



SABA CONVENT SCHOOL

Mob: 9415208151

9140504140

Add. Bhataura, Sathiaon, Dist. Azamgarh Pin: 276406

Ref. No.

Date: 02/02/2026

GRIEVANCE REDRESSAL COMMITTEE MEETING RECORD

As per CBSE Guidelines – For Addressing Staff, Student & Parent Grievances

Meeting No. 1

Date: 23 May 2025

Time: 10:30 AM

Venue: Principal's Office

Members Present:

- Principal – Umme Ameena
- Coordinator – Anand Pandey
- Senior Teacher – Salman Ahmad, Hera Mumtaz
- Parent Representative – Ramakant, Vinod Yadav
- Non-Teaching Staff Representative – Akhlaque Ahmad, Sarver Neyazi
- Student Representative – Pranjali Yadav, Pratik Yadav
- Counselor – Garima Sharma

Agenda

1. Reconstitution of the Grievance Redressal Committee for session 2025–26.
2. Discussion on roles and responsibilities of committee members.
3. Setting up of the grievance drop box and online grievance form.
4. Ensuring awareness among students, staff, and parents regarding complaint procedure.
5. Planning for an orientation and grievance awareness session.
6. Any other matter with the permission of the Chair.


Principal

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Ref. No.

Date: 02/02/2026

Minutes of Meeting

The Principal welcomed all members and briefed them about the importance of the Grievance Redressal Committee (GRC) in maintaining transparency and a positive environment within the school. The reconstitution of the committee for the academic year 2025–26 was approved unanimously.

It was discussed that the GRC shall address grievances relating to academics, staff behavior, administrative issues, and student welfare in a confidential and time-bound manner.

The committee agreed to install a Grievance Drop Box near the reception area for students and staff, which will be opened every Monday by the Principal and Counselor jointly. Additionally, an online grievance form would be created through the school website for parents.

The Counselor proposed organizing an orientation session on grievance redressal procedures for both students and staff on 5 June 2025.

Resolutions:

- Committee reconstituted and notified.
- Drop box and online form to be operational by 1 June 2025.
- Orientation session scheduled for 5 June 2025.
- Monthly review meetings to be held regularly.

Remarks: The Chairperson emphasized the importance of mutual respect and confidentiality in grievance handling. Meeting concluded at 12:00 PM.

Principal

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Ref. No.

Date: 02/12/2026

Minutes of Meeting

The Chairperson welcomed all members and explained the objective of reconstituting the POCSO Committee for the new academic year, emphasizing the school's commitment to providing a safe and child-friendly environment.

The Principal presented the list of nominated members and their designations, which was unanimously approved. All members were made aware of their roles in prevention, protection, and redressal of any child-related concern.

The School Counselor delivered a brief session on the key provisions of the POCSO Act, 2012, highlighting sections related to protection from abuse, reporting obligations, and confidentiality.

It was decided to display child helpline numbers (1098, Women Helpline 181, Local Police) on all school notice boards, washrooms, and the main gate area for visibility.

The committee discussed methods to ensure confidential reporting. A POCSO Complaint Box would be installed near the reception, checked twice a week by the Counselor and Principal jointly.

The committee planned to organize awareness sessions for students and staff in June 2025, focusing on "Good Touch – Bad Touch", online safety, and safe school behaviour.

Resolutions:

- Committee constituted and approved.
- Awareness session scheduled for 12 June 2025.
- Complaint box installation to be completed by 25 May 2025.
- Display of helpline posters to be ensured in all classrooms.

Remarks: Members expressed commitment toward ensuring zero tolerance against child abuse. Meeting concluded at 12:45 PM.

Principal

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Bhataura, Sathiaon, Azamgarh



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Ref. No.

Date: 02/02/2026

POCSO COMMITTEE MEETING RECORD

Protection of Children from Sexual Offences Act, 2012 – Awareness, Prevention, and Redressal Committee

Meeting No. 1

Date: 22 May 2025

Time: 11:00 AM

Venue: Principal's Office

Members Present:

- Principal - Umme Ameena
- School Counselor - Garima Sharma
- Lady Teacher Representative - Faujzya Ambreen, Saba Sameem
- Parent Representative - Abdul Wahab, Keshav Chauhan, Mirza Tabrez
- Student Representative (Class VIII) - Abdul Rahman, Javeriya Mirza, Shipra
- Local Body Member - Sarver Neyazi
- Management Representative - Afroz Ahmad

Agenda

1. Introduction and constitution of POCSO Committee for the academic session 2025–26.
2. Orientation of staff and students about the POCSO Act, 2012.
3. Formation of Child Helpline Committee and display of helpline numbers.
4. Review of complaint procedure and confidential reporting mechanism.
5. Planning for awareness activities and workshops.
6. Any other matter with the permission of the Chair.


Principal

SABA CONVENT SCHOOL
Bhataura, Sathiaon, Azamgarh



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Add. Bhataura, Sathiaon, Dist. Azamgarh Pin: 276406

Ref. No.

Date: 25/5/2025

SABA CONVENT SCHOOL SCHOOL SAFETY COMMITTEE MEETING RECORD

(As per CBSE Guidelines & NDMA School Safety Policy – Ensuring Safety, Security & Well-being of Students and Staff)

Meeting No. 1

Date: 24 May 2025
Time: 10:30 AM
Venue: Principal's Office

Members Present:

- Principal – Umme Ameena
- Coordinator Anand Pandey
- School Safety Officer - Ankit Kumar Gautam
- Estate/Building Supervisor – Akhlaque Ahmad
- Transport In-Charge – Sanjay Yadav
- Science Lab In-Charge – Hera Mumtaz
- Parent Representative – Ram Sajjan
- Local Body/Police Representative – Sanjay Yadav
- Student Representative – Abhishek Yadav

Agenda

1. Reconstitution of the School Safety Committee for session 2025–26.
2. Review of school infrastructure and emergency preparedness.
3. Planning of mock drills (Fire & Earthquake).
4. Inspection of fire extinguishers, electrical fittings, and first aid boxes.
5. Awareness plan for students and staff regarding safety protocols.
6. Any other matter with the Chair's permission.


Principal

SABA CONVENT SCHOOL
Bhataura, Sathiaon, Azamgarh



Ref. No:

Date: 02/02/2026

Minutes of Meeting

The Principal welcomed the members and emphasized the importance of maintaining a safe and secure environment for all students and staff. The new School Safety Committee for the academic session 2025–26 was formally approved and notified.

The Building Supervisor briefed about the current safety equipment installed on campus. The committee decided to conduct a comprehensive safety audit by 5 June 2025, covering structural safety, electrical wiring, sanitation, and fire preparedness.

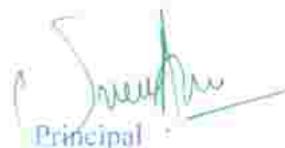
It was decided to organize a Fire and Evacuation Mock Drill on 10 June 2025, led by the local fire department. The Transport In-Charge was instructed to verify all school buses for fitness, GPS, first aid kits, and CCTV before 31 May 2025.

The Science Lab In-Charge informed that all labs have first aid boxes but some fire extinguishers are due for refilling — which will be done immediately.

Resolutions:

1. Committee reconstituted and approved.
2. Safety audit to be completed by 5 June 2025.
3. Fire and evacuation mock drill scheduled for 10 June 2025.
4. Vehicle fitness and safety verification to be done before 31 May 2025.

Remarks: Members assured cooperation to maintain safety norms as per CBSE guidelines. Meeting concluded at 12:10 PM.


Principal

SABA CONVENT SCHOOL
Bhataura, Sathiaon, Azamgarh



Ref. No.

Date: 02/02/2026

DISASTER MANAGEMENT COMMITTEE MEETING RECORD

As per CBSE Circulars, NDMA Guidelines & School Safety Framework – Ensuring Preparedness and Response Capacity

Meeting No. 1

Date: 23 May 2025

Time: 10:30 AM

Venue: Principal's Office

Members Present:

- Principal – Umme Ameena
- Coordinator – Anand Pandey
- Disaster Management Officer - Salman Ahmad
- Safety Officer – Akhlaque Ahmad
- Science Lab In-Charge – Hera Mumtaz
- Transport In-Charge – Sanjay Yadav
- Physical Education Teacher – Vivek Yadav
- Parent Representative – Mohd Arshad Khan
- Student Council Leader – Garima Sharma
- Local Fire/Police Representative – Sanjay Yadav

Agenda

1. Reconstitution of the Disaster Management Committee for session 2025–26.
2. Review of previous year's preparedness report.
3. Planning for emergency response and mock drills (Fire & Earthquake).
4. Verification of disaster preparedness kits and evacuation plans.
5. Planning awareness workshops for students and staff.
6. Any other matter with the permission of the Chair.


Principal



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Ref. No.

Date: 02/02/2026

Minutes of Meeting

The Principal welcomed all members and appreciated the efforts of the previous committee in maintaining readiness throughout the academic year. The new Disaster Management Committee (2025–26) was formally reconstituted and approved. The committee reviewed the Disaster Preparedness Plan and discussed steps for improving communication and coordination during emergencies.

The Safety Officer informed that the fire extinguishers were serviced recently and that evacuation routes were clearly marked. The Transport In-Charge was assigned to review bus safety plans in case of off-campus incidents.

The committee decided to conduct the first Fire and Evacuation Drill on 5 June 2025, involving students from all wings. It was also resolved to conduct a training workshop for all staff in basic first aid and disaster response by the end of June.

Resolutions:

- Committee reconstituted for session 2025–26.
- Fire and Evacuation Drill on 5 June 2025.
- Staff training on first aid and response before 30 June 2025.
- Updated Disaster Management Plan to be circulated among teachers.

Remarks: Principal stressed the importance of readiness, prevention, and calm response during emergencies. Meeting concluded at 12:00 PM.

Principal

SABA CONVENT SCHOOL
Bhataura, Sathiaon, Azamgarh



Ref. No.

Date: 02/02/2026

INTERNAL COMPLAINTS COMMITTEE (ICC) / SEXUAL HARASSMENT COMMITTEE MEETING RECORD

(Constituted under the Sexual Harassment of Women at Workplace – Prevention, Prohibition & Redressal Act, 2013)

Meeting No. 1

Date: 21 May 2025

Time: 11:00 AM

Venue: Principal's Office

Members Present:

- Principal – Umme Aameena
- Lady Teacher Representative – Faujiya Ambreen, Hera Mumtaz
- Senior Female Staff – Hera Mumtaz
- Parent Representative – Anil Kumar, Dinesh Yadav, Durgesh Yadav
- Non-Teaching Staff Representative – Sarver Neyazi
- Student Representative (for senior classes) – Abu Rowaifa, Shreya Yadav, Anjali Yadav, Saumya Yadav
- External Member (from NGO/Legal Background) – Wasik Ahmad

Agenda

1. Reconstitution of the Internal Complaints Committee (ICC) for the academic session 2025–26.
2. Orientation of all staff and students regarding the Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013.
3. Review of complaint-handling procedure and confidentiality norms.
4. Discussion on awareness campaigns, posters, and training sessions.
5. Planning of Gender Sensitization Week.
6. Any other point with the permission of the Chair.

Principal



Ref. No.

Date: 02/02/2026

Minutes of Meeting

The Principal welcomed all members and briefed them about the objectives of the Internal Complaints Committee (ICC) — ensuring a respectful, safe, and equitable environment for all staff and students within the school campus.

The Chairperson shared the new composition of the ICC, which was unanimously approved by members. The external member from the partnering NGO briefed about the legal framework of the POSH Act, 2013, and the importance of prompt, fair, and confidential redressal of grievances.

It was decided that an orientation program for teaching and non-teaching staff would be conducted on 3 June 2025, focusing on workplace behaviour, boundaries, and reporting mechanisms.

The committee also resolved to organize a Gender Sensitization Week in July 2025, and ensure that posters displaying "Zero Tolerance Against Sexual Harassment" along with committee details and helpline numbers are displayed on school notice boards and staff rooms.

Resolutions:

- Committee reconstituted and approved.
- Orientation scheduled for 3 June 2025.
- Posters and helpline boards to be displayed by 30 May 2025.
- Gender Sensitization Week planned for July 2025.

Remarks: All members expressed full commitment to maintaining a safe and positive school environment. Meeting concluded at 12:30 PM.

Principal

SABA CONVENT SCHOOL
Bhataura, Sathiaon, Azamgarh



Ref. No.

Date: 02/02/2026

PARENT TEACHER ASSOCIATION (PTA) MEETING RECORDS

Meeting No. 1

Date: 20 May 2025

Time: 10:30 AM

Venue: School Conference Room

Members Present

- Principal Umme Ameena
- Coordinator – Anand Pandey
- All Class Teachers (I to VIII)- Ruma Singh, Manisha Shrivastav, Dipali Singh, Saba Sameem, Salman Ahmad, Akhlaque Ahmad, Hera Mumtaz, Anand Pandey
- Parent Representatives from each class- Irfan Ahmad, Arif Khan, Raju Yadav, Jai Prakash, Tripurari, Shah Alam, Ram Sajjan, Abdul Wahab
- Management Representative – Afroz Ahmad
- Counselor and Examination In-charge- Garima Sharma And Ankit Kumar Gautam

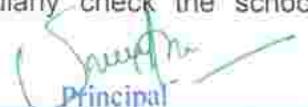
Agenda

1. Introduction of PTA members for the academic session 2025–26
2. Discussion on commencement of the new session and student adaptation
3. Orientation for parents regarding school rules, uniform, and communication policy
4. Review of academic calendar, holidays, and examination pattern
5. Discussion on student discipline, punctuality, and attendance
6. Suggestions from parents for improvement in academics and facilities
7. Any other item with the permission of the Chair

Minutes of Meeting

The Principal welcomed all members and introduced the newly formed PTA for the academic session 2025–26. A detailed orientation was conducted to familiarize parents with the vision, mission, and annual goals of the school.

The academic calendar was presented and explained in detail, including working days, examination schedules, and co-curricular activities. Parents were encouraged to regularly check the school ERP/website for updates.


Principal



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Date: 02/02/2026

The Principal highlighted the importance of punctuality, regular attendance, and neat uniform. It was decided that SMS alerts would continue for absentees, and attendance reports would be shared monthly with parents.

Teachers shared feedback on students' adjustment in the new classes. Parents appreciated the balanced approach between academics and extracurricular activities.

A discussion was held on communication protocols. The school reiterated that parents can meet class teachers on the 2nd and 4th Saturdays each month, between 9:00 AM and 11:00 AM.

Several parents suggested improving bus route timings, and the transport in-charge assured minor adjustments within a week.

Resolution

- PTA formation approved and recorded
- Transport schedule review to be completed by 25 May 2025
- Regular parent-teacher meetings to be held quarterly

Remarks: Parents appreciated the transparent and cooperative environment of the school. Meeting concluded at 12:15 PM.

Principal

SABA CONVENT SCHOOL
Bhataura, Sathiaon, Azamgarh



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Ref. No.

Date: 02/02/2026.....

SCHOOL TRANSPORT COMMITTEE MEETING RECORD

As per CBSE Guidelines and Supreme Court Directives on Safe School Transport – Ensuring Safety, Maintenance, and Monitoring of School Vehicles

Meeting No. 1

Date: 20 May 2025

Time: 10:30 AM

Venue: Principal's Office

Members Present:

- Principal – Umme Aameena
- Coordinator- Anand Pandey
- Transport In-Charge – Sanjay Yadav
- Parent Representative – Ram Prakash, Mirza Tabrez
- Local Police/Traffic Officer – Umesh Prajapati, Rahul Gond
- Bus Driver Representative – Sajay Yadav
- Teacher Representative – Anand Pandey and Ruma Singh
- Student Representative – Faiqua Sabbir, Vivek Yadav

Agenda

1. Reconstitution of the School Transport Committee for academic session 2025–26.
2. Review of existing transport routes and bus fitness certificates.
3. Verification of drivers' licenses, conduct, and police verification.
4. Installation and maintenance of safety equipment (GPS, CCTV, First Aid Box, Fire Extinguisher, Speed Governor).
5. Planning of safety awareness workshops for drivers and attendants.
6. Any other issue with permission of the Chair.

Principal

SABA CONVENT SCHOOL
Bhataura, Sathiaon, Azamgarh



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Ref. No.

Date: 02.02.2026...

Minutes of Meeting

The Principal welcomed all members and informed that the committee was being reconstituted as per CBSE Circular No. 33/2017 and relevant transport safety norms. The new Transport Committee for 2025–26 was formally approved.

The Transport In-Charge briefed the members on the status of school buses — all 8 buses are fitted with CCTV, GPS tracking systems, speed governors, and first aid kits. It was decided that fitness certificates for all vehicles should be renewed before 31 May 2025.

The Police Representative emphasized the need for regular background verification of drivers and conductors. The committee resolved that no driver shall be assigned duties without valid verification records.

It was also decided to organize a "Safe Driving & Student Safety Workshop" for all drivers and attendants on 5 June 2025 in collaboration with the Traffic Police Department.

Resolutions:

- Committee reconstituted for 2025–26.
- All fitness certificates to be renewed by 31 May 2025.
- Drivers' police verification to be completed before 1 June 2025.
- Workshop on Safe Driving on 5 June 2025.

Remarks: The Principal appreciated the proactive steps for ensuring student safety. Meeting concluded at 12:10 PM.

Principal

SABA CONVENT SCHOOL
Bhataura, Sathiaon, Azamgarh



Ref. No.

Date: 02/04/2025

EXAMINATION COMMITTEE REPORT

SABA CONVENT SCHOOL Bhataura, Sathiaon, Azamgarh

Meeting No. 1

Date: 12 April 2025

Time: 11:00 AM

Venue: Conference Hall

Members Present:

- Principal – Umme Ameena
- Coordinator – Anand Pandey
- Examination In-charge – Ankit kumar Gautam
- Senior Teachers – Hera Mumtaz and Fauziya Ambreen
- Class Teachers – Ruma Singh, Manisha Shrivastava, Deepali Singh, Saba Sameem, Salman Ahmad khan, Akhlaque Ahmad Ansari, Hera Mumtaz, Anand Kumar, Pandey

Agenda:

1. Planning of SA-1 examination schedule.
2. Discussion on paper pattern as per CBSE & NEP-2020.
3. Distribution of subject-wise responsibilities.
4. Instructions regarding question paper preparation.
5. Any other matter with the permission of the Chair person.

Minutes of Meeting:

The committee planned the SA-1 examination schedule and discussed the updated CBSE competency-based paper pattern. Teachers were instructed to prepare question papers as per syllabus and class level. Moderation of papers was finalized.

Resolutions:

SA-1 examination timetable approved.
CBSE competency-based paper pattern to be followed.
Moderation of question papers made compulsory.
Examination duties to be circulated in advance.

Remarks: Meeting concluded at 12:15 PM.

Principal

SABA CONVENT SCHOOL
Bhataura, Sathiaon, Azamgarh



Ref. No. _____

Date: 02/02/2026

DISCIPLINE COMMITTEE REPORT SABA CONVENT SCHOOL Bhataura, Sathiaon, Azamgarh

Meeting No. 1

Date: 12 April 2025

Time: 11:00 AM

Venue: Conference Hall

Members Present:

- Principal – Umme Ameena
- Coordinator – Anand Pandey
- Discipline In-charge – Salman Ahmad
- Senior Teachers - Hera Mumtaz and Fauziya Ambreen
- Counselor - Garima Sharma
- Student Representative – Anjali Yadav, Sayera Khan, Ifra Shakeel, Sidra Bano, Naba Afzal, Pratik Yadav

Agenda:

1. Formation of Discipline Committee.
2. Discussion on school code of conduct.
3. Student discipline rules and responsibilities.
4. Awareness programme planning.
5. Any other matter with the permission of the Chair Person.

Minutes of Meeting:

The Chairperson explained the importance of discipline in school. The committee discussed the school code of conduct and responsibilities of students and staff. Awareness sessions were planned for students.

Resolutions:

- Discipline Committee officially constituted.
- Code of conduct approved.
- Awareness program to be conducted in classes.
- Class teachers to monitor discipline regularly.

Remarks: Meeting concluded at 12:15 PM.


Principal

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Bhataura, Sathiaon, Azamgarh



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Ref. No.

Date: 02/02/2026

SCHOOL MANAGEMENT COMMITTEE (SMC) MEETING RECORDS

Meeting No. 1

Date: 25 May 2025

Time: 11:00 AM

Venue: Principal's Office

Members of SMC

S.N.	Name	Designation	Mobile No.
1.	Mrs. Zeba Shahin	Chairman	9120780786
2.	Mrs. Sana Parveen	Vice chairman	9450383636
3.	Mr. Afroz Ahmad	Manager	9795025912
4.	Dr. Shahida Jalal	Member of SMC	9839968786
5.	Mr. Shameem Akhtar	Member of SMC	8726564000
6.	Mr. Mahendra Singh	Member of SMC	7905499759
7.	Mrs. Umme Ameena	Principal	8840280189
8.	Mr. Rishi Kr. Singh	Other school principal	7570803445
9.	Mrs. Jyoti Richariya	Other school principal	8827610580
10.	Miss. Hera Mumtaz	Teacher representative	8303475948
11.	Mr. Akhlaque Ahmad Ansari	Teacher representative	6394812221
12.	Mr. Ansar Nyazi	Other school teacher	9140504140
13.	Miss. Sagufa Naz	Other school teacher	9838124690
14.	Mrs. Saima Bano	Parent representative	7007579174
15.	Mrs. Nusrat Bano	Parent representative	979502591
16.	Gufran Ahmad	Member of SMC	9792628696
17.	Shahid Jamal	Member of SMC	8960464660
18.	Sufiya Khatoon	Member of SMC	8601181896
19.	Abida Khatoon	Member of SMC	6393920239
20.	Syed Wajihul Haque	Member of SMC	9118220786
21.	Syed Razaul Haque	Member of SMC	7007052284

Agenda

1. Formal commencement of the academic session 2025-26 and review of school readiness.
2. Allocation of duties, time-table finalisation, and academic targets.
3. Attendance monitoring system and communication with parents.
4. Planning of remedial/enrichment classes for low-performing students.

Umme Ameena
Principal
SABA CONVENT SCHOOL
Sahibganj, Sathiaon, Azamgarh



Ref. No.

Date: 02/06/2026

5. Review of infrastructural repairs and maintenance.
6. Proposal for teacher capacity-building workshops.
7. Discussion on safety, hygiene, and disaster-management preparedness.
8. Any other point with the permission of the Chair.

Minutes of Meeting

The Chairperson welcomed all members and briefed them on the vision, mission, and yearly goals of the institution. The Principal appreciated the timely reopening of school after annual maintenance and highlighted the need for structured planning.

The academic calendar for 2025-26 was presented. Subject-wise distribution of syllabus, assignment pattern, and monthly assessments were approved unanimously. Teachers were directed to maintain digital records of lesson plans and continuous assessment through the ERP portal.

It was resolved that a Student Attendance Monitoring Cell would be formed under the Vice-Principal. Parents of students with less than 80% attendance will be contacted weekly, and monthly attendance analysis reports will be reviewed in every staff meeting.

The SMC approved remedial and enrichment classes to be conducted for Classes VI to VIII during summer vacation, focusing on Mathematics, Science, and English. The management assured extra honorarium for teachers involved.

Under infrastructure discussion, the committee reviewed ongoing renovation work—painting of classrooms, installation of ceiling fans, and upgrading of washrooms. The management representative assured that the work would be completed before 10 June 2025.

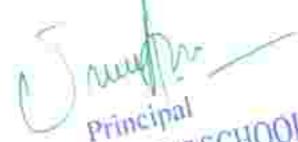
A proposal for organizing teacher orientation and capacity-building workshops in collaboration with CBSE COE Chandigarh was approved.

The committee also reviewed the school safety audit, fire extinguishers, first-aid boxes, and CCTV coverage. The Principal instructed the estate officer to update the disaster-management plan by 30 May.

Resolution: All agenda points were approved unanimously.

Follow-Up: Review of progress to be taken in the next SMC meeting.

Meeting concluded at 12:45 PM with a vote of thanks to the Chair.


Principal
SABA CONVENT SCHOOL
Bhataura, Sathiaon, Azamgarh