



ST. VINCENT PALLOTTI SCHOOL

Pallotti Avenue, Besa-Pipla Road, Besa, Nagpur - 440037

SVPS/CL. :001

26/06/2023

Sub: PTA Meeting and EPTA Formation 2023 – 2024

Dear Parents,

A) General Body Meeting

As you are aware, we need to form a Parents Teachers Association (PTA) in our school every academic year. The parent of every student is by default a member of the PTA. The existence of this association helps teachers and parents to work smoothly and efficiently.

The first General Meeting of the PTA for the session 2023-2024 shall be on **08/07/2023, Saturday from 9.00 a.m.** class wise in the respective class rooms. Class teachers shall animate the meeting.

B) Formation of EPTA

We also need to select the Executive Committee of the PTA (EPTA) every year. EPTA will consist of one parent and one teacher representative each from every class. Fifty percent of the members need to be women and one member should be from SC/ST/OBC category as per Govt. guidelines.

Those of you who would like to be selected to the EPTA are requested to fill out consent form expressing your willingness to be part of EPTA latest by **18/07/2023**. Selection of the EPTA members from amongst the parents and teachers who have given their consent shall be done on **22/07/2023 at 9.00am through a lottery**. The term of the EPTA shall be for one academic year and no member of the Executive Committee shall be eligible for drawing a lottery within the period of three years.

The first meeting of selected EPTA shall be held **on 22/07/2023 at 10.00 am** to select the office bearers as per Govt. guidelines:

- 1) Chairperson : Principal;
- 2) Vice-Chairperson : One from amongst the parents;
- 3) Secretary : One from amongst the teachers;
- 4) Two Joint Secretaries : Both from amongst the parents.

If you are willing to be selected to EPTA, please fill and submit the consent form latest by **18/07/2023 to respective class teachers along with a registration charge of Rs. 50/-**. The consent form shall be sent with your ward shortly.

Thank you,

PRINCIPAL

Executive Committee of Parents Teachers Association (EPTA)

EPTA CONSENT FORM

Student's Name : _____
Admission No. : _____
Class & Section : _____
Father's Name : _____
Mother's Name : _____
Category : General, SC, ST, NT, OBC
Mobile No. : _____

EPTA DECLARATION

Name: _____

- ✓ I give my consent to be part of the EPTA for the academic year 2023-2024, of St. Vincent Pallotti School, Besa.
- ✓ I certify that if I am selected to EPTA through a lottery, I shall follow the rules and regulations of this association and carry out my duties sincerely for the welfare of this institution and for the betterment of the students.
- ✓ I certify that I wasn't a member of the EPTA of the school during the previous three years.
- ✓ I deposit Rs.50/- for registration charges.

Signature of the Parent

N.B. : If both mother and father wish to be members of the EPTA then, they must fill in two separate forms. In case children are in different sections (such as Foundational Stage & Middle school) the choice is left to the parents to choose whether he/she wishes to be a member of Primary / Middle school.