



# DON BOSCO SENIOR SECONDARY SCHOOL

Plot No. 8, Sector 42A, Nerul, Navi Mumbai

## FORMATION OF THE PARENT TEACHER ASSOCIATION 2026-27

As per the provisions of section 4(2)(e) of the Maharashtra Educational Institutions (Regulation of Fee), Act, 2011 (Mah VII of 2014) and rule 8(1) of Maharashtra Educational Institutions (Regulation of Fee), Rules 2016, please see directives as stated below:

#### 4. Parent-Teachers Association.

(1) (a) Every private school shall constitute the Parent-Teachers Association.

(b) The Parent-Teachers Association shall be formed by the head of the school within thirty days from the beginning of each academic year. Parent of every student in the school shall be a member of the Parent- Teachers Association and an annual amount of rupees fifty, in case of urban area and rupees twenty, in case of rural area, shall be collected from each member of such Association.

(c) On formation of the Parent-Teachers Association, for giving representation to every Standard, a lottery shall be conducted by drawing a lot of the willing parents of each Standard to constitute the Executive Committee and notice of one week before such lottery shall be given to the members of the Parent-Teachers Association.

(2) (a) The Executive Committee shall consist of, -

(i) Chairperson - Principal

(ii) Vice-Chairperson - One from amongst the parents

(iii) Secretary - One from amongst the teachers

(iv) Two Joint Secretaries [One parent and one teacher]

(v) Member [Minimum one parent from each standard and not more than two parents from each standard subject to maximum of thirteen parents of the school, one teacher from each standard subject to maximum of ten teachers and one representative of school management]

[Provided that, total number of parent members shall always exceed by one than the total teacher members and member who is representative of the school management : Provided further that, in the academic year, if two parents are appointed from any standard on the Executive Committee, as members under sub-clause (v), in such cases, for next one year, not more than one parent shall be appointed from such standard.]



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- (b) Out of the total members in the Executive Committee, there shall be at least one member from the Scheduled Castes, the Scheduled Tribes or Backward Class of citizens to be rotated in the manner prescribed and at least fifty per cent of the members shall be women.
- (c) The list of members of the Executive Committee shall be displayed on the notice board within a period of fifteen days from formation of the Executive Committee and copy thereof shall forthwith be forwarded to the concerned Education Officer.
- (d) The term of the Executive Committee of the Parent-Teachers Association shall be for one academic year and no member of the Executive Committee shall be eligible for drawing a lot by lottery within the period of three years since the formation of the Executive Committee : Provided that, the provisions of sub-clauses (i), (iii) and (v) of clause (a) above regarding condition of three years for selection of teacher member shall not apply to the school having only two teachers.
- (e) The Executive Committee shall meet at least once in three months. The procedure to be followed for conducting the meeting of the Executive Committee shall be such as may be prescribed.
- (f) The Parent-Teachers Association shall have a general meeting at least once before the 15th August of every year. The procedure to be followed for conducting the meeting of the Parent Teachers Association shall be such as may be prescribed. The Parent-Teachers Association shall discharge such duties and perform such functions as may be assigned to it under this Act and as may be prescribed.

## **PREPARED BY SCHOOL ADMINISTRATION**

### **1. DEFINITION & AIM OF THE PTA**

- Parent Teachers Association (PTA) is a non-profit, non-political and non-sectarian organization made up of school staff and parents which work to support the school in a wide variety of ways.
- The function of PTA is not only to help/ support the school in the development of students but also to provide help/support in the improvement and development of the school.



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## 2. DEFINITION OF KEYWORDS

- Association – All Parents, Teachers and employees of Don Bosco Senior Secondary School.
- Members – Any / All individuals who have been accepted and admitted by the Association.

## 3. PREAMBLE

We desire to sustain the promotion and continuity of sound, meaningful and qualitative education along with academic excellence for the students of Don Bosco Senior Secondary School, we, the parents/guardians and teachers of the students hereby jointly and severally agree to constitute ourselves into an organization whose membership shall embrace all parents, guardians and teachers of registered pupils in Don Bosco Senior Secondary School.

## 4. AIMS AND OBJECTIVES

The aims and objectives of the association shall be:

1. To provide a platform for parents, guardians, and teachers of students of Don Bosco Senior Secondary School, Nerul to meet, exchange, deeply analyze issues, make recommendations and effectively pursue the implementation of decisions on matters affecting education/learning.
2. To foster mutual understanding, harmonious relationship and cooperation among parents, guardians, and teachers in the fulfillment of their common aim, the welfare of the school and the pupils/students therein.
3. To make for a healthy understanding of the education policies and programs of the school and thus influence the same to create a suitable climate for reception of the same.

## 5. MEMBERSHIP OF PTA & QUALIFICATION

- Parents/guardians whose children or wards attend school in Don Bosco Senior Secondary School.
- Such participation shall be non – political and non –religious.
- Any person who is a member of the teaching staff of Don Bosco Senior Secondary School.
- For every class / Division one parent and one teacher (As per the number of divisions, Parent members) but leaving a gap of 3 years from previous post held as PTA.
- In the executive committee, 50% shall be women.



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## **6. EXECUTIVE COMMITTEE OF DON BOSCO SENIOR SECONDARY SCHOOL, NERUL**

The formation of Parents- Teacher's Association's Executive Committee would be as under: -

(Office Bearers)

President – Rector

Vice President - Administrator

Chairperson - Principal of the School

Vice-Chairpersons- One from the parent

Secretary - One from amongst the Teachers

Two Joint Secretaries [One parent and one teacher]

Members [One parent from each standard subject to maximum of thirteen parents of the school, one teacher from each standard subject to maximum of ten teachers and one representative of school management]

## **7. GUIDELINES**

Members will always, during its deliberation and actions, work with proper conduct and respect to one another and to the school.

Each member must attend general meetings unless a member has a sound reason that will hinder them.

a. The period of Parents-Teachers' Association would be for one year. Any parent once has become the office bearer or the executive committee member, thereafter in the next three years; they cannot become the office bearer of the executive committee member.

b. The meeting of Executive committee should be called minimum once in three months.

c. In the school, every student's parents should be the member of Parents- Teachers' Association.

d. Help School in any events outside and beyond standard School functions such as: Organizing intra school quiz competitions, science fair, community outreach, teacher appreciation event etc.

e. Provide an "ear" to the issues concerning the parent body at large and take it up with School management for satisfactory resolution.

f. Solicit new ideas and suggestions from the parent body to help enhance the overall and all-round education experience and work with the school for review and implementation of the same.



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- g. Build a sense of community at school through increased and sustained parental participation and involvement in school events.
- h. Foster a relationship between parents, teachers, school management.
- i. Rules and regulations/ roles and responsibilities will be constantly evolving and subject to review and changes based on the changing needs of children, parent and the teachers.
- j. Any changes in the rules and regulations must be first approved and the committee's meeting and thereafter at the 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.
- h. As per the requirements, time & active participants are expected from members. It's also important to attend meetings whenever it will be called. NOTE: - The Members who wish to enroll themselves as PTA member should make it sure that they will actively take part in all the events and activities as and when required. The parent who can devote time for the same should enroll themselves.

**The PTA IS A CONSULTATIVE BODY AND NOT A DECISION-MAKING BODY.**

**Note: PTA's role is limited to the above-mentioned roles and responsibility. PTA and PTA Executive Committee are not permitted to intervene in Day-to-Day affairs of the school Management.**

## **8. Code of Conduct:**

1. All communications will be as per the communication policy as mentioned in the communication section.
2. All PTA meetings will be held at the school.
3. No meeting will be held under auspices of PTA outside the school or in a public place without the approval of School Management.
4. The name of the PTA and the names of any members, in their official capacities, shall not be used in connection with any commercial concern or for purpose not related to promotion of the objectives of the PTA.



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5. 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.
6. The PTA is not expected to contravene policies or decisions of the School Management.
7. At no times will obnoxious, aggressive behaviors, 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.
8. The PTA is not a platform for personal advancement or as a means to score favours with the Management & Teachers.
9. No special treatment is 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.
10. No access to the Mailing List can be had under any pretext.
11. If any classes are taught or workshops conducted by members, then it is done purely voluntarily with no monetary or other remuneration expected.

## 9. PTA Meetings:

1. PTA Meetings will be held on three monthly basis or as and when the need arises.
2. Prior notice period of 1 (one) week for the meeting will be given to all members.
3. Members need to inform their points of agenda to the Secretary at least 2 (two) days prior to the meeting.
4. Point not on the agenda will not be discussed during the meeting.
5. Quorum must include the Chairman, Secretary and at least 3 parents and 3 teachers of the Executive Committee.



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## 10. Vacancies and Replacements:

1. Upon resignation of any standing member of the PTA Executive committee, the School Management will fill vacancy by appointment. The appointed person shall serve only the remaining time that the original committee member would have served.
2. Any vacancies during nomination for the election of PTA Executive Committee will be filled by the School Management by appointment.
3. The PTA Executive committee has the right to replace any member who violates the code of conduct and communication and appoint a replacement by selection for the remaining tenure of the committee.

## 11. Communication:

1. All communication by PTA members in their official capacities will be addressed to the PTA Executive Committee only.
2. All communication by PTA Executive Committee members to the School Management will be in writing after due process of passing of resolution by the appropriate quorum at PTA meeting after it is completed.

## 12. Finance:

1. The PTA is a non-profit making body and all funds raised or held by the PTA are solely used for meeting the objectives of the PTA. All committee members and appointed or elected officials act in an honorary capacity, and no member of the PTA shall receive any remuneration or payment other than refund of previously authorized expenditures.
2. All expenditures of the PTA fund need to be approved by the Executive committee through a majority vote.



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## 13. Alterations to Constitution

No alterations to this constitution shall be proposed or adapted by the members without prior written approval of the School Management.

## 14. Dissolution of PTA

The PTA will be automatically dissolved at the end of the academic year.

Parents are requested to fill in the Nomination form and hand it over to the Class Teacher in a sealed envelope on or before 22<sup>nd</sup> April 2026.

No nominations will be accepted after the given date.

Thanking you,

*Sahyami Chandhuri*  
16/4/26  
Principal





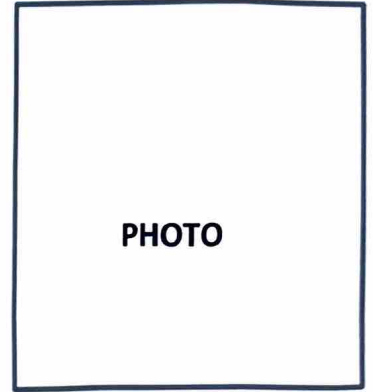
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## NOMINATION FORM FOR PTA EXECUTIVE COMMITTEE

2026-27

All parents of students in the school are eligible to put themselves forward, for election onto the PTA Committee (Please read Eligibility Criteria on Pg. 3). Parents, please refer to the covering letter regarding rules and criteria for formation of the PTA.



Name of Candidate: MR/MRS/MS \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Caste (If Any) \_\_\_\_\_

Name(s) of child and Class/Div: \_\_\_\_\_  
\_\_\_\_\_

Have you been a PTA member before: YES/NO

If YES, mention the academic year of holding office: \_\_\_\_\_

\_\_\_\_\_

SIGNATURE OF CANDIDATE

DATE:

PLACE:



Nomination forms to be handed over to the class teacher on or before 22<sup>nd</sup> April 2026 in a sealed envelope.