



VIVEKANANDA GLOBAL SCHOOL

వివేకానంద గ్లోబల్ స్కూల్

Education Redefined ...

An initiative of SKSD Group of Institutions  
Under  
Smt Akkayamma Educational & Charitable Society

# VIVEKANANDA E.M. HIGH SCHOOL

**Chitturi Subba Rao**

**Founder & Correspondent**

## Parents Teacher Association (PTA)

*Date : .....*

The Association shall be known as the Vivekananda E.M High School Parent Teacher Association (often simply referred to as the PTA)

### 1. Aim

The aim of the Association is to advance the education and wellbeing of the pupils of the school by providing or assisting in the provision of facilities for education at the school. This includes:-

- a) Promoting close co-operation and communication between parents and teachers
- b) Studying and discussing matters of mutual interest relating to the education and welfare of pupils
- c) Engaging in activities which support and advance the education of the pupils attending the school, including fund raising and after school activities
- d) Considering applications for funds put to the PTA from parents, teachers, Pupil Council and groups within the Parent Forum and granting funds to support such applications where the request is passed by a majority of the General Committee.

### 2. Membership

The Members of the Association shall comprise all the parents or guardians of children attending the school (including nursery class) and all teachers employed at the school.

### 3. Guiding Principles

- a. Parents of every student in the school are a member of Parents Teachers Association.
- b. Duties of Parents Teachers Association
  - i) To see that, the syllabus is completed as planned
  - ii) To see suitable schemes for support students who are weak in studies
  - iii) To assist the schools in planning and organizing education programs to support the syllabus
  - iv) To approve co-educational programs
  - v) Solve problems related to parents and teachers experienced day to day.
  - vi) To collect information regarding school fees term fees other fees for related educational programs and to present it to the working committee of the parents-teachers association
  - vii) Role of PTA is significant in bringing transparency in fixation of fees.

### 4. General Body Meeting

General Body Meeting is open to all the parents of the school. This is the common forum for parents to ask and know the developments of the school.

The PTA General Body Meeting must be conducted once before 15 August of every year.

Parent representation in PTA and working committee meetings is not very appreciable despite looking at today's Indian education system not many parents actively participate. It is the time that parents know the real meaning of PTA and comes on the floor to participate for the betterment of our children.

**Old Town, Peravali Road, TANUKU - 534 211, West Godavari District., A.P.,**

**Phone: 08819-241450 / 51 / 52 , Mobile: 77308 37199. Email: vgs.sksd@gmail.com**

**Web site: vivekanandaglobalschool.com**

**Structure of the PTA Committee**

- a. The President (the Head Teacher of the School)
- b. Chairperson (One from parent)
- c. Vice Chairperson (One from Parent)
- d. Secretary (one from Parent)
- e. Treasurer (Both amongst Parent & Teacher)
- f. Member (Both amongst Parents & Teachers)

The school notifies all the parents to nominate themselves for the grade representative's position. The communication is sent by the Principal through the Circular or display on school display boards.

Ideally, with a week notice General Body Meeting is called to form the Executive Committee. Within 30 days of commencement of the new academic session, the Executive Committee must be formed with full transparency in the procedure.

In case there are many candidates desirous to work in the committee, a lottery system is adopted to elect the committee members. Fifty percent of the members shall be women. It is mandatory for the schools to display the list of Executive Committee on the display board and also send communication to all of its students through a circular. The member of the PTA association shall be responsible for keeping accurate Minutes of all meetings and distributing these to the Committee members. Copies should be made available to the Parent Teacher Association and to any member of the Association who requests them.

5. General Committee

The business of the Association shall be managed by a Committee of number 18 members, consisting of

12 Parents, 5 Teachers and the Head Teacher.

**The General body members of the PTA Committee**

- a. The President Smt. Sumitha Mohan Kusume
- b. Chairperson Smt. Reenai Sai Chitturi
- c. Vice Chairperson Shri. G. Ramesh Raju
- d. Secretary Smt. V. Vennela Devi
- e. Treasurer Smt. K. Indira Devi & Shri. K Shiva Kumar
- f. Members Smt. D. Anuradha, Shri. K. Suresh, Shri. V. Narasimha Rao, Shri. T. Lalith Kumar & Mrs M. Sessa Ratnam

**Principal**  
**Vivekananda E.M. High School**  
**Old Town, TANUKU - 534 211**  
**W.G.Dist., A.P.**

For Smt. Akkayamma Educational and Charitable Society

President/Correspondent