

NARAYANA e-TECHNO SCHOOL

Nagziri, Dewas Road, Ujjain (M.P.)

PTA

(Parents Teachers Associations)

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Formation of PTA (Parents Teachers Associations)

Revised Guide Line for Formation and Functions of Parents Teachers Associations in the Primary/Secondary Schools.

(Vide G.R.No.SSN. 1099/(27-99)/SF-2 Dated. 22-05-2000)

1. Every parent should be a member of the Parents Teacher Association.
2. Fee of Rs. 5.00 (five) and Rs. 1.00(one) respectively to be charged per annum from urban and rural parents.
3. Every recognized primary school of secondary school in the state of Madhya Pradesh whether aided or unaided school from PTA within 30 days from the commencements of new academic year.
4. Executive Committee of PTA should be selected democratically within two weeks from the formation of PTA. Notice of the meeting called for this purpose should be served to all concerning people one week before the meeting day.
5. Education officer/Inspector shall ensure that every Executive Committee of the PTA has been elected democratically.
6. Executive Committee of PTA shall consist of the following :
 - Chairperson – Head Master/Mistress
 - Vice-Chairperson – one from the parents
 - Secretary – one from the teachers
 - Joint Secretary
 - (a) One from parents and
 - (b) One from the students.
- Members
 - (a) One teacher from each division and
 - (b) One parent from each division.
7. Among all the parents members, at least one member should belong to the backward community. Beside 50% parent-member seats should be reserved for women only.
8. List of members of the Executive Committee of PTA should be exhibited on the school notice board.
9. Within 15 days from the formation of PTA and Executive Committee the list of members should be submitted to the Education officer/Inspector.

10. The tenure of the executive committee shall be one year only. After the completion of his tenure of one year no office bearer member (parent or teacher) of the PTA shall hold any office bearing part for the period of 5 years.
11. Meeting of the Executive committee should be held once in a month.
12. Notice of the meeting along with the agenda should be send to every member well in advance.
13. The minutes of the meeting of the PTA should be maintained with the signatures of the members in proceeding which should be preserved as an important school record.
14. School authorities should made available one Suggestion Box for parents to suggest various Co-curricular and other school activities for children. The box should be placed at prominent place.
15. All the circular GRS court Judgments on PTA should be displayed on the notice Board.
16. Duties of the PTA area as follows :
 - (a) To see that the syllabus of all the standards have been completed as per schedule.
 - (b) To plan Suggest and help to take the remedial projects organized for the weak students of the schools.
 - (c) To approve and help to conduct extra-curricular activities in the school.
 - (d) To approve co-curricular activities.
 - (e) To take cognizance of various fee rates in the unaided schools like tuition Fee. Term Fee or any other CO-curricular or extra-curricular activity fee.
17. The main object of the parents Teacher Association is to solve the problems of students of teachers in the school, it is not expected monitoring day to day administration of the school.
18. All the instructions regarding the function of PTA as per directives of the Hon. High Court has been given. Suitable action will be instituted against the Managements of the schools who fail to follow these orders scrupulously.

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LIST OF PTA MEMBER

SR. NO	NAME	GENDER	DESIGNATION	CONTACT NO.
1	Mrs. Usha Kalyani D	Female	Chairperson (Principal)	8962424889
2	Mrs. Neha Sharma	Female	Vice Chairperson (Parent)	9669986606
3	Mr. Vikram Patidar	Male	Secretary (AD)	8770029252
4	Mrs. Rashmi Upadhya	Female	Joint Secretary (Parent)	9993487091
5	Mrs. Sweety Malvi	Female	Parent	9691532680
6	Mrs. Ritu Tejankar	Female	Teacher	7879665685
7	Mrs. Juhi Chavhan	Female	Parent	9399112283
8	Mr. Zaid Ahmed	Male	Teacher	7000558195
9	Mrs. Monica Malviya	Female	Parent	9907398969
10	Mrs. Neelam Pathak	Female	Teacher	7974833179
11	Mrs. Sonali Agrawal	Female	Parent	9988007950
12	Mr. Manas Sharma	Male	Teacher	8269241683
13	Mr. Sandeep Choudhary	Male	Parent	9131541393
14	Mrs. Radhika Ojha	Female	Teacher	8839925915
15	Mrs. Priya Nair	Female	Parent	9111063444
16	Mr. Yuvraj Chatri	Male	Teacher	9098460282
17	Mrs. Rajshree Bansal	Female	Parent	9907225678