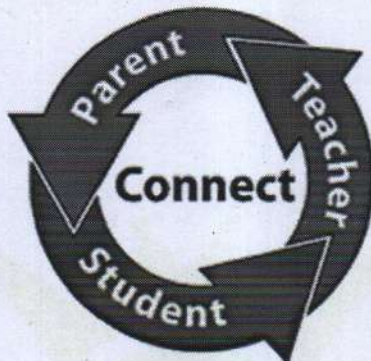




PARENT'S-TEACHER'S ASSOCIATION



The school announces its initiative to form a Parent Teacher Association, which is an educational, non-political and non commercial body. The PTA is to help enrich the school environment and provide the stake holders with required support. It is devoted to the following aims and objectives.

OBJECTIVES

- To advance the education and all-round development of the students by strengthening relationship between teachers, parents and the other associated with the school.
- To promote welfare of the school students.
- To create necessary consciousness among the parents as well as stimulate their interest in the education of their children.
- To make for a healthy and sympathetic understanding of the education policies and programs of the school and thus influence to create a suitable environment for implementation of the same.

CONSTITUTION OF PTA

- Parent of the students upto grade 12 are eligible to become the members of the PTA.
- The managing Committee of the PTA will be formed as far as practicable within a period of 2 (two) weeks from the date of formation of the PTA.
- The management of the association is vested in the Executive Committee/Governing Body which consists of the Chairman/President, Vice-President, Secretary, Joint Secretary and other representatives. Besides the Principal, Headmistress who will be the Ex Officio, Chairman, President and Secretary respectively of PTA, all the other posts are filled by drawing a lot. The description of the various posts are as follows-



A. D. SENIOR SECONDARY SCHOOL

(A Co-Educational English Medium School)

An ISO 9001 : 2008 Certified School

Affiliation to C.B.S.E., New Delhi

Affiliation No. 530816, School Code - 20422

President	- Principal/Head Master
Vice- President/V Chairman	- One from Parent
Secretary	- One from Teachers
Joint-Secretary (2)	- Both amongst Parents
Member	- Five Parent's and Five Teacher's

- Membership to managing Committee is for 1 year only. Please note that you can become the member of PTA Managing Committee only once in 3 years.

RULES AND RESPONSIBILITY OF THE PTA

The PTA Managing Committee partakes in assisting the school in planning co-curricular activities and co-operates and assist with such other activities of the school. To see that the syllabus is completed as planned. The committee will adhere to the minutes of the meeting held. The committee will assist the school in order such issues including ensuring that parents follow the proper code of conduct during visits.

MEMBERS SHALL BE IMMEDIATELY TERMINATED ON THE FOLLOWING GROUNDS:

- 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 members to submit an explanation. Final decision will be made by the school.
- Any office holder of the association who goes into or intends to or 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 association into partisan politics.
- If a member's child/ children leaves (s) the school.
- If members's employment at the school is terminated



A. D. SENIOR SECONDARY SCHOOL

(A Co-Educational English Medium School)

An ISO 9001 : 2008 Certified School

Affiliation to C.B.S.E., New Delhi

Affiliation No. 530816, School Code - 20422

CODE OF CODUCT:

- ❖ All communications will be as per the communication policy mentioned in the communication section.
- ❖ All PTA meeting will be held at the school.
- ❖ No meeting will be held under the auspices of PTA outside the school or in public place without the approval of the School Management.
- ❖ The name of the PTA and the name of any members, in their official capacities, shall not be used by any member in connection with any commercial concern of for purpose not related to promotion of the objectives of the PTA.
- ❖ 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.
- ❖ The PTA is not expected to contravene policies or decision of the School Management.
- ❖ At no times will any aggressive behaviour, abusive language or character assaults be permitted. In the event that such practices are indulged in, the PTA Management Committee members will not be permitted to attend any further PTA Meeting.
- ❖ The PTA is not a platform for personal advancement or as a means to score favours with the Management & Teacher.
- ❖ No special treatment shall be 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 Teacher, Coordinators, Principal, Director, Trustees etc. Parents should be modestly and appropriately attired at all times in the school.
- ❖ No access to the Mailing list can be had under any pretext.
- ❖ If any classes are taught or workshops are conducted by members, then it is done purely on voluntarily basis with no monetary or other remuneration expected.
- ❖ It is mandatory for all the PTA members to attend all the meetings. If any of the PTA members remains absent for 2 consecutive meetings, his/her candidature as the PTA member will stand cancelled immediately & the position will be given to the next member in order.



A. D. SENIOR SECONDARY SCHOOL

(A Co-Educational English Medium School)

An ISO 9001 : 2008 Certified School

Affiliation to C.B.S.E., New Delhi

Affiliation No. 530816, School Code - 20422

If an elected parent resigns in writing to school due to his or her children leaving the school or are terminated, then a new member will be selected or any vacancy occurring in the executive committee of the association may be filled by the special meeting provided that the chairman or the advice of the executive members may appoint any member to fill such vacant post until a substantive holder is elected.

PTA MEETINGS:

- PTA Meetings will be held every alternate months or as and when required.
- Prior notice of 1 (one) week for the meeting will be given to all members via official PTA mail Ids followed by an SMS.
- Any point that is not on the agenda will not be discussed during the meeting.

CHANGE IN RULES AND REGULATIONS OF THE EXECUTIVE COMMITTEE

- Rules and regulations/roles and responsibilities will be constantly evolving and subject to review and changes based on the changing needs of Children, Parents, The School and the teacher.
- Any changes in the Rules and Regulations must be first approved and the committee's meeting and thereafter a General Body Meeting provided that previous notice was given in the writing and send 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.

DISSOLUTION OF PTA

The PTA will be automatically dissolved at the end of the Academic Year.

POLICY REVIEW

The policy will be reviewed annually by the Management Committee and updated as necessary, particular in the light of new advice from Government agencies and experts in the field.



A. D. SENIOR SECONDARY SCHOOL

(A Co-Educational English Medium School)

An ISO 9001 : 2008 Certified School

Affiliation to C.B.S.E., New Delhi

Affiliation No. 530816, School Code - 20422

COMPOSITION OF PARENTS TEACHER ASSOCIATION (2022-23)

S.No	NAME	POSITION	Sign.
1	Dr. Subhash Chander	President/Chairman	
2	Ms. Madhu Sharma	Vice-President	
3	Ms. Sangeeta Taneja	Secretary	
4	Ms. Ruchika Tyagi	Joint-Secretary Parent	
5	Ms. Rajni Guru	Joint-Secretary Teacher	
6	Ms. Pooja Madaan	Parent Member	
7	Ms. Neha Sharma	Parent Member	
8	Mr. Rakesh	Parent Member	
9	Ms. Poonam Gupta	Parent Member	
10	Ms. Renu Pandey	Parent Member	
11	Ms. Neha Saini	Teacher Member	
12	Ms. Jyoti Chauhan	Teacher Member	
13	Ms. Satya Rawat	Teacher Member	
14	Ms. Paramjeet Kaur	Teacher Member	
15	Ms. Vishnu Priya	Teacher Member	

PRINCIPAL
A. D. SR. SEC. SCHOOL
B-210, Dabua Colony, FBD.
Affiliated to C.B.S.E.
Affiliation No. 530816