

SYMBIOSIS PRIMARY SCHOOL

EXECUTIVE COMMITTEE FORMATION (2024-25)

MINUTES OF MEETING

The meeting for formation of the Executive Committee of Symbiosis Primary School was conducted on 27th July 2024 at 8.00 a.m. in Audio Visual Room, Symbiosis Primary School, 15th Lane Prabhat Road, Pune - 411004.

Present Members:

1. Mrs. Veena Havanurkar (Headmistress)
2. Mr. Milind Chaudhari (Registrar SSCD)
(representative of Dr. Gargee Mitra, Head, SSCD)

The following Parents were present:

1. Mr. Siddharth Joshi (Std 1)
2. Mrs. Gouri Mehta (Std 1)
3. Mrs. Madhuri Murkute (Std 1)
4. Mrs. Aarti Parkhe (Std 2)
5. Mr. Varun Patwardhan (Std 2)
6. Mrs. Akshata Rajhans (Std 3)
7. Dr. Kshitija Sawant (Std 3)
8. Mrs. Perna Agarwal (Std 4)
9. Mrs. Prajakta Joglekar (Std 5)
10. Mrs. Ruchita Sayanekar (Std 5)
11. Mrs. Shrisha Gavandi (Std 6)
12. Mrs. Rajanigandha Sakle (Std 6)
13. Dr. Prajakta Inglikar (Std 6)
14. Mrs. Chaitrali Maharao (Std 7)
15. Mrs. Sayali Bhagwat (Std 7)
16. Mrs. Priyanka Kondamgire (Std 7)

The following Teachers were present:

1. Ms. Acsah Mariam Varughese
2. Ms. Anagha Sudesh Karmarkar
3. Mrs. Anjali Girish Nadgouda
4. Mrs. Bhavana Mangesh Deshmukh
5. Mr. Chintamani Chandrashekhhar Chaudhari
6. Mr. Ganesh Bhivdas Papal
7. Mrs. Gitanjali Abhiman Vitkar

8. Mrs. Heena Yahya Khan
9. Mrs. Jagjitkaur Shukla
10. Mrs. Kshipra Pradeep Kulkarni
11. Mrs. Meenal Abhay Gondhalekar
12. Ms. Namrata Bharat Gadge
13. Mrs. Neha Shekhar Kalokhe
14. Ms. Pooja Ramugrah Pathak
15. Mrs. Prachi Kishor Patil
16. Mrs. Pradnya Shashikant Tamhankar
17. Mr. Ramesh Shankar Bamane
18. Mrs. Sae Hrishikesh Nikam
19. Mr. Sanket Sanjay Gavkhadkar
20. Mr. Shailesh Shantaram Ghodke
21. Mrs. Shirin Azimulla Shaikh
22. Mrs. Shamal Aman Nikale
23. Mrs. Varsha Chandrajit Joshi
24. Mrs. Zainab Moiz Kagdi
25. Mrs. Suhasini Amit Kuhikar
26. Mrs. Malvika Amit Thete
27. Mrs. Deepali Vinod Chavan
28. Mrs. Shruti Dinesh Kolangade
29. Ms. Gurpreet Kaur
30. Mrs. Gayatri Hitesh Oswal

Mrs. Pradnya Tamhankar welcomed all the members who were present. She informed that the formation of Executive Committee for the academic year 2024-25 is done as per the Maharashtra Educational Institutions Rule 2016. She stated that the said committee will consist of the following members.

1. Chairperson : Headmistress - Mrs. Veena Havanurkar
 2. Vice chairperson : One amongst the parents.
 3. Secretary : One of the Senior Teacher who is - Mrs. Shirin Shaikh
 4. Management Representative : Dr. Gargee Mitra (Head SSCD)
 5. Two Joint Secretaries : One from amongst the parents and one Teacher.
 6. Members : One parent from each standard and 5 Teachers
- For the selection process, the school had sent an email to all the parents and asked to apply for the post of the member of the Executive Committee.

- She briefed all with the process of formation of the Executive Committee.
- The said committee will have one member from the reserved category and 50% members of the committee would be women. A parent is eligible for representing only one standard. Those who were members, Parent member as well as Teacher member of the Executive Committee, during the last three years (2023-24, 2022-23, 2021-22) are not eligible for this year.
- The standard from which the posts of Vice Chairperson and Joint Secretary were represented in the previous year, those standards will not have parents in the lottery for the post holders for this year. Going with the same mandate, this year parents of Std 3 and Std 7 will not be eligible for the draw of post holders.
- She further requested the Headmistress to allow the process of formation of the Executive Committee. The Headmistress permitted the supervisor to begin with the process of formation of the Executive Committee.
- Mrs. Munira Karmalawala, Supervisor assisted during the lottery system.
- The procedure started with post holders - the post of Vice Chairperson.
- Mrs. Munira Karmalawala collected the chits from all the parents except Std 3 and Std 7 parents.
- After the lottery Mr. Siddharth Joshi was selected as the Vice Chairperson.
- For year 2024-25, the reservation was for the NT category. We had received an application under NT category by Mrs. Shrisha Gavandi. With this, the norm of parent members under reserved category was fulfilled.
- Through the lottery Mr. Varun Patwardhan was selected as Joint Secretary (Parent).
- The Parent member for the following standard was announced as there was only one candidate who had applied.

Std 4: Mrs. Purna Agarwal

- For parent members of Std 1 to 7 except Std 4, each standard candidates were asked to put the chit of their name and a lottery was conducted. Through the lottery following members were selected.

Std 1: Mrs. Gouri Mehta

Std 2: Mrs. Aarti Parkhe

Std 3: Mrs. Akshata Rajhans

Std 5: Mrs. Ruchita Sayanekar

Std 6: Mrs. Shrisha Gavandi

Std 7: Mrs. Chaitrali Maharao

- As per the Maharashtra Educational Institutions (Fee Regulation) Act, 2011, Rules, 2016, 50% of the members of the Executive Committee should be women. With this we also fulfill the norm of 50% women quota.
- Thus we got parent member of the executive committee from Std 1 to 7.
- Then a lottery was held for the post of Teacher - Joint Secretary. For this draw teachers who were not a member of the Executive Committee for the last three years were asked to put the chits. For the post of Joint Secretary - Teacher Mrs. Anjali Nadgouda was selected by lottery.
- With the remaining chits, five teachers were selected by lottery as Teacher members.

1. Mrs. Shruti Kolangade

2. Mrs. Sae Nikam

3. Mrs. Prachi Patil

4. Mrs. Pradnya Tamhankar

5. Mr. Ramesh Bamane

- Thus all the post holders & members of the executive committee were selected by lottery. a teacher read the names of the Executive Committee members for the academic year 2024-25.
- The Headmistress announced the following Executive Committee is formed for the year 2024-2025.

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|------------------------------|-------------------------------------------------------------------|
| 1. Chairperson | : Headmistress - Mrs. Veena Havanurkar |
| 2. Vice Chairperson | : Parent Member - Mr. Siddharth Joshi |
| 3. Secretary | : Senior Teacher - Mrs. Shirin Shaikh |
| 4. Management Representative | : Dr. Gargee Mitra (Head SSCD) |
| 5. Joint Secretaries | : Parent - Mr. Varun Patwardhan
Teacher - Mrs. Anjali Nadgouda |

- Following are the Executive members selected by lottery from Teachers and Parents.

Parent Members:

- Std 1: Mrs. Gouri Mehta
Std 2: Mrs. Aarti Parkhe
Std 3: Mrs. Akshata Rajhans
Std 5: Mrs. Ruchita Sayanekar
Std 6: Mrs. Shrisha Gavandi
Std 7: Mrs. Chaitrali Maharao

Teacher Members:

1. Mrs. Shruti Kolangade
2. Mrs. Sae Nikam
3. Mrs. Prachi Patil
4. Mrs. Pradnya Tamhankar
5. Mr. Ramesh Bamane

- Mrs. Pradnya Tamhankar proposed a vote of thanks.
- The meeting ended on a happy note.



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