



TIS/CIR/39/25-26

21 August 2025

CIRCULAR

“Better homes, better schools and better community for better citizens”

Dear Parents,

On behalf of the entire school community, we would like to extend our deepest gratitude to the dedicated members of our Parent-Teacher Association (PTA) for their invaluable contributions throughout the year. Their commitment and hard work have made a significant impact across many key areas of school life, be it academics, co-curricular or safety and security of the school.

In addition to these initiatives, the PTA's insights and suggestions on infrastructure enhancement have been a tremendous help. Their recommendations have been instrumental in planning and executing improvements that benefit all students and staff. Most importantly, the PTA has served as a vital link, effectively coordinating between the parent body and the school to ensure clear communication and mutual understanding.

As they complete their term, we would like to express our heartfelt gratitude to each member of the PTA for their valuable contributions.

We would now like to initiate fresh elections to elect our new Parent Representative for each class. The rules and regulations for the same are given below.

We invite all interested parents to nominate themselves for the role of Parent Representative by filling out the given Google Form provided below.

Google Form Link: <https://forms.gle/ccbHsXntc6PEg1Lx9>

Please submit your nomination on or before Friday, 28 August 2025.

You are also requested to upload your profile or resume with the form. These profiles will be shared with the parents of your respective classes before the online elections take place.

Please make a note of the important dates regarding the elections of class representatives:

SCHEDULE

S.No	Task	Day/Date	Remarks
1	Preliminary information to parents about PTA elections	Wednesday, 20 August'25	To be sent as an email to the entire parent body. Rules & Regulations and Schedule to be displayed at the reception and School Website.
2	Receiving application forms submitted by parents	Thursday, 28 August'25	Class teachers to receive.
3	Withdrawal of nomination forms (if any)	Sunday, 31 August'25	Class teachers are to maintain a record.
4	List of the nominees	Thursday, 04 Sept.'25	To be shared with the entire Parent body through email
5	Election of Class representative	Friday, 05 Sept.'25 to Monday, 08 Sept.'25	Online
6	Declaration of Election Results	Wednesday, 10 Sept.'25	To be displayed on the school website To be shared with the entire parent body through email

RULES & REGULATIONS

1. Election to the PTA Executive Committee will be held in two stages. In the first stage, Class Representatives shall be elected, and in the second stage the Class Representatives will elect the Executive Committee.
2. Class representatives will be elected for each class. Thus, there will be 14 class representatives in total, with 50% male and 50% female.
3. Parents of the PTA Executive Committee are expected to devote time towards activities of the school and be regular for the meetings.
4. The Executive Committee member not attending two executive meetings can be considered for removal from the PTA membership.
5. A parent will remain a member of the PTA Executive Committee only if his/her ward continues to be a student at the school. In case a parent member ceases to be a parent of the school, another member can be co-opted in his/her place.
6. No PTA Executive Committee member will approach the school staff directly for any discussion without routing it through the Principal/Chairman of PTA.
7. PTA Executive members will follow the rules of the school as are applicable to the other parents of the school.
8. The PTA members on the Managing Committee of the school will be elected in the first meeting of the newly constituted PTA Executive Committee.
9. PTA Executive members are expected to send the points for discussions in the Executive Committee meetings in advance to the Principal/Chairman of the Executive Committee so that information can be collected and shared in the Executive Committee meetings.
10. The Chairman of, PTA Executive Committee can allow any point for discussion depending on the urgency of the matter, even if not listed in the agenda.
11. The Hon. Secretary of the PTA Executive Committee will circulate the meeting agenda to all members via email prior to each meeting.
12. Minutes register of the PTA Executive Committee will be kept in school and will be maintained by the Hon. Secretary.
13. The Hon. Secretary will share the minutes of each PTA Executive Committee meeting with all members via email.