

SYMBIOSIS SECONDARY SCHOOL

EXECUTIVE COMMITTEE FORMATION (2024-25)

MINUTES OF MEETING

The meeting for the formation of the Executive Committee of Symbiosis Secondary School was conducted on 27th July 2024 at 9.00 a.m. in Audio Visual Room, Symbiosis Secondary 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. Mrs. Mohini Kamble (Std 8)
2. Mrs. Janhavi Shah (Std 8)
3. Mr. Sachin Kshirsagar (Std 8)
4. Mrs. Purva Chavan (Std 9)
5. Mrs. Diptee Lonkar (Std 9)
6. Mrs. Hetal Suru (Std 10)

The following Teachers were present:

1. Archana Rajesh Chachar
2. Arvind Sakharam Kangane
3. Bhagyashree Pramod Parkhi
4. Kalyani Vivek Bapat
5. Mithila Amol Vyavahare
6. Sarika Suresh Tikar
7. Tanushree Rudra
8. Vandana Rajesh Kale

The following Parent was absent:

1. Mrs. Sarika Shirole - informed over telephone.

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. Bhagyashree Parkhi
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 1 Teacher.

- 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 Executive Committee.
- She briefed all with the process of formation of 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 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 10 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 Executive Committee.
- One Teacher assisted during lottery system.
- The procedure started with post holders - the post of Vice Chairperson.
- A Teacher collected the chits from all the parents except from Std 8 parents.
- After lottery Mrs. Purva Chavan was selected as the Vice Chairperson.
- For year 2024-25, the reservation was for VJ category. We had received an application under VJ category by Mr. Sachin Kshirsagar. With this, norm of parent member under reserved category was fulfilled.
- Through the lottery Mrs. Janhavi Shah was selected as Joint Secretary (Parent).
- For parent members of Std 8 to 10, each standard candidates were asked to put the chit of their name and lottery was conducted. Through the lottery following members were selected.
Std 8 : Mr. Sachin Kshirsagar
Std 9 : Mrs. Diptee Lonkar
Std 10 : Mrs. Hetal Suru

- 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 8 to 10.
- Then lottery was done for the post of Teacher - Joint Secretary. For this draw teachers who were not a member of the Executive Committee for last three years were asked to put the chits. For the post of Joint Secretary - Teacher Mr. Arvind Kangane was selected by lottery.
- With the remaining chits, one teacher was selected by lottery as a Teacher member - Mrs. Sarika Tikar.
- Thus all the post holders & members of the executive committee were selected by lottery. Mrs. Aparna Ranade, Supervisor 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.

1. Chairperson	: Headmistress - Mrs. Veena Havanurkar
2. Vice Chairperson	: Parent Member - Mrs. Purva Chavan
3. Secretary	: Senior Teacher - Mrs. Bhagyashree Parkhi
4. Management Representative	: Dr. Gargee Mitra (Head SSCD)
5. Joint Secretaries	: Parent - Mrs. Janhavi Shah
	Teacher - Mr. Arvind Kangane
- Following are the Executive members selected by lottery from Teachers and Parents.

Parent Members:
 Std 8 : Mr. Sachin Kshirsagar
 Std 9 : Mrs. Diptee Lonkar
 Std 10: Mrs. Hetal Suru

Teacher Members:
 Mrs. Sarika Tikar
- Mrs. Pradnya Tamhankar proposed a vote of thanks.
- The meeting ended on a happy note.

Pehevan
 उपअध्यक्ष
 सिंबायोसिस
 पालक संघ शाळा

Awardekar
 अध्यक्ष
 सिंबायोसिस
 पालक संघ शाळा