

Constitution of Parent Teacher Association in DALIMSS NTPC Tanda

1. NAME :

The association shall be called the Parents' and Teachers' Association, DALIMSS, NTPC Tanda, hereinafter referred to as 'PTA'.

2. OFFICE :

The office of the PTA shall be the DALIMSS, NTPC Tanda.

3. OBJECTIVES :

- a. To promote the welfare of the children at home, in the school and in the Society.
- b. To create a better understanding between parents and teachers and ensure a harmonious relationship between the school, the home and the community.
- c. To work to create better homes with the help of teachers and parents.
- d. To help parents and teachers to adapt themselves to the changing concepts of the society.

4. POLICY :

The PTA will be a purely educational, non commercial, non-sectarian and non-political association and its role will be purely an advisory one in the field of academics only. PTA will not seek to interfere in the administrative matters and policies of the school.

5. FUNCTIONS OF PTA:

To arrange for frequent general meetings where parent teacher consultation are possible in a group as well as individually.

- a. To prepare programme which can increase cooperation between school and parents and can create better mutual understanding between parents and teachers.
- b. To provide various opportunities to parents and teachers to meet on equal footing, and discuss problems of their children.
- c. To arrange for social get-together and programmes of recreation for parents and teachers.

6. MEMBERS & SUBSCRIPTION:

- a. All parents of the children studying in the DALIMSS NTPC Tanda school shall be member of the PTA by paying the amount of Rs 20/- per annum as non-refundable annual subscription. After 1st year the annual subscription will be decided by the next PTA keeping in mind the expenditure incurred for subsequent academic years.
- b. Members of teaching staff of the school shall be de-facto members of the PTA. Their Membership shall be honorary and shall be effective only while they are a member of the school.
- c. Further, among parents only one can be member either mother or father. In the absence of parents, the authorised local guardian can become the member. Only one member shall be allowed irrespective of any member of children of a person studying in the school and annual subscription shall also be payable as one individual member.

7. GUIDELINES AND RULES OF CONDUCT

- a. Members, will at all times, during its deliberation and actions, work with proper conduct and respect to one another and to the School.
- b. Each member must attend general body meetings whenever called, unless a member has a sound reason that will hinder him.
- c. Members will not concern themselves in individual /personal matters.

8. TERMINATION OF MEMBERSHIP OF PTA:

Membership shall be immediately terminated /ceased on the following grounds:

- a. 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.
- b. Any office holder of the PTA 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 PTA into partisan politics.
- c. If a member's child/children leave(s) the school.
- d. If a member's employment at school is terminated.

9. REGISTER OF MEMBERS:

A register showing the name, address and description of members shall be maintained by Secretary at the office of the PTA.

10. MANAGEMENT OF PTA

The management of the PTA shall be vested in the Executive Committee which shall consist of :

No.	Post	No. of Posts	Remarks
A	President	1	ex-officio – Principal of the school
B	Vice President	1	Parent
C	Secretary	1	Parent
D	Joint Secretary	1	Vice Principal /Teacher Member
E	Treasurer	1	Teacher Member
F	Executive Members	6	Parents-3 & Teachers-3
Total		<u>11</u>	

The term of the executive body shall be 01 year. The parent representatives of the Executive body of PTA shall be elected / selected as under:-

10.1 Each class will identify a Class Parent Volunteer (hereinafter referred to as 'CPV') from among the parents of that class in a meeting convened by class teacher of respective class. Thereafter the CPVs will nominate / elect five parents representatives for the Executive committee of the PTA one each from the following cluster of classes:-

- a. *Mont 1, Mont 2, Class 1 and Class 2*
- b. *Class 3, class 4 and Class 5*
- c. *Class 6, Class 7 and Class 8*
- d. *Class 9 and Class 10*
- e. *Class 11 and Class 12*

Out of the above five parents representatives, minimum three (03) will be among the parents of wards of NTPC employees.

10.2 Parents representatives so selected for Executive Committee shall among themselves elect the members for the post of Vice President, Secretary and three Parents Executive members.

10.3 The school Principal, who shall also be ex-officio President of the Executive Committee shall nominate all the five (05) teachers representatives for the Executive Committee of the PTA.

10.4 All the selection / election process of the Executive committee shall be carried out by the Principal of the school.

11. ROLE OF CLASS PARENT VOLUNTEER:

Each class will have a Class parent Volunteer (CPV) chosen as per procedure given in point 10.1 above. Role of CPV will be as following:-

- a. Pass on urgent / important message to parents of the class
- b. Maintain a resource bank of parents with expertise in various fields and motivate parents with skills to participate in class / school related activities or events whenever required
- c. Help to develop harmonious relationship between parents and teachers
- d. Areas in which a CPV can contribute may include
 - Teacher substitution
 - Class project
 - Art
 - Prop making
 - Teaching aids
 - Sports day
 - Cultural programs
 - Awareness campaigns etc.
- e. The selected CPV will have regular interaction with their respective class teacher throughout the academic year. CPV system has been incorporated to benefit the child. It is not a platform to table any grievances or complaints.
- f. Facilitate in the formation of the Executive committee of PTA.

12. FINANCIAL YEAR:

Financial year of the PTA shall be from 1st April to 31st March.

13. POWERS AND DUTIES OF EXECUTIVE COMMITTEE AND OFFICE BEARERS:

- a. The Executive Committee shall look after the general direction, management and transactions of business of the PTA. It shall see that the rule of the PTA are correctly interpreted and shall be responsible for their due observance. It shall have power to decide all questions on which these rules are silent and its decision shall be effective until the next meeting of the General Body.
- b. It shall have power to select delegate/teachers to attend conferences of such PTA, Union or Society in India or abroad to which the PTA is federated or affiliated from the funds generated by PTA.

14. PRESIDENT:

The President shall attend and preside over all meetings of the PTA, preserve due order, sign all minutes of the PTA and keep a watchful eye over the general affairs of the PTA. He /She shall initiate and direct action relating to the general policy of the PTA. He /She shall have power to authorize and expenditure up to rupees one thousand. The President may represent the PTA in important matters.

15. VICE PRESIDENT:

The Vice President shall carry out all the duties in PTA with the President to further the cause of the PTA. Vice President shall have power to authorize and expenditure up to rupees one thousand in emergent cases.

16. SECRETARY:

The Secretary shall supervise and keep a watch over the affairs of the PTA. He shall convene meetings, record minutes and scrutinize the books of accounts of the PTA periodically. He shall have the power to spend up to rupees five hundred without prior sanction of the Executive Committee. He shall be responsible for proper execution of the directions of the Executive Committee. He shall attend to the correspondence. He shall jointly with the Treasurer be responsible for proper maintenance of the books and accounts of the PTA and he will countersign receipts for money and pass bills vouchers for payment.

17. JOINT SECRETARY:

In the absence of the Secretary, Joint Secretary shall act for him and shall perform all such duties assigned to him by the Secretary.

18. TREASURER:

The Treasurer shall have charge of all matters relating to income and expenditure. He shall keep and be responsible for all the books of accounts of the PTA and submit a monthly statement of receipts and disbursements to the Secretary supported by duly passed bills and vouchers. He shall issue Receipts and countersign along with the Secretary vouchers, bills or orders for payment of money as specified in rules. He shall remit to the Bank for credit of the PTA all collections within a week, retaining not more than rupees five hundred in hand, to meet contingent expenditure.

19. FUNDS AND FINANCE:

- a. The general funds of the PTA shall comprise of the donations and subscriptions received from members or otherwise and profit or interest accruing on deposits or investments and receipt of like nature.
- b. The funds of the PTA shall be kept in a Nationalised Bank or Banks as the Executive Committee may think proper, and all collection shall be paid into the credit of PTA by the Treasurer.
- c. The Executive Committee shall be responsible for the protection and proper utilization of the funds, properties and assets of the PTA which shall be duly approved by it and shall be dealt with on its behalf jointly by the Secretary and Treasurer along with any of the office bearers authorised for it.
- d. The Books of accounts of the PTA including the Register of Members shall be open for inspection by any office bearer or Executive Committee member any time during the normal office hours a of the School with the permission of the Secretary obtained beforehand for the purpose.

20. ANNUAL MEETING OF THE PTA:

- a. The annual meeting of all the members of the PTA shall be held within three months from the close of the financial year. At least 7 days notice of the date and place of such meeting shall be given to all members of the PTA and the following business shall be transacted:-
 - i. To adopt the report and audited statement of accounts of the PTA.
 - ii. To transact any other business recommended by the Executive Committee for the consideration.

Note: The decision agenda will be incorporated in the agenda for annual general body Meeting of the PTA.

- b. Presence of 10% of Registered Parent members and 5% of Teacher Members shall jointly form Quorum of the Annual General Body meeting of the PTA. If there be no Quorum within thirty minutes (30 minutes) from the appointed time the meeting may be adjourned, thereafter the business shall be disposed off irrespective of whether there be a quorum or not. A requisition meeting fails if there is no quorum.

21. DISSOLUTION OF THE PTA:

The PTA may be dissolved by a resolution to the effect passed by 80% of the members present at a General Body Meeting specifically called for the purpose and attended by at least 2/3rd of the total strength of the members and the funds, if any, shall be deposited of in the manner as decided by the members.

Office Bearer of Executive Committee of PTA 2018-2019

1. President - Ms. Harshna loomba
2. Vice president - Ms. Kanu garg
3. Secretary - Syed Javed Ahmad
4. Joint secretary - Ms. Soumya Srivastava
5. Treasurer - Mr. Raghvendra Dubey
6. Executive Members Parents-
 1. Mr. R. K. Srivastava
 2. Mr. Mayank Saxena
 3. Mr. Subhash Chandra
7. Executive Members Teachers-
 1. Ms. Sandhya Singh
 2. Mr. Pankaj Mishra
 3. Ms. Syed Tarannum Bano

* The tenure of PTA members will be for the academic session 2018-2019.