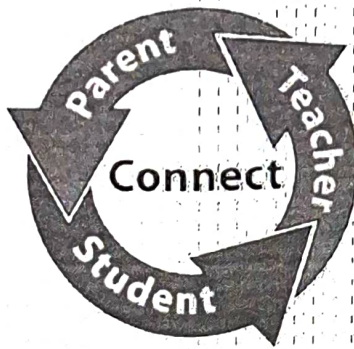


PARENT TEACHER'S ASSOCIATION



The school announces its initiative to form a Parent Teacher Association, which is an educational, non-political and non-commercial body. The PTA is to help enrich the school environment and provide the stake holders with the required support. It is devoted to the following aims and objectives:

OBJECTIVES

- To advance the education and all-round development of the students by strengthening relationships between teachers, parents and others associated with the School.
- To promote welfare of the school students.
- To create necessary consciousness among the parents as well as stimulate their interest in the education of their children.
- To make for a healthy and sympathetic understanding of the education policies and programs of the school and thus influence to create a suitable environment for implementation of the same.



CONSTITUTION OF PTA

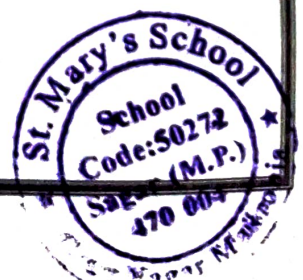
- Parent of the students upto grade 12, are eligible to become the members of the PTA.
- The Managing Committee of the PTA will be formed as far as practicable within a period of 2 (two) weeks from the date of formation of the PTA.
- The management of the association is vested in the Executive Committee / Governing Body which consists of the Chairman/President, Vice President, Secretary, Joint Secretary and other representatives. Besides the Principal, Headmistress who will be the Ex Officio, Chairman, President and Secretary respectively of PTA, all the other posts are filled by drawing a lot. The description of the various posts are as follows -

President/Chairman	-Principal/Head Master
Vice President/V Chairman	-One from Parent
Secretary	-One from Teachers
Joint Secretary (2) Member	-Both amongst Parents - One Parent and One Teacher from every standard (They are also called Grade Representatives or Class Representatives)

- Membership to Managing Committee is for 1 year only. Please note that you can become the member of PTA Managing Committee only once in 3 years.

ROLES AND RESPONSIBILITY OF THE PTA:

The PTA Managing Committee partakes in assisting the school in planning co-curricular activities and co-operates and assists with such other activities of the school. To see that the syllabus is completed as planned. The Committee will adhere to the minutes of the meetings held. The Committee will assist the school in other such issues including ensuring that parents follow the proper code of conduct during visits.



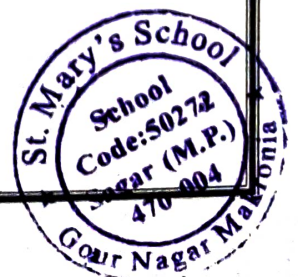
MEMBERS SHALL BE IMMEDIATELY TERMINATED ON THE FOLLOWING GROUNDS:

- If a member is found acting prejudicially to the interest and working of the School and/or towards other members. Sufficient opportunity will be given to the member to submit an explanation. Final decision will be made by the School.
- Any office holder of the association who goes into or intends to or is invited to or elected into partisan politics shall resign his PTA post or be requested to resign and vacate his post. Under no circumstances shall anyone involve the association into partisan politics.
- If a member's child/children leave(s) the school.
- If a member's employment at school is terminated.

CODE OF CONDUCT:

All communications will be as per the communication policy mentioned in the communication section.

- ❖ All PTA meetings will be held at the school.
- ❖ No meeting will be held under the auspices of PTA outside the school or in a public place without the approval of the School Management.
- ❖ The name of the PTA and the names of any members, in their official capacities, shall not be used by any member in connection with any commercial concern or for purpose not related to promotion of the objectives of the PTA.
- ❖ No PTA member will communicate with any outside organization or persons in their official capacities without expressed permission of the School Management or a resolution of the PTA Management Committee.
- ❖ The PTA is not expected to contravene policies or decisions of the School Management.
- ❖ At no times will any aggressive behavior, abusive language or character assaults be permitted. In the event that such practices are indulged in, the PTA Management Committee member will not be permitted to attend any further PTA meetings.

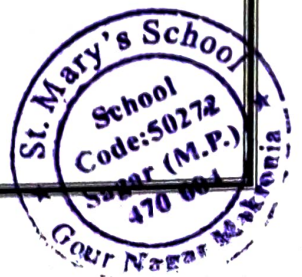


- ❖ The PTA is not a platform for personal advancement or as a means to score favours with the Management & Teachers.
- ❖ No special treatment shall be meted out to any Executive Committee member. Members follow ALL the rules and observe ALL the regulations laid down by the school and listed in the school Handbook, as well as those implied tacitly or explicitly by the school authorities-such as entry into the school, timings for meeting Teachers, Coordinators, Principal, Director, Trustees etc. Parents should be modestly and appropriately attired at all times in the school.
- ❖ No access to the Mailing List can be had under any pretext.
- ❖ If any classes are taught or workshops are conducted by members, then it is done purely on voluntarily basis with no monetary or other remuneration expected.
- ❖ It is mandatory for all the PTA members to attend all the meetings. If any of the PTA members remains absent for 2 consecutive meetings, his/her candidature as the PTA member will stand cancelled immediately & the position will be given to the next member in order.

If an elected parent resigns in writing to SCHOOL due to his or her children leaving the school or are terminated, then a new member will be selected. OR Any vacancy occurring in the executive committee of the association may be filled by a special meeting provided that the chairman on the advice of the executive members may appoint any member to fill such a vacant post until a substantive holder is elected.

PTA MEETINGS:

- ❖ PTA Meetings will be held every alternate month or as and when required.
- ❖ Prior notice period of 1(one)week for the meeting will be given to all members via official PTA mail Ids followed by an SMS.
- ❖ Any point that is not on the agenda will not be discussed during the meeting.



CHANGE IN RULES AND REGULATIONS OF THE EXECUTIVE COMMITTEE :

- Rules and regulations / roles and responsibilities will be constantly evolving and subject to review and changes based on the changing needs of Children, Parent, The School and the Teachers.
- Any changes in the Rules and Regulations must be first approved and the committee's meeting and thereafter at a General Body Meeting provided that previous notice was given in writing and sent to all the members. Those present for the said meeting can approve of the said changes by a simple majority, subject to the Chairman's casting vote, in the event of any disagreement.

DISSOLUTION OF PTA

The PTA will be automatically dissolved at the end of the Academic Year.

POLICY REVIEW

This policy will be reviewed annually by the Management Committee and updated as necessary, particularly in the light of new advice from Government agencies and experts in the field.





ST. MARY'S SCHOOL

GOURNAGAR, MAKRONIA, SAGAR M.P.

COMPOSITION OF PARENT TEACHER ASSOCIATION

SESSION : 2026-27

S. NO.	NAME	POSITION	MOBILE NUMBER
1.	Mrs. Sijimol Jose	PRESIDENT/CHAIRMAN	9131684673
2.	Mr. Devendra Hazari	VICE CHAIRMAN	7223849493
3.	Mrs. Ekta William Mathews	SECRETARY	9755050896
4.	Mr. Santosh Shrivastava	JOINT SECRETARY-PARENT	9098739151
5.	Mrs. Smriti Bishwas	JOINT SECRETARY-TEACHER	8839141523
6.	Mrs. Pratibha Vishwakarma	TEACHER MEMBER	8770516104
7.	Mrs. Sushma Patel	TEACHER MEMBER	9009143580
8.	Mrs. Pooja Jain	TEACHER MEMBER	9131914598
9.	Mr. Neeraj Vishwakarma	PARENT MEMBER	9981688379
10.	Mr. Majeed Irfan Hashmi	PARENTMEMBER	9300826399
11.	Mr. Braj Kishore Rai	PARENT MEMBER	9300659276
12.	Mrs. Vidya Vishwakarma	PARENT MEMBER	8982882714
13.	Mr. Prem Ashish	PARENT MEMBER	9713737011
14.	Mrs. Purnima Singh	PARENT MEMBER	7987608663
15.	Mr. Evener Solu	PARENT MEMBER	9993792191

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