPENSES	5,000	1,709	250	1,959	0	3,200	0	800	800	800	800
3	TELEPHONE EXPENSES	40,000	23,499	4,000	27,499	0	40,000	0	10,000	10,000	10,000	10,000
4	PRINTING & STATIONARY	1,00,000	50,315	10,000	60,315	0	72,000	0	18,000	18,000	18,000	18,000
TRAVELLING & CONVEYANCE EXPENSES												
5	CONVEYANCE EXPENSES	1,90,000	1,03,771	20,000	1,23,771	1	1,40,000	1	35,000	35,000	35,000	35,000
6	TRAVELLING EXPENSES	30,000	12,951	10,000	22,951	0	27,000	0	6,750	6,750	6,750	6,750
7	AUDIT FEE	22,000	16,524	-	16,524	0	22,000	0	-	-	-	22,000
8	ANNUAL MAINTENANCE CONTRACT	2,40,000	3,14,398	45,725	3,60,123	2	3,85,000	2	96,250	96,250	96,250	96,250
9	HOUSEKEEPING EXPENSES	36,000	735	4,000	4,735	0	10,000	0	2,500	2,500	2,500	2,500
10	PROFESSIONAL CHARGES	1,50,000	70,000	14,000	84,000	0	1,20,000	1	30,000	30,000	30,000	30,000
11	RETAINERSHIP EXPENSES	7,04,000	-	-	-	-	1,76,000	1	44,000	44,000	44,000	44,000

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SCHOOL FUND

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OTHERS												
12	ADVERTISEMENT EXPENSES	2,50,000	64,827	80,000	1,44,827	1	1,50,000	1	1,25,000	25,000	-	-
13	LEASE RENT	100	100	-	100	0	100	0	-	-	100	-
14	BANK CHARGES	60,000	41,790	3,000	44,790	0	50,000	0	12,500	12,500	12,500	12,500
15	CBSE EXPENSES	1,00,000	35,990	60,000	95,990	0	70,000	0	-	70,000	-	-
16	COMPUTER EXPENSES	20,000	1,090	4,000	5,090	0	10,000	0	2,500	2,500	2,500	2,500
17	HONOURRIUM CHARGES	1,00,000	-	-	-	-	40,000	0	10,000	10,000	10,000	10,000
18	OFFICE EXPENSES	20,000	695	2,500	3,195	0	8,000	0	2,000	2,000	2,000	2,000
19	OTHER TRAINING EXPENSES	8,000	-	5,000	5,000	0	8,000	0	2,000	2,000	2,000	2,000
20	OUTSOURCING EXPENSES	22,00,000	15,25,982	1,40,127	16,66,109	8	21,50,000	9	5,37,500	5,37,500	5,37,500	5,37,500
21	MEETING EXPENSES	35,000	2,000	8,000	10,000	0	20,000	0	5,000	5,000	5,000	5,000
22	MEMBERSHIP AND SUBSCRIPTION	55,000	5,000	5,000	10,000	0	15,000	0	5,000	10,000	-	-
23	NEWSPAPER & PERIODICALS	30,000	12,120	3,000	15,120	0	22,000	0	5,500	5,500	5,500	5,500
24	STAFF INTERVIEW EXPENSES	30,000	5,521	5,000	10,521	0	15,000	0	15,000	-	-	-
25	TEACHERS TRAINING EXPENSES	1,10,000	62,700	10,000	72,700	0	90,000	0	90,000	-	-	-
26	WORKSHOP & SEMINAR EXPENSES	30,000	13,866	5,000	18,866	0	25,000	0	6,250	6,250	6,250	6,250
27	GST ON SHORT FALL	13,00,000	12,18,103	45,268	12,63,371	6	15,42,300	7	3,85,575	3,85,575	3,85,575	3,85,575
GAMES & TOURNAMENT EXPENSES												
28	ANNUAL ATHLETIC MEET	50,000	30,533	-	30,533	0	40,000	0	-	-	40,000	-
29	CBSE NATIONAL/ZONAL TOURNAMEN	20,000	-	-	-	-	10,000	0	-	-	10,000	-
30	GAMES & SPORTS EXPENSES	65,000	1,060	20,000	21,060	0	30,000	0	7,500	7,500	7,500	7,500
31	INTER UNIT BAL BHARATI SPORTS ME	2,50,000	1,50,700	-	1,50,700	1	2,50,000	1	-	-	2,50,000	-
32	INTER SCHOOL TOURNAMENT	90,000	-	25,000	25,000	0	40,000	0	10,000	10,000	10,000	10,000

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CULTURAL, INTER HOUSE ACTIVITIES, SCHOOL PROGRAMMES												
33	ANNUAL DAY EXPENSES	4,00,000	-	2,50,000	2,50,000	1	2,50,000	1			2,50,000	
34	FUNCTION EXPENSES	75,000	18,808	20,000	38,808	0	45,000	0	11,250	11,250	11,250	11,250
35	INTER HOUSE COMPETITION	20,000	480	2,000	2,480	0	8,000	0	2,000	2,000	2,000	2,000
36	MONTESSORI EXPENSES	20,000	6,180	5,000	11,180	0	15,000	0	3,750	3,750	3,750	3,750
37	ART & CRAFT EXPENSES	1,10,000	21,848	10,000	31,848	0	40,000	0	10,000	10,000	10,000	10,000
37	OTHER SPECIAL PROGRAMMES	20,000	2,417	2,000	4,417	0	8,000	0	2,000	2,000	2,000	2,000
EXAMINATION EXPENSES												
38	PRINTING OF EXAMINATION MATERIAL	22,000	3,835	4,000	7,835	0	16,000	0	4,000	4,000	4,000	4,000
39	STATIONERY FOR EXAMINATION	16,000	871	5,000	5,871	0	12,000	0	3,000	3,000	3,000	3,000
OTHER ACTIVITY EXPENSES												
40	MEAL PLANNING EXPENSES	10,000	500	4,000	4,500	0	5,000	0	1,250	1,250	1,250	1,250
41	ORIENTATION CHARGES	40,000	9,337	5,000	14,337	0	20,000	0	5,000	5,000	5,000	5,000
42	PICNIC AND EXCURSION	15,000	-	5,000	5,000	0	8,000	0	2,000	2,000	2,000	2,000
43	SMART CLASS PROGRAMME	2,00,000	1,25,032	55,000	1,80,032	1	2,80,000	1	70,000	70,000	70,000	70,000
44	MEDICAL EXPENSES	10,000	6,390	2,500	8,890	0	10,000	0	2,500	2,500	2,500	2,500
45	LAB EXPENSES											
	a) SCIENCE	10,000	-	3,000	3,000	0	6,000	0	1,500	1,500	1,500	1,500
	b) COMPUTERS	5,000	-	-	-	-	5,000	0	1,250	1,250	1,250	1,250
	c) MATHS	1,50,000	-	-	-	-	8,000	0	2,000	2,000	2,000	2,000
46	LIBRARY EXPENSES	25,000	2,675	2,500	5,175	0	8,000	0	3,000	-	5,000	-
47	NEWS LETTER & MAGAZINES	50,000	-	30,000	30,000	0	20,000	0	-	-	-	20,000
48	PRINTING-DIARIES	37,500	21,300	-	21,300	0	30,000	0	30,000	-	-	-
49	PRINTING-IDENTITY CARDS	20,000	7,581	-	7,581	0	12,000	0	12,000	-	-	-
50	PRINTING-SYLLABUS	30,000	-	-	-	-	10,000	0	10,000	-	-	-
51	EXPEDITION CHARGES TO BBAC	4,50,000	3,81,541	-	3,81,541	2	4,40,000	2	-	-	-	4,40,000

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TRANSPORT EXPENSES-ADMINISTRATIVE												
-												
TRANSPORT EXPENSES-VEHICLE MAINTENANCE												
52	BUS RUNNING EXPENSES	10,50,000	5,25,327	95,000	6,20,327	3	8,80,000	4	2,20,000	2,20,000	2,20,000	2,20,000
53	CAR MAINTENANCE	60,000	45,000	5,000	50,000	0	60,000	0	15,000	15,000	15,000	15,000
54	INSURANCE	1,45,000	53,457	52,000	1,05,457	1	1,30,000	1		65,000	-	65,000
55	VEHICLE RUNNING EXPENSES	99,000	47,246	7,000	54,246	0	90,000	0	22,500	22,500	22,500	22,500
TOTAL (E)		94,49,600	50,53,592	10,93,578	61,47,170	30	80,08,600	34	19,01,625	17,81,625	21,66,725	21,58,625
REPAIR AND MAINTENANCE												
-												
1	COMPUTERS	10,000	-	-	-	-	10,000	0	2,500	2,500	2,500	2,500
2	GENERAL	10,000	-	-	-	-	8,000	-	-	8,000	-	-
3	MUSICAL INSTRUMENTS	30,000	5,842	5,000	10,842	0	25,000	0	7,500	7,500	5,000	5,000
4	OTHERS	6,000	-	-	-	-	6,000	0	1,500	1,500	1,500	1,500
TOTAL (F)		56,000	5,842	5,000	10,842	0	49,000	0	11,500	19,500	9,000	9,000
OTHER EXPENSES												
1	MISCELLNEOUS EXPENSES	30,000	21,107	4,000	25,107	0	30,000	0	7,500	7,500	7,500	7,500
TOTAL (G)		30,000	21,107	4,000	25,107	0	30,000	0	7,500	7,500	7,500	7,500
SURPLUS/DEFICIT (C-D-E-F-G)		(28,46,791)	26,520	(9,03,143)	(8,76,623)	(4)	(16,41,744)	(7)	9,58,994	(23,156)	(13,63,756)	(12,13,826)

5. FEE STRUCTURE

S.NO	PARTICULARS	NTPC		NON NTPC	
		MI - MII	I TO X	MI - MII	I TO X
1	REGISTRATION FEE	150	150	150	150
2	ADMISSION FEE	1900	1900	1900	1900
3	CAUTION MONEY	1500	1500	1500	1500
4	ANNUAL FEE	2660	2660	3920	3920
5	TUITION FEE(PER MONTH)	2530	3415	3800	5060
6	SMART CLASS FEE (PER MONTH)	100	100	100	100

The above fee structure for the session 2020-2021 was presented to the SMC Members and approved hereafter.

6 PRINCIPAL'S REPORT

The report covering the period from 22 November 2019 to 20 March 2020 was presented before the members. A brief highlighting special features of the report is presented herewith.

6.1 ENROLMENT

As on 20 March 2020, total number of students from Pre Primary-I to Class-X is **266** (APCPL – 132, Non APCPL - 114, EWS-10, GEM-10).

CATEGORY WISE STRENGTH : AS ON 20.03.2020										
CLASS	APCPL	ICH	CISF	UPL	LAND OUSTEES	OTHERS	GEM	TOTAL	BOYS	GIRLS
MONT I	17	0	2	0	1	13	0	33	17	16
MONT II	9	1	1	1	3	12	0	27	13	14
I	9	0	2	0	4	12	0	27	20	7
II	11	2	2	0	8	11	0	34	15	19
III	6	0	0	0	3	13	0	22	10	12
IV	11	1	0	0	5	11	0	28	18	10
V	3	1	0	0	1	14	0	19	8	11
VI	5	0	0	1	2	6	10	24	3	21
VII	4	0	0	0	1	9	0	14	13	1
VIII	2	1	0	0	4	10	0	17	13	4
IX	2	0	0	0	3	9	0	14	8	6
X	3	0	0	0	0	4	0	7	3	4
TOTAL	82	6	7	2	35	124	10	266	141	125

6.2 ACADEMICS

6.2.1 Evaluation of Class Test/ Term Exams:

- **Primary Classes:** Term-III commenced on 07-11-2019 and concluded on 24-12-2019.
- **Middle Classes:** PT-2 commenced on 07.11.2019 and concluded on 17-12-2019
- **Secondary Classes:**PT-3 commenced on 22.10.2019 and concluded on 17-12-2019.
- Common Pre-board for class X commenced on 25.11.2019 and concluded on 04.12.2019.
- Weight of School Bags (Classes I-X) is being monitored on monthly basis by the concerned Teacher In-charges under the supervision of Physical Education Department.
- Time Table is being strictly adhered to.
- Smart Class Boards are used in Classes I to VIII in order to provide an interactive learning experience.
- Library is used to conduct various seminars and workshops as a Learning Resource Centre.

PTM:

- PTM for classes PP-I to X was scheduled on 21.12.2019(General for Primary and Middle and Result Declaration for Classes IX-X PT-3)
- PTM was held on 01.02.2020 (General for PP-I & PP-II and Result Declaration for classes I-VIII)..

MONTHLY ASSIGNMENTS

With the view to recapitulate the lessons taught, assignments were given to all students for the month of Nov., 2019 to Feb. 2020.

REMEDIAL CLASSES

- Remedial classes are conducted regularly for Classes I to X.

INSPECTION SCHEDULE

- Note Book Inspection of all the classes was scheduled from 11.02.2020 to 15.02.2020.

6.2.2 ANNUAL PEDAGOGICAL PLAN

In pursuance of Circular No.ACAD-15/2019 dated 09 Mar, 2019, the Annual Pedagogical Plan (2019-20) has been uploaded on the school website. There is a focus on integrating Art, Sports and ICT on to the existing curriculum and use active and experiential learning methods in the class room. Authentic learning tasks and activities have been included in the curriculum. A lot of emphasis has been placed on Art, Music, Dance Drama, Storytelling and Craft. Innovative ideas for contemporary teaching in the class rooms have been introduced in the following manner:

1. **Imaginative Teaching:** Every subject, be it Mathematics, Science or History is taught incorporating fun filled activities or various kinds of visual activities that energize the young minds and encourage them to focus on the academic curriculum better.
2. **Sound and Video Tools:** To enable and enhance the creative ability and imagination of the students the school uses models and smart boards in the classes.
3. **Genuine World Learning:** The school has a strong belief in the 'hands on' mantra and incorporates experiential learning for the teaching of Science and Social Science in all classes helping the students to relate to the academic content.
4. **Conceptualize:** A few minutes in each teaching period are utilized to brainstorm and generate new ideas. The sessions are an extraordinary method to get the young minds thinking and expressing themselves without any stigma.
5. **Role Play / Pretend:** The importance of drama and performing arts in education is significant. Students learn to approach situations in an array of manners which helps to develop creative thinking and new study techniques. Further, it builds confidence which benefits public speaking opportunities.
6. **Classes outside the Classroom:** Field trips are a popular method for introducing students to concepts, ideas, and experiences that cannot be provided in a classroom environment. This is particularly true for trans-disciplinary areas of teaching and learning, such as Science or Environmental Education.
7. **Storyboard Teaching:** The Storyboards teaching strategy helps the preprimary students to cement the main ideas and store them in the brain's long term memory.
8. **Working Together as a Team: Learning Together -** Students are given group projects at the primary as well as secondary level to encourage mutual appreciation and cohabitation. Unlike individual learning, people engaged in collaborative learning capitalize on one another's resources and skills.

9. **School Clubs:** The clubs provide the students with an opportunity to make new friends and socialize with other children outside of their classroom where learning goes beyond the textbooks. They acquire skills of mutual interaction, fair play and focus on working as a team rather than for themselves.
10. **Present Lessons Like a Story:** The ubiquitous teaching aids like the blackboards, textbooks, charts, pictures, posters, maps etc. have become a thing of the past... The teachers utilize the entire classroom as their teaching aid-colourful walls, playful furniture; the immediate environment of the child has become his learning arena for realistic learning.

CLASS ROOM OBSERVATION:

- The teachers teaching methodology was inspected in the month of February 2020 by the Principal.

6.2.3 OPEN EXAM/ OLYMPIADS

RESULTS SUMMARY AT A GLANCE (2019-20)

SOF INTERNATIONAL GENERAL KNOWLEDGE OLYMPIAD, 2019 – 20: The school bagged 3 Gold medals.

SOF INTERNATIONAL MATHEMATICS OLYMPIAD, 2019 – 20: The school bagged 8 Gold medals, 3 Silver medals and 2 Bronze medals with special Achievement. Sachhit Ghosh (Class-III) 51 Zonal rank, Anya Sah (Class-VI) 56 Zonal rank.

SOF NATIONAL SCIENCE OLYMPIAD, 2019 – 20: The school bagged 6 Gold medals, 3 Silver medals and 2 Bronze medals with special Achievement.

SOF INTERNATIONAL ENGLISH OLYMPIAD, 2019 – 20: The school bagged 7 Gold medals. Mrigank Kapoor (Class-IV) and Sachhit Ghosh (Class-III) qualified for Level-II.

SOF NATIONAL CYBER OLYMPIAD, 2019 – 20: The school bagged 1 Gold Medal (Shreya Yadav- Class II)

WORLD GENIUS SEARCH EXAM 2019: The school bagged 1 Gold medal, 1 Silver medal and 1 Bronze medal.

SILVER ZONE OLYMPIAD 2019-20

SILVER ZONE ENGLISH OLYMPIAD, 2019: The school bagged 5 Gold medals and 2 Silver medals.

SILVER ZONE HINDI OLYMPIAD, 2019: The school bagged 7 Gold medals and 3 Silver medals with special Achievement Certificates, Dev Pratap Singh Lodhi (Class-VIII) with 33 Zonal rank.

SILVER ZONE MATHS OLYMPIAD, 2019: The school bagged 5 Gold medals, 1 Silver medal and 1 Bronze medal. Anya Sah (Class-VI) qualified for Level-II.

SILVER ZONE SCIENCE OLYMPIAD, 2019: The school bagged 7 Gold medals, 4 Silver medals and 2 Bronze medals. Mrigank Kapoor (Class-IV) and Rishit Sharma (Class-IV) qualified for Level-II.

ONLINE EXAM – Vidhyarthi Vigyan Manthan: The school bagged 1 Gold medal, 1 Silver medal and 1 Bronze medal.

6.3 CO-SCHOLASTIC ACTIVITIES

S.No.	Name of the Event	Date/Week
1	Christmas Celebration	24.12.2019
2	Republic Day	26.01.2020
3	Inauguration Ceremony of Auditorium	29.01.2020
4	Book Fair	01.02.2020
3	Ashirwad Ceremony	15.02.2020

6.3.1 SCHOOL FUNCTIONS

Christmas Celebration: BBPS Jharli celebrated the festival with enthusiasm on December 24, 2019. The school was beautifully decorated and every student was dressed in Santa's favorite colours. The cultural programme started with the prayer to Almighty for the permanent existence of love and peace in this violent-torn world. Pre-Primary II children enthralled the audience with Christmas Carols whereas classes III-V presented dance performances.

Republic Day: Republic Day: The Republic Day was celebrated in all its solemnity and grandeur at BBPS JHARLI on 26th January 2020. The event started with National Anthem and March Past. The students presented the melodious patriotic song "HUM RAHI HAI, HUM SATHI HAI". The whole school joined the song reverberated in the surroundings. It was followed by a beautiful dance drama "Manthan" by students of classes I to X. The Chief Guest Mr. G. Krishna Moorthy felicitated the winners of the Inter-school Competitions organized by NTPC and BBPS. The School Principal, Mr. Anil Garg, also addressed the students and urged them to do their best.

Inauguration Ceremony of Auditorium: The school auditorium was inaugurated by Sir Saptrishi Roy, Chairman APCPL and Director (HR) NTPC accompanied by our honourable CEO, APCPL, Mr. G Krishna Moorthy. The guests were welcomed with 'Tilak Ceremony' along with 'Shalokaucharan' by the students of classes V to VII. The guests witnessed a few models of Science, Social Science and some Art & Craft work displayed there. The chief guest Sir Saptrishi Roy appreciated the efforts of the students of class X whole heartedly for the whooping results and emphasized to take the school to greater heights.

Book Fair: Bal Bharti Public School, Jharli held a book fair inaugurated by the School Principal, Mr. Anil Garg, organized by 'Scholar India- Gurugram' on January 31, 2020 & February 01, 2020 in the school campus. There was an overwhelming response from students and parents towards wide range of books from all disciplines with the multi Publications of education. The fair preceded by one day browsing for the entire student community of the school.

Ashirwad Ceremony:

BBPS Jharli organised *Ashirwad* Ceremony on February 15, 2020 for students of class X to shower the blessings of Goddess Saraswati, as they get-set-ready to face the Board Examinations 2020. The programme began with Havan, garlanding of the idol of Maa Saraswati. Teachers and students participated in the havan with an utmost respect and devotion. Teachers conveyed their blessings by applying Tilak to all the students. Hon'ble Principal, Mr. Anil Garg, extended their best wishes to students and encouraged to believe in themselves.

6.3.2 Activities under CBSE-

Ek Bharat Shrestha Bharat: To create awareness about the rich heritage, culture, customs and history of Haryana and Telangana (partner state) states of our country among all the students, **our school BBPS APCPL, Jharli organized various activities under the project "Ek Bharat, Shrestha Bharat" as referred by our honourable Prime Minister Mr. Narendra Modi.** The main objectives of these activities is to connect the students with the cultural life of these states and to create awareness. Students participated in different activities like Essay Writing, Projects, Drama, Singing, Dance, Quiz, Speech, Poetry Recitation and Extempore etc. Our school also organized a workshop/guest lecture on the Indian Regional Language: The students attended a lecture on alphabets, vowels, consonants and basic introduction in Telugu language.

Pariksha Pe Charcha: The students from classes VI-X joined with live web casting of "Pariksha pe Charcha" on 20th January 2020. All the teachers, students and staff were assembled in the library for active participation. The interaction, which lasted for over ninety minutes, was highly effective where students sought guidance on various issues of importance to them from the Prime Minister.

6.3.3 INTRA-SCHOOL ACTIVITIES

The following Class Room Activities were conducted during the period of report:

PP-I & PP-II

S. No.	Name of Activity	Date
1	Number fun	27.11.19
2	Health and hygiene	06.12.19
3	Shapes	12.12.19
4	Winter Season	18.12.19
5	Christmas Celebration	23.12.19
6	Community Helpers	27.12.19
7	New Year Card Making	27.12.19
8	Zumba Dance	16.01.20
9	Classical Dance	16.01.20
10	Matching Activity (Musical Instrument with its first sound)	17.01.20
11	Thread Swirling Activity	20.01.20
12	Sports Activity- Fun Game	22.01.20
13	Flag making	23.01.20
14	Republic Day --Colouring Activity	27.01.20
15	Learning Letters	27.01.20
16	Pre Number concepts	31.01.20

Primary Department

S. No	Activity Name	Date	Class
1	Measurement of Weight	06.02.2020	I

Middle Department

The following Class Room Activities were conducted during the period of report:

S.No.	Name of the Activity	Date	Classes
1	Making a frequency distribution table	16.01.2020	IX

Bal Sabha Activities:

A number of activities were conducted:

Pre-PrimaryDepartment

S. No.	Name of Activity	Date	Classes
1	My Favourite Family Member	28.11.2019	PP I

2	Amrit Vaani	06.12.2019	PP II
3	Show & Tell	13.12.2019	PP I
4	Cartoon Drawing with Shapes	20.12.2019	PP II
5	Dance Activity (Folk Dance)	17.01.2020	PP II
6	Listen to Me	24.01.2020	PP I
7	Language game related to blend of words	07.02.2020	PP II
8	English/Hindi Rhyme Recitation	07.02.2020	PP I
9	Fancy Dress with Introduction	21.02.2020	PP I
10	Hindi & English Calligraphy	28.02.2020	PP-I

Primary Department

S.No.	Name of the Activity	Date	Classes
1	Extempore (Hindi)	06.12.2019	I-II
2	Extempore (English)	13.12.2019	I-II
3	Technology- A Boon or a Bane for the Human Race	13.12.2019	III-V
4	Spell Ace	17.01.2020	I-II
5	Origami Paper Butterfly	17.01.2020	III-V

6.3.4 Inter School Activities –

S.No	Name Of The Activity	Organized By	Name Of The Host School	Name Of The Participants	Position
1	Sahodaya Inter School Science Exhibition	Sahodaya Cluster	Cambridge International Sr. Sec. School, Jhajjar	Vanshika (IX) & Sagar (IX)	3 rd Position

6.3.5 Media Coverage: The prominent newspapers, District Jhajjar, published the main events of BBPS Jharli like Book Fair, Inauguration of Auditorium and Republic Day.

6.3.6 SPECIAL MORNING ASSEMBLIES

Special Assemblies were conducted during the period of report to mark the days of significance

S.No.	Activity	Date
1	Basant Panchami	30.01.2020
2	Exam Stress	13.02.2020

6.3.7 Tours & Excursion:

S.No.	Venue	Date	Classes Involved
1	Nursery Visit	20.12.2019	I-II
2	Natural Farm Visit	27.12.2019	IV-V
2	Solan Trip	26.11.2019-29.11.2019	VI to IX

Nursery Visit: The students learned about the growth of plants and different stages of plant growth. The visit was fully enjoyed by the kids as the gardener educated about how to sow seeds and how to prepare beds for the seeds. The complete life cycle of a plant was explained to the students. Students asked a lot of questions and this helped them open their vistas in the field of horticulture and agriculture.

Natural Farm Visit: BBPS Jharli organised SOS natural farm visit for classes IV and V on 27.12.2019. The BBPS students witnessed the rearing of cows using organic way. They welcomed the students and served milk. A GK quiz on cow was also organised. It is noteworthy that many products using cow waste and farm waste are also produced in SOS natural farm and the farm claims to be self-sustained in terms of fodder for the cattle and other similar requirements.

Solan Trip: Travelling provides immeasurable opportunities for students to enhance, enrich and expand horizon of lives. A trip to Bal Bharati Activity Centre, Solan was organized for students of classes VI to IX (Boys-20 and Girls-14) with Batch no.40 from 26th November to 29th November'19. Students were excited to take part in various activities like Swing ladder, ascending/descending, River crossing, Double Jumaring, Net climbing, Flying Fox etc done under the supervision of skilled trainers. The trip helps students to learn essential life skills and develop holistically in an enjoyable manner. The evenings were full of fun and frolic.

6.3.8 CLUB ACTIVITIES

Nature & Eco Club:

S.NO.	ACTIVITY	DATE
1	World Conservation Day	03.12.2019
2	National Energy Conservation Day	14.12.2019
3	World Nature Day	02.02.2020

World Conservation Day: The education was also given to the children through this activity that we will preserve environment, wildlife and limited natural resources. The main motto is to create awareness of environment and wildlife among the students. Today, an activity was organized on behalf of Nature & Eco Club in the school. Students from classes III to V participated in this activity. Children made collages and articles on the concern topic. All children accomplished their work very enthusiastically.

National Energy Conservation Day: Energy conservation reduces the need for energy services, and can result in increased environmental quality. Colouring Activity for classes III – V and Poster Making Competition was conducted for classes VI- VIII to convey the message to conserve energy and reduce wastage effectively on December 14, 2019 in collaboration with NTPC.

World Nature Day: Bal Bharati Public School, celebrated the World Nature Day. Students of class II initiated the noble act of planting and watering saplings in the BBPS premises. The activity created awareness on nature conservation and spread the message to grow more trees. The objective was to inculcate proper social sensitivity towards the environment amongst students to save the nature and understand the importance of keeping the world green.

Science Club

S.NO.	ACTIVITY/DAY	DATE
1	World AIDS Day	02.12.2019
2	Darwin's Day	12.02.2020

World AIDS Day: World AIDS Day takes place on 1 December each year. The theme for the 2019 observance is "Ending the HIV/AIDS Epidemic: Community by Community". On the occasion of World AIDS Day, the Science club of our school Bal Bharati Public School made the students aware about AIDS and precautionary measures of AIDS and HIV by giving a speech. We also celebrated this day by showing a video based on preventive measures.

Darwin's Day: Darwin Day is an international celebration of Science and humanity held on or around February 12, the anniversary of Charles Darwin's birth in 1809. Honouring the discoveries and life of Darwin—the man who first described biological evolution via natural selection, students of class V delivered speeches on Darwin's Day in the assembly and a documentary was shown to the students of classes VI-VIII which helped our children to know more about the evolution theory.

Heritage Club:

S.No.	Activity/Day	Date
1	National Youth Day	17.01.2020

National Youth Day: It is well known that the Government of India had declared to observe the National Youth Day every year on the birthday of Swami Vivekananda on 12th of January to inspire all the youths of country towards the philosophy of Swami Vivekananda and his ideals. Heritage Club celebrated National Youth Day on 17th January, 2020 by class VII children conveying the ideas of harmony, compassion, tolerance and peace.

Integrity Club:

S.No.	Activity/Day	Date
1	Human Rights Day	10.12.2019
2	Netaji Subhash Jayanti	23.01.2020
3	Lala Lajpat Rai Jayanti	28.01.2020
4	Martyrs' Day	30.01.2020

Human Rights Day: Human Right Day was celebrated on 10th December 2019. Students of class 6th delivered speeches on the significance of the day. Students described our six fundamental rights and it was also made clear that everyone has equal rights. The students showed various charts to the other students and illustrated the importance of Human Rights.

Netaji Subhash Jayanti: The 123rd birth anniversary of Subhash Chandra Bose was celebrated across India. On this day slogan writing activity was held at BBPS JHARLI. Students of III and IV class took part in this activity. Students wrote famous quotes given by valiant leaders conveying "Never Give Up Ever".

Lala Lajpat Rai Jayanti: Club activity named Lala Lajpat Rai Jayanti was celebrated in BBPS Jharli on 28 January, 2020. Class V and VI students acted a play to show how Lala Lajpat Rai protested against British rule and Simon Commission. Students came to know about his ideology and philosophy.

Martyrs' Day: We at BBPS Jharli imbibe great values in our children, so that they become ambassadors of these values as they grow to be responsible citizens of the country. Keeping this in mind Martyrs Day was celebrated on January 30, 2020 to pay homage to the victims who fought for the freedom, welfare and progress of India and sacrificed their lives.

Health & Wellness Club:

S.No.	Activity/Day	Date
1	World Laughter Day	17.01.2020
2	World Cancer Day	04.02.2020

World Laughter Day: Laughter is a positive and powerful emotion that has all the ingredients required for individuals to change themselves and to change the world. Bal Bharati Public School organized World Laughter Day on 16th January, 2020 for students of grade III to VIII. The objective of World Laughter Day celebration was to spread a positive manifestation for world peace and to build up a global consciousness of brotherhood and friendship through laughter.

World Cancer Day: World Cancer Day, organized by the Union for International Cancer Control (UICC) is celebrated each year on 4th February. BBPS Jharli also organised a PPT presentation for students of class IX under Health and Wellness club. This year's theme, "I can, we can" acknowledges that everyone has the capacity to address the cancer burden. We can work together to reduce cancer risk factors. We can overcome barriers to early diagnosis, treatment and preventive care. We can work together to improve cancer control and achieve global targets to reduce premature mortality from cancer and NCDs.

6.4 WORKSHOPS & SEMINARS

WORKSHOPS (For Students)

Date	Name of Workshop	Resource Person	Venue	Attended By
15/02/2020	Stress Management and how to score the good marks in the Exam	Dr Rajesh Verma	Library	Classes VI-X

WORKSHOPS (For Teachers)

Date	Name of Workshop	Resource Person	Venue	Attended By
10.01.2020	Training Programme for teachers on Innovative Pathshaala	Mr. Jagat Choudhary	D.A.V. Public School, Rewari	Ms. Jyoti Yadav
15/02/2020	Stress Management and how to score the good marks in the Exam	Dr Rajesh Verma	BBPS Jharli	All Teachers
28/02/2020	WEB BASED CAREER CONSELING PROGRAM	Mr. Rajeev Bhadauria	NTPC HR	Class IX students Mr. Rajesh Kumar & Mr. Mukesh Kumar

A visit to Skill Bazaar: To give competence to our youth and to develop their skill, a group of teachers Ms. Kapila, Mr. Mukesh, Mr. Ajay, Ms. Kalpana and Ms. Preksha along with the Principal, Mr. Anil Kumar Garg, visited the 'Hunar Bazaar', BBPS Noida on 18th January 2020. It was indeed a marvelous platform given to students to develop their creativity and capacities. Hands-on workshops, Spray Painting, Ear Bud Printing, Ribbon Pasting, Shilpkar Jewellery, Warrii Art Painting, Quilling Jewellery, Plate Art work and many more stalls were worth witnessing highlighting the creativity of the students and their artistic talent. It was a wonderful learning experience for all.

A visit to BBPS Pitampura: A group of 5 teachers Ms. Kapila, Mr. Harshit, Mr. Mukesh, Mr. Ajay and Mr. Rohit along with the Principal Mr. Anil Kr. Garg, visited BBPS Pitampura on February 1, 2020 to witness the play "Charlie and the Chocolate Factory" organized by Primary department. It was a well-rehearsed and well-coordinated play. Approximately 250 students participated. The effective dialogue delivery, the music incorporated, the colourful attires and props made it scintillating and won the hearts of the audience. It was a great learning experience for all of us.

6.5 PROGRESS ON SCHOOL INFRASTRUCTURE

- Requisition has been placed for sealing of the unused passages.

6.5.1 SAFETY & SECURITY

- Cameras are installed in all the corridors and important places of school building for 24X7 vigilance.
- Request for more cameras has been placed to NTPC/APCPL so as to cover school premise adequately.
- To tighten the security at gate, guards have also been appointed for 24X7.

6.6 REPORTING MATTERS

Library

Total number of books	=	3801
No. of Dailies	=	05
No. of Reference Books	=	98

School Transport

The school transport is running into losses. The total loss from 01 April 2019 to 20 March 2020 is Rs. 4,77,126/- (approx.)

Number of buses owned by school	=	02
Number of buses provided by APCPL	=	01
Number of bus routes	=	06
Number of students using the buses	=	103

Finance

All expenses are within proposed budgetary provision. Fees for the fourth quarter have been realized from all students. Shortfall has been received from APCPL till the month of July 2019.

Measures for Improvement

All the suggestions made from time to time are discussed and are implemented to the best of our ability.

Discipline

Overall discipline & general conduct of students & staff is good.

Work Completed

- NOC received from State.
- Toilet in new block has been made functional for classes IX & X (Boys)
- Camera at relevant point covering toilet door have been installed.
- Auditorium was handed over to the school on 29.01.2020.

Work Initiated

- Language Lab (In pipeline)
- Installation of Smart classes in PP-I, PP-II, IX and X is to be done in four class rooms.
- Atal Tinkering Lab

Work in Progress

- Extension of Affiliation.

Housekeeping

Services are meeting the standards.

Staff Meetings

Staff meeting is conducted once in a week during stay backs.

PTA Meeting

PTA Meeting was held on 24/2/2020 to resolve the problems related to academics along with curricular and co - curricular activities for the betterment of the school.

Visit by CEO, APCPL-IGSTPP

Mr. G Krishna Moorthy, Ex-CEO, APCPL-IGSTPP, visited the school for an overview of school's infrastructure on 14th December, 2019 and 29th January, 2020.

7. ANY OTHER POINTS

- i. Without prejudice, it is to be stated that APCPL-IGSTPP, Jharli, in the session 2018-2019 paid the **Management Fees** to CES (Child Education Society) inclusive of GST, since the payment of GST is mandatory as per the govt. norms.
For the session 2019-2020, the Management Fees submitted by APCPL-IGSTPP, Jharli to CES is minus the payment of GST, a mandatory requisite as per the Govt. Norms.
The above matter has been discussed by the Principal, BBPS-Jharli with HR-APCPL.
The HR-APCPL, has suggested that the matter will be taken up at length upon joining of the new CEO.
- ii. Appointment of a TGT - Science (Physics/ Chemistry) in place of Ms. Rajani Sharma (TGT-Science) who is on maternity leave from 28th December 2019 to 24th June for (06 months.)
- iii. Appointment of a Lab Attendant for General Science Lab & Computer Lab.

I would like to put on record my deep sense of appreciation for the staff who work selflessly. The constant guidance from the members of the Managing Committee plays a major role.

I would also like to express my heartfelt gratitude to our President, CES, Mr. L R Channa, Chairman, SMC - Dr. V K Ahuja, Officiating CEO, Mr. C K Samanta, Secretary, SMC - Mrs. Asha Prabhakar and all other erudite members of the School Managing Committee and APCPL authorities for their invaluable guidance & continuous support.

I am also thankful to all of you for sparing your valuable time to attend today's meeting.

Date: 09 April, 2020

Anil Kumar Garg
(Principal)