

## **GUIDELINES FOR THE PARENTS TEACHERS ASSOCIATION EXECUTIVE COMMITTEE**

- 1] Duties of Parents Teachers Association Executive Committee are as under:
  - To see that the portion must be completed as per planning.
  - To suggest necessary and suitable measures for the students who are weak in the study.
  - To assist to the schools for planning portion supplementary to the study.
  - Approving co-curricular activities.
  - Getting information regarding fees going to charged in respect of Educational Fees of the School, Semester Fees and Co-curricular activities to submit their say before Representative Members of Parents Teachers Association Executive Committee.
- 2] **FIXATION OF THE EDUCATIONAL FEES OF THE SCHOOL as per the State Government norms.**

The Fee fixation process is strictly followed as per the provisions of “The Fees Regulation Act, 2011 as amended in 2015”.

  - The Management of the school proposes fee structure before the PTA Executive Committee formed as per Fee Regulation Act.
  - Once the proposal of Fee revision is approved, Resolution is passed for the approving fee structure for next two (2) academic years. If any other new proposal for academic development is also object of PTA.
- 3] Every parent is a member of PTA and Executive Committee is elected by PTA from amongst them.
- 4] Constitution of the Representative Members for the Parents Teachers Association Executive Committee shall be as under:

Chairman	:	Principal/Headmaster
Vice Chairman	:	One among the Parents
Secretary	:	One among the teachers
Jt. Secretary (2)	:	One among the Parents and one among the teachers.
Member	:	A Teacher of each standard
		A Parent of each division [Parent Members as much as the divisions]
- 5] There will be 50 percent female members in the members of the PTA Executive Committee.
- 6] List of the Representative Members of Parents Teachers Association Executive Committee shall be published/ displayed on the Notice Board of the School.
- 7] Meeting of the Representative Members of the PTA Executive Committee must be called at least once in two months.
- 8] Notice of all the meetings shall be given to all the members in advance by circular along with Agenda.
- 9] Minutes of the Meeting shall be recorded in the Register in handwriting and said register shall be preserved. The minutes will be displayed on the notice board of the school.
- 10] All circulars regarding Parents Teachers Association Executive Committee, Government Resolution, Orders of Hon. High Court, Notices, and names, contact numbers of the Representative members of the PTA Executive Committee, Minutes of the Meetings of the PTA Executive Committee etc. papers shall be published/displayed on the notice board of the schools.