



**CIRCULAR**

**Subject: Election of PTA Executive Committee - Academic Sessions 2024 – 2026**

**SJS/ 007/ Cir./ 2024-25**

**23<sup>rd</sup> April 2024**

**Dear Parent,**

We hope this communication finds you and your family in good health and spirits.

The School Parent Teacher Association plays a very important role in bringing parents and teachers together to understand each other and co-operate in the task of holistic development of young impressionable minds. The two stakeholders must make a concerted effort in evolving a conducive atmosphere in school for children to attain their optimum potential.

The Parent Teacher Association plays a vital role in shaping the educational experience of our children by facilitating communication between parents and teachers, organizing various events and activities, and supporting initiatives that enhance the overall learning environment. We appreciate the involvement and commitment of our parent community, and it is with your constant support that the school has established itself successfully.

All the parents of the students studying in the school are members of the General Body of the Parent Teacher Association of the school. The General Body of Parents of Salwan Junior School, Naraina Vihar, New Delhi shall elect the Executive Committee of the PTA as per the DOE circular dated 12.04.2010.

The school will hold elections for various posts of the Executive Committee of PTA as per the following details:

<b>PARENTS</b>		<b>TEACHERS</b>	
		Chairman, Head of School (Ex-Offic	1
Vice Chairman (Male)	1	Vice Chairman (Female)	1
Hon. Secretary	1	Hon. Jt. Secretary (Female)	1
Hon. Jt. Secretary (Male)	1	Hon. Treasurer	1
Members	5	Members	4
<b>TOTAL</b>	<b>8</b>	<b>TOTAL</b>	<b>8</b>

Parents desirous of contesting elections for the office bearers of the Executive Committee are requested to give their nominations as per the following schedule:

<b>EVENT</b>	<b>DAY</b>	<b>DATE</b>	<b>TIME</b>
Nominations begin (online)	Wednesday	24.04.2024	9:00 am
Nominations close	Thursday	25.04.2024	9:00 am
Last date for withdrawal	Thursday	25.04.2024	12 noon
Display of post-wise list of candidates	Friday	26.04.2024	9:00 am
Elections (Online)	Saturday	27.04.2024	9:00 am – 9:45 am
Declaration of results	Saturday	27.04.2024	2:00 pm – 3:00 pm

The elections are governed by the School's Scheme of Management and will be held in the most democratic manner. Parents wishing to self-nominate must fill in the nomination form as per the above mentioned schedule. Kindly make it convenient to cast your vote so that the new Executive Committee that emerges, sincerely works to achieve the aims and objectives with which the PTA was established.

\*To fill the Nomination form, click on the given link:

<https://forms.office.com/r/8EZCrEnJdS>.

Please take a moment to fill out the form if you are passionate about contributing your time and expertise to this important endeavour. **The form to be filled out by signing in using office 365 id provided by the school.**

Thank you for your continued support and commitment to our school community.

Warm regards,

Sonia Wadhwa  
(HOS)

### **RULES AND GUIDELINES FOR ELECTION TO THE EXECUTIVE COMMITTEE OF PARENT TEACHER ASSOCIATION:**

- ❖ Only those parents who have cleared all the school dues as on date, are eligible for nomination for the election to the Executive Committee of PTA as well as to cast the vote.
- ❖ Only one parent - father/ mother of a student, will be eligible for the candidature except those whose children are studying in class Nursery and Class V.
- ❖ The Candidate should be a minimum Graduate from a recognized university. He / She should be comfortable to comprehend and communicate in both the languages- English and Hindi.
- ❖ The parent should be able to take out time to attend meetings as and when required. Such meeting may happen on working days during school hours.
- ❖ One parent can contest only for one post.
- ❖ If a parent has held any post in the Executive Committee of the PTA in the past, he/she will not be eligible to re-contest in the elections. This will give a fair chance to other members to contest.
- ❖ The election will be held online. The vote can be cast by parents of classes KG to V. In case of siblings studying in the school, vote to be cast using office 365 id of the eldest child provided by the school.
- ❖ Only one parent – father / mother of a student, will be eligible to cast vote. **Vote to be cast only using office 365 id provided by the school.**

- ❖ In all matters regarding the election, decision of the HOS in the capacity of Returning Officer shall be final and binding on the contestants / participants.