

Team Gurukul

Minutes

30.05.2020

Members present

Dr. Anupam Nagar

Ms. Ira Sheel

Ms. Ranjana Majithia

Ms. Pragna Gajjar

Shri Anand Popatiya

In a meeting with the above members today at 9.30 am, the following points were discussed:

- (i) **Tree Plantation at AKG-Residential:** The members felt that **existing open spaces** were required to be kept as it is. Hence only additional **plantation of flowers** could be done all along the **side walls** (close to the stairs). And the garden in front of Didiji's bungalow could be developed taking Rajbirji's inputs.
- (ii) **Learning Centre cum Ayurvedic Garden (Left of Didiji's Bungalow):** The members felt that we should cement the entire area and have circles/cemented blocks for teachers to sit around the two big trees. And all around the boundary wall to have Ayurvedic plantations. Shri Anandbhai would give us a budget for the same.
- (iii) **Sports Area (Right of Didiji's Bungalow):** The Members felt that the multi-purpose sports-ground should be **repaired** at the moment as **Cow-dung-sports court was not advisable in the open**. It involves a cost of 2. to 2.5 lacs with a recurring expenditure of 25,000/- approximately. Shri Anandji would give us the repairing estimate in two to three days time.
- (iv) **Sports Ground (Behind Saraswati mandir):** All the members agreed that the construction waste lying in old NCC playground area, the Old Administrative section and the Area behind Saraswati Mandir could be used for raising the level and converting the area into a proper **Sports ground**. It was also felt that we should raise the height of the attached Smruti Mandir wall with fencing for security purposes.
- (v) **Recharge Pits:** There are **three** recharge pits in AKG near the Sports Area. One is functional and the other two need to be redone. Pragnaben would be submitting an estimate asap.
- (vi) **Cleaning of Roof-tops of all buildings:** It was decided that Pragnaben would coordinate the cleaning of all roof-tops. An estimate for labour work would be submitted asap.

Team AKGurukul-Accounts

Minutes

01.06.2020

Members present

Dr. Anupam Nagar

Girish Padiyar

Harsad Pandya

Mayur

Meet Lakhani

Sumit Pankhaniya

In a meeting with the above members today at 3.30 Pm, the following points were discussed:

- (i) Timings of the Trust office would be from 9.00 to 1.00 pm and 3.00 to 6.00 pm.
- (ii) Musters of Trust office and Admin staff would be at the Provost/Director's office.
All regular employees must Sign at both points - In-Time and Out-time. (8.00 to 12.30 and 2.00 to 6.00)
- (iii) Online-payment through consolidated cheques to be made for all the salaried employees of the Trust & Schools w.e.f. 01/06/2020.
- (iv) Tasks of the Employees:
 - a. Girish Padiyar: Fee Receipt & Accounts
 - b. Harsad Pandya: Parents Pocket-Money; Bus-licence/Registration/Insurance; Trust Deed/Land; Dispensary
 - c. Mayur: Fee collection (AKG-SVM 1 & 2); Student Master (e-portfolio)
 - d. Meet Lakhani: Tally Entry & Filing docs.
 - e. Sumit: Accounts/Finance; TDDS/PF/PT; Final Audit; Bank reconciliation
- (v) Proper **work-order** to be issued as per the directions/guidance of our Finance Head Shri Yogeshkumar Shah
- (vi) To identify the responsibility, Initials of the concerned section officer, HoD & Trust office staff, for **verification** are to be taken before putting-up the matter to the Provost/Director of Gurukul Campus.

**PROVOST/DIRECTOR
GURUKUL CAMPUS
ARYA KANYA VIDYALAYA TRUST PORBANDAR**

Team AKGurukul-Accounts

Minutes

03.06.2020

Members present

Dr. Anupam Nagar

Pragna Gajjar

In a meeting with Admin Head Ms. Pragna Gajjar, the following points were discussed:

1. To observe protocol and not post photographs without the consent of the Director.
2. To have a muster to record the 'In' & 'Out' time of Pragna Gajjar, Arti Bhatt, Ramaba and Shivlal Gajjar. And as a rule that all employees of Gurukul campus should have a fixed point of arrival and departure.
3. To give priority to tasks as suggested by Smarter Dharma. Of which the **connecting of pipelines to the underground tanks/well is a top-priority.** Accordingly work has commenced today (AKG-Wing-A) and Manoj would with the help of three persons complete the water-proofing work by this week-end.
4. To revive 06 recharge pits (03-AKG & 03-SVM) and make one towards the entry point of Gurukul beside Didi's Library. Accordingly @90/feet recharge/boring tasks has been allotted to Laxmanbhai who would initiate the work in a couple of days.
5. To fix the gaps/holes in the boundary wall on the left-hand side Gurukul gate.
6. To identify the quantity for the control-water-valve for basins @45/piece in AKG.
7. To check whether the washrooms at the back-side of AKG need renovation or not.
8. To go in for the Indian style seats and bucket/mug for the washrooms.
9. To have plantations in the open area where washrooms have been demolished in AKG.
10. To explore the possibility of preparing flower plantation beds along the side-walls of AKG with kota stones.
11. To identify alternative make-shift offices for Pragnaben & Ramaba and the Trust Office (during renovation period)

PROVOST/DIRECTOR
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Team AKGurukul-Admin

Minutes: Work Distribution

04.06.2020

The following is the work-distribution table of the two section officers of the
Arya Kanya Vidyalaya Trust

Sl. No.	Mukul Gandhi	Amit Bhatt
1	Day-to-day follow up of Smarter Dharma emails	Day-to-day checking of Musters of all sections of Gurukul campus
2	Day-to-day follow up of the Hearth Advisors emails	Filing & Record-keeping
3	Preparation of QR codes for all employees of AKG/SVM for digital attendance purposes	Correspondence
4	Planning networking & installation of CCTVs on strategic locations of Gurukul Campus	Verification & checking of all types of bills & salary-statements
5	Preparation of future plans for Gurukul campus	Coordination with Admin staff of all Units to percolate information
6	Execution of every instruction of the Trustees in letter & spirit	Execution of every instruction of the Trustees in letter & spirit

**PROVOST/DIRECTOR
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ARYA KANYA VIDYALAYA TRUST PORBANDAR**

Tree Plantation correspondence

Suggestions for AKG:

Dear Falguni

Without a tree survey we can't really issue a proper design drawing. We can only issue tentative instructions.

You can plant
Indian Almond
Indian laburnum
Neem.

All should be planted alternatively making sure they are 20 feet apart from each other and from any existing trees.

My advice is to stick to the existing rhythm of planting and then align the second row to the first.

Regards

Channa

Team AKGurukul-Admin

Minutes: Online-meeting with Hols

05.06.2020: 9.00 a.m.

Members present

Dr. Anupam Nagar

Ms. Ira Sheel

Dr. Ranjana Majithia

Ms. Mukti Vyas

1. To strictly adhere to the protocols as defined in the AKG – Organization chart.
2. The points-of-contact for monitoring/executing of tasks in their respective premises would be-(a) AKG-GM-Dr. Ranajana Majithia and (b) AKG-EM- Ms. Ira Sheel.
3. To prepare institutional ppt. for marketing purposes & annual gatherings.
4. To prepare **whatsapp groups** for staff-meetings. For e.g., Team-AKG-GM-Staff 2020, Team-AKG-EM-Staff 2020 for effective communication and online meetings on various platforms.
5. To utilize the Audio-visual facilities in AKG for preparation of e-content/marketing videos etc. for uploading on our AKG-Institutional youtube channels.
6. To have common Music & Dance classes at the **Centre of Performing Arts & Saraswati Mandir** with a minimal fee structure.
7. All Hols have been requested to ensure their/or their representative's availability in their premises till 6.00 p.m. to effectively follow up the academic/administrative tasks on a day-to-day basis.
8. To create common facilities for Music/Yoga/Craft classes at SVM & EM.
9. To submit I.T. requirements for the Principal's office asap.

Team AKGurukul-Admin

Minutes with Chief Rector Artiben Bhatt

05.06.2020: 11.00 a.m.

Members present

Dr. Anupam Nagar

Arti Bhatt

Nilima (on phone)

In a meeting with Chief Rector **Ms. Arti Bhatt** the following points were discussed:

- (i) To ensure proper cleaning & maintenance of the Kitchen area and work methodically towards implementing the **Nutritional guidelines** prepared by the advisors.
- (ii) To move towards making Didiji's Bungalow into a **Centre of Performing Arts**. Accordingly all instruments to be carefully placed for display and use every evening.
- (iii) To shift the newly constructed sports room to one of the rooms on the right-side side of Saraswati Mandir for proximity to the Sports area.
- (iv) To shift the materials on the first floor of AKG to the newly constructed store-room as Ranjana Madam requires three more classes.

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Kind attention:

All honourable Trustees

Requirements-

Administrative

1. To shift Ramaba's residence to the AKG-Kitchen section.
2. To have an office for Pragna Gajjar for coordinating Music & Dance classes at the **Centre of Performing Arts**.
3. To renovate one of the quarters and shift **Ira Sheel**, Principal, AKG-EM to Gurukul campus asap.
4. To have **Identity Cards** for all the students of Gurukul schools.
5. To have a **policy** on the non-payment of fees for Teachers' wards.
6. To address the **termite issue** on almost all buildings of Gurukul campus asap.

Academic:

7. To create a youtube channel – **Team Arya Kanya Gurukul-Porbandar** to register our digital presence through e-content development.
8. To form whatsappgroups titled as **Team-AKG-GM-Pbr** and **Team-AKG-EM-Pbr** for effective communication.
9. To have a **dress-code** for ladies & gents staff members (Ladies: Saree or Salvar-kurta with dupatta & sandals without heels; Gents: Pants & Shirt with boots – No jeans) w.e.f 01.07.2020
10. To submit a report of **online classes** held by the schools from 01.04.2020 to 31.05.2020.

Technical:

11. To install **CCTV** at strategic points (16) on the campus for effective security monitoring.
12. To install RFID – **Automated Attendance Machine** at the entry point of Bokhira gate. The device has a capacity of scanning 3 to 4000 people. Once the data is fed the presence of all staff & students on the campus would be recorded automatically.

Team AKGurukul-College

Minutes: Meeting with HoDs

11.06.2020: 10.00 a.m.

Members present

Dr. Anupam Nagar

Prof. Rohiniba Jadeja

Dr. Ketki N Pandya

Dr. Shanti Modhvadiya

Dr. Sharmistha Patel

Dr. Bharatsinh Dodia

Ms. Nandita Ghediya

Shri Nilesh Karavadra

Amit Bhatt (Registrar, AKG)

Dhaval Rajyaguru (IT-Admin-AKG)

Urvi Modha

Ami Padiyar

In a meeting with all the above members the following points were discussed:

1. To initiate online classes as per University circular of 09.06.2020.
2. To have an online general session for Arts faculty on 19.06.2020.
3. To have an online general session for Commerce faculty on 20.06.2020.
4. To have 04 online periods with a break of 10 minutes every day.
5. To follow-up the safety guidelines for the University exams commencing from 25.06.2020. Prof. Rohiniba Jadeja would facilitate the requirements of masks, sanitizers and gloves for the exam staff.
6. To counsel students for online payment of fees for Sem 03 & Sem 05.

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Team AKGurukul-College
Minutes: Meeting with HoDs
09.07.2020: 3.00 p.m.

Members present

Dr. Anupam Nagar
Principal Dr Ranjana Majithia-AKG-GM
Principal Ms. Ira Sheel-AKG-EM
Chief Rector Ms. Arti Bhatt
Kitchen Warden Ms. Ramila Popat
Joint Director Shri Darshan Sheth
Registrar Shri Amit Bhatt

In a meeting with all the above members the following points were discussed:

1. The timings for *Sandhya Havan* would be from 8.00 to 8.45 a.m. and Yoga from 9.00 to 9.45 a.m. from 13.07.2020 onwards.
2. Requirements for *Sandhya Havan* & Accessories for *Yoga* to be coordinated by Artiben.
3. Dilipbhai (Senior Teacher at AKG-GM) to lead the *Sandhya havan* sessions at Prarthana Mandir.
4. To play music during Yoga sessions at Sarawati mandir (as suggested and chosen by Juhi madam).
5. To have a Movement Register at all units to track the movement of those who leave the institution during school hours for official work.
6. To introduce Meals contract system at AKG-*Bhojnalaya* as & when the students report back.
7. Ms. Ramila Popat to effectively supervise/monitor/check the quality of food periodically with the Food & Nutrition committee.
8. To discontinue the 'Thali' practice for four persons at AKG and substitute it with a fixed monthly salary as per category.
9. To consider increasing the *Dobhi* charges for cleaning & ironing from Rs. 1/- to Rs. 5/- for a pair of clothes.
10. To introduce a common policy of leave rules for all the HoDs & employees of AKG w.e.f 01/07/2020.

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Team AKGurukul-College

Minutes: Meeting with Horticulturist

23.07.2020: 7.00 p.m.

Members present

Dr. Anupam Nagar

Joint Director Shri Darshan Sheth

Shri Rajendra Kothari

In a meeting with all the above members the following points were discussed:

1. Land preparation for plantation of Moong and Arhar/Tuer dal after Janamastami.
2. Land preparation for plantation of green fodder (on account of crop failure in the month of July due to heavy rains)
3. To develop a long term plan for plantation of Coconut (Dwarf variety) and Chiku (Cricket ball/Kali patti) @Rajvadi.
4. To initiate repairs of channels @Rajvadi in the month of September.
5. To explore allotting a specific land area of Rajvadi on contract to meet the losses being incurred @Rajvadi.
6. To examine the possibility of hiring a "Guala" for grazing cows on contract basis to meet the expenses of green fodder which comes to over 30000/- month.
7. To explore the possibility of developing a Dairy farm @Rajvadi and working towards preparing a five-year plan detailing the cost involved for preparing a Cattle-shed; a water-tank; requisite infrastructure etc.

24.07.2020

1. In a separate meeting with Sanah Dewan (**The Hearth Advisors**) @4.05 pm the above points regarding Rajvadi were shared with her as per the instructions given to her by Shri Shashank Vira (**The Hearth Advisors**).
2. In addition Sanah suggested working towards developing a curriculum for integrating learning @Rajvadi.

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