Attendance Sheet		
School Management Committee (SMC) Meeting		
Date:- 25-08-2026		
Sr. No.	**Name of the SMC Member**	**Signature**
1	Palash Jain	Palash
2	Purva Langade	Langade
3	Monika Gupte	
4	Matin Shaikh	
5	Abina Mishra	
6	Sonali Khambele	Sonali
7	Namrata Majhail	Majhail
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Pradnya Niketan Education Society's

THE ORCHID SCHOOL

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Minutes of School Management committee meeting (SMC)

Date: 25.08.26

Venue: Conference room

Time: 3:00PM

Members Present

- Dr. Namrata Majhail- Director Principal
- Ms. Sonali Khambete- Vice Principal
- Ms. Abhira Mishra- Principal PICT
- Mr. Matin Shaikh- Admin Unit Head
- Ms. Monika Gupte- Teacher
- Ms. Purva Gangrade- Teacher
- Mr. Kaushal Saanghvi- Parent representative
- Mast. Palash Jain- Head Boy

Minutes and Proceedings

1. Purpose of the SMC Meeting
Namrata Di welcomed the members and stated that the purpose of the meeting was to provide a platform to celebrate each other's achievements, discuss common areas of concern, and share perspectives from students, teachers, and the administration. She also highlighted the importance of sharing and learning from best practices followed within the school.

2. 22nd Founders' Day Celebration
The members were briefed about the successful celebration of the school's **22nd Founders' Day**. The event showcased the talents and achievements of the students and reflected the school's ethos and values.

3. NABET Accreditation
The committee was informed that the school is progressing towards **NABET accreditation**. The significance of the accreditation in strengthening the school's systems and get insights on important academic areas.

4. CBSE Affiliation
The committee was informed that the school's CBSE affiliation process is due in the near future. The necessary preparations and compliance requirements will be undertaken by the school as per the prescribed guidelines.

5. Food Safety, Health and Hygiene
The members discussed matters related to food safety, health, hygiene and overall well-being of students. The importance of maintaining high standards of hygiene and ensuring safe practices across the school premises was reiterated.

6. School Premises Review

The SMC members were taken on a walkthrough of the school premises to review the facilities and safety measures. The members observed that the school premises were well maintained, clean and safe for students. The existing systems and facilities were appreciated.

7. Concern Regarding Drinking Water

Mr. Kaushal Saanghvi raised a concern regarding the taste of the drinking water from the taps, which had been noticed a few days prior to the meeting. He was assured that the concern had been addressed immediately upon being brought to the school's attention, and appropriate action had been taken to ensure the safety and quality of drinking water.

8. Student Safety and Adherence to Traffic Norms

Head Boy of School, Palash Jain, raised a concern regarding instances of parents not adhering to prescribed traffic and parking norms around the school premises, thereby compromising the safety of students and other members of the school community.

After discussion, it was unanimously decided that the SCR would create and circulate a short awareness video for parents, urging them to follow the prescribed traffic norms and cooperate with the school in ensuring a safe and orderly environment for all students.

The meeting concluded with an emphasis on continued collaboration among the schools.