

Howard Convent School

3K.M, Milestone, Near-Garhi, Dhampur Road, Kanth Moradabad Uttar Pradesh

PARENT-TEACHER-STUDENT ASSOCIATION

PREPARED BY SCHOOL ADMINISTRATION AND AGREED UPON BY PTSA OF HCS.

1. DEFINITION & AIM OF THE PTSA

- o Parent Teachers Association (PTSA) is a non-profit, non-political and non-sectarian organization made up of HCS.
- o school staff and parents who work to support the school in a wide variety of ways.
- o The function of PTSA is not only to help/ support the school in the development of students but also to provide help/support in the improvement and development of the school.

2. DEFINITION OF KEYWORDS

- o Association – All Parents, Teachers, and employees of the HCS.
- o Members – Any / All individuals who have been accepted and admitted by the Association.

3. PREAMBLE

We desire to sustain the promotion and continuity of sound, meaningful and qualitative education for the students of HCS, we, the parents/guardians and teachers of the students hereby jointly and severally agree to constitute ourselves into an organization whose membership shall embrace all parents, guardians, and teachers of registered pupils in HCS.

4. AIMS AND OBJECTIVES

The aims and objectives of the association shall be:

1. To provide a platform for parents, guardians, and teachers of students of HCS, to meet, exchange, deeply analyze issues, make recommendations and effectively pursue the implementation of decisions on matters affecting education/learning.
2. To foster mutual understanding, harmonious relationships and cooperation among parents, guardians, and teachers in the fulfilment of their common aim, the welfare of the school and the pupils/students therein.
3. To make for a healthy understanding of the education policies and programs of the school and thus influence the same to create a suitable climate for the reception of the same.

5. MEMBERSHIP OF PTSA, QUALIFICATION

The formation of parents- teachers' Association and working method are as under.

Membership of the association shall be open to Parents/guardians whose children or wards attend school in HCS.

Such participation shall be **non-political** and **non-religious**. o Any person who is a member of the teaching staff of HCS.

6. EXECUTIVE COMMITTEE

The formation of Parents- Teacher's Association's Executive Committee would be as under:-

Chairperson

Principal of the School

Arun Kumar

Manager
Howard Convent School
Kanth (Moradabad)



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|-------------------|---|
| Secretary | One from amongst parents |
| Joint Secretaries | One from amongst parents |
| Treasurer | Teacher |
| Joint Treasures | Teacher/Parent |
| Executive Member | 1. 4 students (2 male & 2 female) 2. 4 Parents 3. 1 Teacher |

7. GUIDELINES AND RULES OF CONDUCT

Members, will at all times, during its deliberation and actions, work with proper conduct and respect to one another and to the school. Each member must attend general meetings unless a member has a sound reason that will hinder him.

- a. The period of the Parents-Teachers-Student' Association would be for one year. Any parent once has become the office bearer or the executive committee member, thereafter in the **next three years**; he cannot become the office bearer of the executive committee member.
 - b. The meeting of the managing committee should be called a **minimum once** in three months.
 - c. In the school, every student's parents should be a member of the Parents- Teachers-Student Association.
 - d. Help School in any events outside and beyond standard School functions such as: Organizing intra-school quiz competitions, science fairs, community outreach, teacher appreciation event, etc.
 - e. Provide an "ear" to the issues concerning the parent body at large and take it up with School management for a satisfactory resolution.
 - f. Solicit new ideas and suggestions from the parent body to help enhance the overall and all-round education experience and work with HCS for review and implementation of the same.
 - g. Build a sense of community at school through increased and sustained parental participation and involvement in school events.
 - h. Foster a relationship between parents, teachers, school management, and Board of Trustees.
 - i. Rules and regulations/ roles and responsibilities will be constantly evolving and subject to review and changes based on the changing needs of children, parents, and the teachers.
 - j. Any changes in the rules and regulations must be first approved and the committee's meeting and thereafter at the general body meeting provided that previous notice was given in writing and sent 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.
- h. As per the requirements, time & active participants are expected from members. It's also important to attend meetings whenever it will be called.

NOTE: - The Members who wish to enroll themselves as PTSA member should make sure that they will actively take part in all the events and activities as and when required. The parent who can devote time to the same should enroll themselves.

Arun Kumar

Manager
Howard Convent School
Kanth (Moradabad)



LIST OF MEMBERS

PARENT TEACHER STUDENT ASSOCIATION 2022-2023

| | DESIGNATION | NAME OF THE MEMBER | SIGNATURE |
|-----|----------------------------|---------------------|-----------------------|
| 1. | Chairperson | MS. Ranjeet Kaur | |
| 2. | Secretary | Dr. Khursheed Ahmad | |
| 3. | Joint Secretaries | Masood Hasan Abdi | <i>Masood</i> |
| 4. | Treasurer | Mahmood Alam | <i>Mahmood</i> |
| 5. | Joint Treasurer | Jatin Chaudhary | <i>Jatin</i> |
| 6. | Student 1 | Mohd. Faraz | <i>Mohd. Faraz</i> |
| 7. | Student 2 | Mohd. Altmash | <i>Mohd. Altmash</i> |
| 8. | Student 3 | Shazleen Akram | <i>Shazleen Akram</i> |
| 9. | Student 4 | Nashra Ansari | <i>Nashra</i> |
| 10. | Executive Member (Parents) | Reshma Khatoon | <i>Reshma</i> |
| 11. | Executive Member (Parents) | Shabeena Parveen | <i>Sh. Parveen</i> |
| 12. | Executive Member (Parents) | Rihan Ali | <i>Rihan Ali</i> |
| 13. | Executive Member (Parents) | Gajendra Singh | <i>G. Singh</i> |
| 14. | Executive Member (Teacher) | Nazma Ansari | <i>Nazma</i> |
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Signature of the Principal: _____



Arun Kumar
Manager
Howard Convent School
Kanth (Moradabad)