

SCHOOL

MANAGEMENT

COMMITTEE

Purpose Of SMC in Schools-

1. Promote Community Participation.

- Involve parents, teachers and local representatives in decision-making.
- Bridge gap between school and community.

2. Ensure Access and Enrollment.

- Monitor that all children in the neighbourhood are enrolled and regularly attending school.
- work to prevent dropouts.

3. Support School Development

- Help in preparing and monitoring the school development plan.
- Suggest improvement in infrastructure, teaching and learning environment.

4. Monitor school functioning.

- Ensure teachers are regular and punctual.
- ensure proper utilization of school funds and resources.
- check implementation of schemes.

5. Improve learning outcome

- encourage activities that support children's learning.
- engage parents in their child education.

Constitution -

1. Principal - ~~Mr~~ KUSHBOO RAJAWAT
2. Chairperson - Mr Jagdish Singh Chandrawat
3. Teacher's Representative - Mrs Neetu Mittal
4. Parent's Representative - Mr. Shantesh Singh
5. Society Member - Mr. Prem Singh
6. Women (Members) -
 - i) Priyanka Meena
 - ii) Anuradha Chahal
 - iii) Aruna Soni
 - iv) Soniya Sharma
 - v) Lata Koriyani
 - vi) Asha Tailor
 - vii) Mamta
7. Male (Members) -
 - i) Mr. Sunil Kumar
 - ii) Vinod Saini
 - iii) Ramesh Kumar Bunkar
 - iv) Harish Kumar Mudgal



1 April 2025

VIDHYA SAGAR SCHOOL 2025-26

Date - 1 April 2025

Day - Tuesday

Subject - Invitation for SMC Meeting

Dear Members,

This is to inform you that the SMC has been scheduled in the month of April to discuss important academic and administrative matters for the smooth functioning of the school.

Details -

Date - 4 April 2025

Day - Friday

Time - 11:00 am

Venue - School Conference Room

All SMC are requested to kindly attend the meeting on time and contribute their valuable suggestions for the betterment of school.

With regards

Principal

(Vidhya Sagar School)

4 April 2025, Friday

Agenda of SMC Meeting.

1. Welcome and opening remarks by the Principal
Mrs. Khushboo Rafawat.

2. Review of Previous year.

- Academic performance and results.
- Feedback on co-curricular and extra curricular activities.
- Infrastructure and facility updates.

3. Planning for New academic session 2025-26

- Curriculum planning and implementation
- Allocation of teachers and workload distribution
- Introduction of new teaching-learning methods.

4. Student welfare measures.

- Safety and security guidelines.
- Health and hygiene facilities.

5. School development plan

- Infrastructure improvements needed. — Paints in classrooms, new green boards, Smart class repairs etc.
- Budget and resource allocation
- Recruitment of new teachers.

6. Community Participation -

- Role of parents in supporting academics
- Strengthening school - community linkages

7. Discussions on co-curricular activities & Events

- Annual Calendar of activities
- Celebration of important days / festivals

8. Vote of Thanks by Mrs. Neetu Mittal



9/7/2025, Wednesday

V.S.S

Subject - Invitation for SMC meeting - July 2025

Dear Members,

This is to inform you that the next SMC meeting has been scheduled in the month of July 2025 to review the progress of the first quarter of the academic session 2025-26 and to discuss important academic, administrative and developmental issues.

Details -

Date - 31 July 2025

Day - Thursday

Time - 12:00 pm

Venue - School Conference room.

All members are kindly requested to attend the meeting on time and share their valuable suggestions for the overall development of the school.

With regards

Principal

Vidhya Sagar School.



31 July 2025

Agenda of SMC meeting - July 2025

Session: 2025-26

Focus - First Quarter progress review

1. welcome and opening remarks by Mrs. Krushboo Rajawat.
2. Review of Academic Progress (April - July 2025)
 - Teaching - learning outcomes.
 - Student performance in Periodic Test - I.
 - Actions to be done on weak students
3. Attendance and Discipline
 - Review of student and staff attendance
 - Measure for punctuality and discipline.
4. Co-curricular and extra-curricular activities
 - Report on activities/ events conducted in the first quarter.
 - Participation of students in competitions.
5. Student welfare and safety measures.
 - Health, hygiene and safety practices.

6. Infrastructure and facilities.

- Review of repairs in class-rooms.
- Status of lab, library and class-room resources.

7. Community and Parent Involvement

- Feedback from parents received in PTM.

8. Planning for next quarter. (July-September 2021)

- Academic Targets and remedial measure.
- upcoming events, celebrations and competition.

9. votes of Thanks by Mr. Purn Singh.



Agenda of SMC Meeting

Session - 2025-26

Focus: Second and Third Quarter progress Review.

(1) Review of Term-1 Examination & Result (September)

- Analysis of Student performance in Term-1 exams.
- Feedback from parents during the Special PTM (September-29)
- Identification of learning gaps and planning remedial measures for weak students.

(2) Report on Cultural and Co-Curricular Activities (September - October)

- Review of Teacher's Day, Dandiya and Navratra celebrations.
- Evaluation of Student participation in the Essay-Writing Competition (October-4).

(3) Planning for Mega Events and Competitions (November - December)

- Preparation for Children's Day (Children's Fair and Science Exhibition)
- Organizing Art and Craft Day and the Puppet Show.

- Review of upcoming Singing and Western Dance competitions in December.

(4). Academic Progress and PT-II Review (Nov-Jan)

- Review of Periodic Test - 2 (PT-II) results and Student progress.
- Status of Syllabus completion for the third quarter.
- Planning for the upcoming Republic Day and Martyrs' Day events.

(5). Student Welfare and Winter Safety Measures -

- Implementation of health and Safety practices for the winter season.
- Monitoring Student and Staff attendance during December and January.
- Discussion on school discipline and punctuality for the new year.

(6). Infrastructure and Resource Management -

- Status check of library resources and lab equipment.
- Review of any necessary repairs or maintenance in classrooms before the final quarter.

(7). Community and Parent Involvement -

- Feedback received during regular monthly PTMs.

- Discussing parent cooperation for upcoming annual functions and events.

(8) Planning for Next Quarter (January - March)

- Academic targets for Term-2 and Final exams.
- Scheduling of pre-board preparations or final revision cycles.

(9). Vote of Thanks by Khushboo Rajawat



Khushboo

VSS

INVITATION : SMC MEETING (MARCH 2026)

VIDHYA SAGAR SCHOOL, SANGANER

Date : March 20, 2026

To, All SMC Members,

Subject : Invitation for the Final School Management Committee (SMC) Meeting of Session 2025-26.

Dear Members,

You are cordially invited to attend the SMC meeting for the month of March. As we approach the end of the academic session, your presence is vital to review our progress and plan for the upcoming year.

Meeting Details :

- Date : March 24, 2026
- Time : 10:30 AM
- Venue : School Conference Hall / Principal's office.

All members are kindly requested to attend the meeting on time and share their valuable suggestions.

With regards
Principal
Vidhya Sagar School

Signature



24/03/26 (Tuesday)

Agenda of SMC Meeting - March 2026

Session: 2025-26

Focus: Final Term Evaluation and New Session planning

(1) Review of Annual Academic Performance -

- Analysis of Term-II Examination results and student progress.
- Finalizing the Term-II Result (Special PTM) scheduled for March 28.
- Review of Student promotions to the next higher classes.

(2) Evaluation of Co-Curricular Activities (February - March)

- Report on the Annual Function and its Success.
- Feedback on the Holi Celebrations and cultural activities held in March.
- Review of the Book Collection drive for the upcoming session.

(3) Attendance and Final Documentation -

- Final review of student and staff attendance for the academic year.

- Completion of student portfolios, progress reports, and register closing procedures.

(4) Planning for the New Academic Session (2026-27)

- Discussion on the commencement of the New Session starting from (April 1, 2026).
- Planning for admission procedures and welcoming new students.
- Allocation of class teachers and subjects for the upcoming sessions.

(5) Infrastructure and Safety Audit -

- Review of classroom maintenance and furniture requirement for the new session.
- Safety audit of the school building and playground before the new term begins.
- Stock checking of library books, lab equipment, and sports material.

(6) Parent-Teacher Feedback -

- Discussion on the suggestions received from parents during the final

- Strategies to improve parent involvement in the next academic year.

(7) Vote of Thanks

Vote of thanks by Mrs. Khushboo Rajawat.



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Invitation : SMC Meeting (March 2026)

VIDHYA SAGAR SCHOOL, SANGANER.

Date : March 06, 2026,

To, All SMC Members,

Subject ; Invitation for SMC Meeting - March 2026

Dear Members,

This is to inform you that the next SMC meeting has been scheduled in the month of March 2026 to plan and review preparations for the upcoming new academic session 2026-27, including academic planning, infrastructure readiness, textbook distribution, and Student welfare activities.

Details :-

- Date - March 06, 2026
- Day - Friday
- Time - 01:00 PM
- Venue - School Conference room

All members are kindly requested to attend the meeting on time and share their valuable suggestions.

With regards

Principal,

Vidhya Sagar School.



Agenda of SMC Meeting - March 2026

Session : 2026-27 (Pre - Session Planning)

Focus : Readiness for New Academic Session & Administrative Planning.

(1) Preparation for Commencement of New Academic Session (2026-27) -

- Discussion on smooth commencement of classes starting from April 1, 2026.
- Orientation and welcome plan for newly admitted and promoted students on Day 1.
- Finalization of class teacher allocations, Subject distribution, and school timetable for the new session.

(2) Textbook & Teaching Material Distribution -

- Stock verification of free textbooks, workbooks, and teachers guidebooks.
- Strategy for smooth distribution of textbooks to students on the opening day.
- Review of Teaching - Learning Material (TLM) and classroom resources Setup.

(3) Infrastructure, Safety and Hygiene Audit -

- Review of classroom maintenance, furniture repairs, and whiteboard/blackboard readiness.
- Safety audit of the School building, electrical wiring, Playground, and boundary wall before students arrive.
- Inspection of drinking water points, Sanitation, and deep cleaning of toilets.

(4) Academic & Support planning

- Planning of annual academic calendar, activity Schedule, and Sports event.
- Identification of learning gaps and remedial teaching plan for weak students.
- Monitoring student attendance and Strategies to prevent dropouts.

(5) Community & parent Engagement/Participation -

- Planning for the first Parent-Teacher Meeting and orientation Session for parents in the new session.
- Awareness drive for 100% student enrollment

and regular attendance with SMC members support.

(6) Infrastructure, Safety and Hygiene & Security Upgrades:-

- Inspection and replacement / repair of School lighting fixtures.
- Installation of CCTV cameras for Security monitoring.
- Installation of window / building safety grills / nets.
- Construction of new washroom facilities and renovation of existing washrooms.

(7) Vote of Thanks -

- Vote of Thanks by Mrs. Khushboo Rajawat.



VSS

Invitation : SMC Meeting (July 2026)

VIDHYA SAGAR SCHOOL, SANGANER

Date : July 03-2026,

To, All SMC Members,

Subject : Invitation for SMC Meeting - July 2026

Dear Members,

This is to inform you that the next SMC meeting has been scheduled in the month of July 2026 to review the academic progress of the first quarter, discuss syllabus completion, student attendance, and prepare for the upcoming Term-1 examination.

Details :

Date - July 03, 2026

Day - Friday

Time - 1:20 PM

Venue - School Conference Room

All members are kindly requested to attend the meeting on time and share their valuable suggestions.

With regards,

Principal,

VSS



Agenda of SMC Meeting - July to September 2026

Session: 2026-27

Focus: Quarterly Academic Review & Preparation for Term-1 Examinations (September-2026)

(1) Syllabus Progress & Academic Planning (July - Sept):

- Review of month-wise syllabus completion status from July to August across all subjects.
- Finalization of syllabus cutoff and ensuring complete coverage before September revision start.

(2) Term-1 Examination Readiness & Logistics (September 2026):

- Finalization of the Term-1 exam datesheet, timetable, and duration for all classes.
- Planning for question paper preparation, moderation, printing, and answer sheet distribution.
- Review of seating arrangements, examination room, and invigilation duties.

(3) Student Assessment, Revision & Remedial Support:

- Organizing revision classes, Practice worksheet, and mock tests in late August.
- Identification of weak students and execution of remedial teaching plans to boost exam results.

(4) Attendance Review & Parent Communication:

- Reviewing Student attendance trends during July - August and contacting parents of chronic absentees.
- Pre-exam communication with parents regarding exam time tables, admit cards / rules, and Study guidelines.

(5) Post - Exam Evaluation & PTM Planning:

- Establishing timelines for answer sheet evaluation and result Preparation in late September.
- Planning the Post - exam, Parent - Teacher Meeting (PTM) to share progress cards with parents.

(6) Vote of Thanks by - Mrs. Khushboo Rajawat

