

## PM SHRI KENDRIYA VIDYALAYA, DIPATOLI

### PARENT TEACHER ASSOCIATION

As per article 147 of KVS education code PM SHRI KV DIPATOLI has formed the association.  
To promote understanding and cooperation between parents and teachers for the overall betterment of the students.  
Guidelines for function  
Name - Parent Teacher Association

### Aims and objectives

1. To promote cooperation of parents and teachers for improving the educational facilities and programs of the Vidyalaya in particular and education in general.
2. To hold seminars, workshops discussion cultural activities and to arrange meetings of parents and teachers.
3. To encourage the staff and students of the Vidyalaya through incentive awards etc.
4. To promote understanding and co-operation between members of the Vidyalaya and community regarding school life and work and social service.
5. To maintain harmonious relation between parents and teachers Association for betterment of the students.

### Membership -

- a) Every parent of a child studying in the Vidyalaya shall be member of the PTA.
- b) Teacher member -All members of the teaching staff of the school shall ipso facto be members of the association.

### Office Bearers of the Association

#### Executive Committee -

- |                    |   |                                       |
|--------------------|---|---------------------------------------|
| 1. Chairman        | : | Mr. Dipankar Senapati (Principal)     |
| 2. Vice chairman   | : | Mr. Abhishek Kumar                    |
| 3. Secretary       | : | Mr. Neeraj Kumar Chaturvedi           |
| 4. Joint secretary | : | Mrs. Anuradha Pandey (PGT Hindi)      |
| 5. Member 1        | : | Mrs. Nishant Ranjan (TGT So. Science) |
| 6. Member 2        | : | Mrs. Puja Kumari, parent member       |
| 7. Member 3        | : | Mrs. Sangita Prajapati, parent member |

Note - No remuneration shall be paid to the office Bearers.

अध्यक्ष  
विद्यालय प्रबंध समिति  
PM KV दीपादोली, राँची-03

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विद्यालय प्रबंध समिति



## CHAETER OF DUTIES -

### a. FUNCTIONS OF THE EXECUTIVE COMMITTEE -

- I. The executive Committee shall look after the affairs of the association and manage the business of the association.
- II. It may appoint a subcommittee from amongst the members of the executive committee or members of the association and assign such functions to them as may be considered necessary in the best interest of the association.
- III. the executive Committee shall have full powers to make or amend rules and by laws consistent with the Constitution of the association which will be placed before the general body for consideration in its next meeting.

### b. FUNCTIONS OF THE OFFICE BEARERS-

- I. **Chairman** - The chairman shall attend and preside over all meetings of the due order and the general body. Preserve due order and approve the minutes of the meeting of the Association.
- II. **Vice Chairman** - In the absence of the chairman the executive / general body may request the vice chairman to preside over the meeting and to perform the functions and duties of the chairman.
- III. **Secretary** - He shall be in charge of the association office and shall be responsible for conducting the day to day affair, calling of meetings of both the executive and the general body recording of proceedings and issue of minutes of meetings, maintaining of registers and records of the association, preparing the annual report and perform all other functions generally incidental to the office of general secretary.
- IV. **Joint Secretary**- The joint secretary shall assist the secretary in the discharge of his/her duties and in the absence of the secretary, the joint secretary shall act for him/ her as the secretary.

## Meetings of The Executive Committee:

- a) The secretary shall convey all meetings of the association in consultation with the chairman. The chairman when present shall preside at all such meetings. In the absence of the chairman, the vice chairman may act for him/her.
- b) The executive committee shall meet a minimum of three times a year to transact the business of the association after giving three days clear notice in writing to all its members specifying the agenda to be considered at such meetings at least one third of the total strength of the executive committee shall be necessary to form a quorum but no quorum shall be necessary for adjourned meeting.
- c) On a special requisition made by any five members of the executive committee addressed to the secretary any extraordinary meeting of the executive committee may be convened after giving three days' notice to all members of the executive committee.
- d) Decisions in the executive committee shall be taken on the basis of simple majority and in the case of a tie. The chairman shall have a casting vote.



### **Annual meetings of the general body:**

- A. The annual meeting of the association shall be held within six months from the close of the financial year. At least 7 days. Notice for the date and place of such meeting shall be given to all members of the association for transacting the following business.
- I. To present the Annual Report of the Association.
  - II. To transact any other business recommended by the Executive Committee.

### **Quorum for the general body meeting:**

The quorum for the general body meetings, whether annual or extraordinary, shall be 50 parent members personally present but no quorum shall be necessary for an adjourned meeting unless it is a meeting called by the members through requisition.

### **Amendment of the constitution:**

The constitution of the association may be amended may be amended by the general body if at least  $\frac{2}{3}$ <sup>rd</sup> of the members present vote for amendment, on an advancement notice of at least 07 days.

### **Interpretation of the Constitution, Rules & Bye-Laws:**

KVS shall be the competent authority for interpretation/ clarification on any of the articles/ rules, constitution, bye laws of the association in the event of any dispute or any uncertainty.