The annual teacher resource centre management committee meeting (TRCMCM) of Rangjung Teacher Resource Centre was conducted on 28th October 2014. The meeting was actually scheduled to be conducted towards the end of September, but due to certain unavoidable circumstances it was conducted on 28th October 2014. The meeting was conducted in the Rangjung Teacher Resource Centre itself. The meeting was represented by the ten cluster school’s principals including host school principal under Rangjung TRC and TRC Coordinator. The meeting was also cheered by the senior DEO, Dzongkhag Administration of Trashigang. The meeting started with the discussion upon following agendas:

1. Review on 2013 TRCMCM
2. Information dissemination on new TRC plan and policies
3. Plan TRCBIP for 2015
4. Updating Teacher skills profile
5. Presentation of TRC website
6. Arrival of new TRC items
7. Budget proposal
8. Internal auditing
9. Miscellaneous

1. **Reviewed the annual TRCMCM resolution of 2013:**
   TRC, Coordinator started the session by briefly viewing on annual resolution of TRCMCM 2013. The coordinator shared some of the resolution of annual TRCMCM 2013 which could not be achieved and the coordinator also shared some of the resolution which could be successfully conducted by Rangjung TRC in the academic year 2014.

2. **Information dissemination on new TRC plan and policies:**
   The TRC Head (Kesang Wangchuk, principal RLSS), shared to the floor regarding new TRC plans and policies as he attended the two days TRC host school principals workshop at Paro in July 2014. He shared information’s on new TRC vision, mission and mandates. He also shared new TRC established and here after TRC being under HR division not under DCRD.

3. **Review on TRC activities carried out for a academic year 2014**
   I. Performance Appraisal System(PAS) conducted by Mr. Kuenzang Choeda, Principal of Chaling PS
   II. Dzongkha Language and Literature facilitated by Mr. Samdrup Tshering, Teacher of Rangjung LSS.
4. Discussed cluster schools profile under Rangjung TRC:

- As per the annual TRCMCM resolution of 2013, the coordinator presented how data base school profile information of cluster schools under Rangjung TRC is maintained. Coordinator also showed few example of cluster school profile to the floor.

- The floor also resolved to submit respective cluster school information to be embedded in cluster school profile as soon as possible by respective cluster school principal. The floor agreed to submit following status of cluster school to the TRC coordinator:
  1. Brief history of school with school photo
  2. Student status in the school
  3. Teachers status in the school

4. Discussed on TRCBIP for 2015:

During the meeting it came to notice that some of the Teacher Resource Centre Based In-service Program (TRCBIP) resolved to be conducted during annual resolution of TRCMCM of previous year not being able to conduct due to various unavoidable circumstances. So hereafter the floor decided not to mention specific TRCBIP to be conducted in next academic year as all mentioned TRCBIP are not able to conduct successfully by the centre. Floor rather kept TRCBIP for next year to be conducted as per the conveniences of the centre and the needs of cluster schools. The centre agreed to conduct any TRCBIP only after consulting with cluster school principals.

5. Action research discussion and resolution:

During the meeting, discussion on action research became one of the top priorities where all the cluster schools under Rangjung TRC gave importance on action research. The TRC head also recapped one of the TRCBIP conducted in 2013 on action research by two lecturers from Sherubtse College for all the principals of cluster school under Rangjung TRC and some teachers of Rangjung LSS. The participants shared different ideas on doing action research.

Mr. Tashi Namgyel, principal of RAHSS shared some of action research work done in his school by some teachers. He agreed to provide his all support to teachers and principals of cluster school under Rangjung TRC in doing the action research. He also agreed to provide one sample of action research work done by the teachers of his school to the coordinator of TRC.

The meeting resolved that the coordinator will upload action research sample on TRC website which can be viewed by teachers and principals of cluster schools.

The meeting resolved that each cluster school under Rangjung TRC will present one simple action research work done in their respective school during the annual TRCMCM in the month of October 2015.
6. Discussed on teacher skills profile:
The coordinator presented brief presentation on maintaining of teacher skills profile by the centre. Coordinator showed information to be filled up by the teachers in teacher skills profile and also shared to the floor that teacher skills profile being uploaded on TRC website. The meeting resolved that each year respective cluster school will submit updated status of teacher skills profile to the coordinator via email.

7. Presentation of TRC website
The coordinator displayed the web page of TRC Rangjung to the participants. The coordinator displayed the home page and shared all the information that can be obtained by the viewers. Coordinator also shared all the plans, activities conducted, news, notice etc being uploaded on the website. The floor agreed to view TRC website hereafter to keep in touch with information of TRC Rangjung. The coordinator also displayed TRC web URL www.trcrangjung.edu.bt. Mr. Tashi Namgyel(principal RAHSS), also shared the advantages of having and using web site as his school having their own website. Other principals also found good usage of having website and shared of designing website for their school in the future.

8. Arrival of new TRC items
The coordinator also shared with the participants that the new TRC stationeries, equipments and computers received by the centre recently which was funded by helvetas. The coordinator displayed 21 new items being received by the centre. The meeting resolved that the centre will provide more opportunities of availing the facilities by cluster schools like lending of LCD Projector, papers, laminating T/L materials. The floor agreed to return the item borrowed from the TRC on time without any damages.

9. Discussion on budget proposal:
The coordinator presented the approved budget proposal for financial year 2014-2015 to the floor. The coordinator also shared how the budget is being used by the centre. The floor decided to propose budget for next financial year (2015-2016) as below for running TRC smoothly.

<table>
<thead>
<tr>
<th>Budget code</th>
<th>Proposed budget</th>
<th>Justifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.01(utilities-telephone,</td>
<td>Nu, 20,000/-</td>
<td>• To pay for telephone bills as coordinator have to contact all the cluster</td>
</tr>
<tr>
<td>telefax, internet)</td>
<td></td>
<td>school principals for conducting any TRC activities and TRC official work</td>
</tr>
<tr>
<td></td>
<td></td>
<td>for whole year.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• To pay for internet bills to keep update information of TRC on TRC website.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• To pay for web hoisting charges</td>
</tr>
<tr>
<td>12.02(utilities-Telegram,</td>
<td>Nu. 10,000/-</td>
<td>TRC coordinator to take action for doing TRC works for whole year.</td>
</tr>
<tr>
<td>wireless transmission, postage</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
14.01 (office supplies, printing and publications) Nu. 60,000/- TRC Coordinator to take action for whole year and to keep TRC running smoothly.

15.05 (maintenance of property equipment) Nu. 40,000/- To do maintenance of old TRC equipments and property at reasonable cost by avoiding new purchase.

17.08 (Op. Exp- in country meetings and celebrations) Nu. 40,000/- Many professional development activities to be conducted & meeting to be carried out for proving professional support to teachers and principals of cluster schools under Rangjung TRC. The approved budget of previous year is not all sufficient.

Research work Nu 50,000/- Through TRC, each cluster schools will do one action research work in the school and present in next annual TRCMCM. Whole Budget for research will be allocated as below:

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Where</th>
<th>Amt(nu)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Printing and publications</td>
<td>15,000</td>
</tr>
<tr>
<td>2.</td>
<td>Lunch</td>
<td>5,000</td>
</tr>
<tr>
<td>3.</td>
<td>Payment of TA/DA</td>
<td>20,000</td>
</tr>
<tr>
<td>4.</td>
<td>Other expense</td>
<td>10,000</td>
</tr>
</tbody>
</table>

10. **Internal auditing:**

The coordinator presented records of all the equipments received by the centre, budget status, equipments lending records and other fund collected by TRC through printing and lamination to the floor and internal auditing was done by the following members:

I. Mr. Tashi Namgyel, Principal of Rangjung HSS
II. Mr. Kinzang Dukpa, Principal of Saling PS
III. Mr. Rinzin Wangdi, Principal of Changmey PS
IV. Mr. Kesang Wangchuk, Principal Rangjung LSS
11. Miscellaneous:
Besides the discussion and resolution on above agendas, the floor agreed to have common email address for TRC Rangjung. The idea was presented by the coordinator to have common TRC email and password where by all the cluster school principals can share and view the ideas and information among all cluster schools under the centre. The floor resolved to send any information to the centre through common TRC email hereafter. The floor agreed with common email ID as rangjungtrc@gmail.com and password as trcrangjung123. The floor agreed to keep password confidential among principals of cluster schools only.

Karma zangpo
TRC Coordinator.