

PICT MODEL SCHOOL
Survey no. 6, Mahalunge - Balewadi, Pune – 411045
Minutes of the 1st Executive Committee of Parent Teacher Association (EPTA)
Meeting 2019-2020

Date: 8th June, 2019, Saturday

Time: 9:00 am to 10:15 am

Venue: Board Room of PICT Model School

Members Present:

Mrs. Manju Surendran	Principal CBSE
Mrs. Sneha Tapadia	Parent Representative -Grade 1
Mrs. Amruta Thite	Parent Representative -Grade 3
Mrs. Jharna Jaiswal	Parent Representative -Grade 4
Mr. Mohan Kalate	Parent Representative -Grade 5
Mr. Siddharth Kabra	Parent Representative -Grade 6
Mr. Ravindra Chaugule	Parent Representative -Grade 7
Mr. Surendran Kandath	Parent Representative -Grade 8
Mrs. Asha Nithish	Teacher Representative-Grade 1
Mrs. Anupama Nair	Teacher Representative- Grade 2
Mrs. Sheetal Joshi	Teacher Representative- Grade 3
Mrs. Manpreet Kaur	Teacher Representative- Grade 4
Mrs. Yogita Thakare	Teacher Representative- Grade 5
Mrs. Pooja Jadhav	Teacher Representative- Grade 6
Mrs. Jyoti Maru	Teacher Representative-Grade 7
Ms. Sophia Rasundram	Teacher Representative- Grade 8

Members Absent:

Mr. Vikram Balwadkar	Parent Representative -Grade 2
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1. Welcoming Members:

Ms. Manju Surendran, Principal CBSE extended a warm welcome to all the members of the Executive Committee of the PTA of PICT Model School.

Ms. Manju Surendran, Principal CBSE noted that the requisite quorum for the meeting was present and called the meeting to order. The Principal CBSE then placed the agenda as circulated along with the notice of the meeting to all the members. The meeting unanimously adopted the agenda for the First Executive Committee of the PTA (EPTA).

Agenda:

1. Welcome Address
2. Introduction of the members of the Executive Committee
3. Reading the Maharashtra Educational Institutions (Regulation of Fee) Act, 2011 and the Rules made there under
4. Adoption of Bye laws of the PTA of PICT Model School
5. Constitution of the Executive Committee
6. The First Annual General Body Meeting (AY 2019-2020) in July 2019
7. Vote of thanks

2. Introduction of Members

Mrs. Manju called upon the members to introduce themselves to the meeting. Each EPTA member, the Parent Representatives and the Teacher Representatives introduced themselves to the Committee. Mrs. Manju, informed the meeting about the absence of Mr. Vikram Balwadkar, the parent representative of Grade 2 and leave of absence was granted to him. She once again welcomed all the members to the Committee.

The meeting was briefed about the process adopted for the selection of the Parent Representatives of the Executive Committee. The meeting was informed that the process was as per the Maharashtra Educational Institutions (Regulation of Fee Act), 2011.

3 and 4. Reading the Maharashtra Educational Institutions (Regulation of Fee) Act, 2011 and the Rules made there under and Adoption of the Bye Laws of the PTA of PICT Model School

Mrs. Manju proposed that the meeting adopt the Maharashtra Educational Institutions (Regulation of Fee) Act, 2011 and the Rules made there under and also the Bye Laws of the PTA of PICT Model School. The members unanimously seconded the proposal.

The Maharashtra Educational Institutions (Regulation of Fee) Act, 2011 was tabled at the meeting. Ms. Sophia Rasundram, the Teacher Representative read out the Bye laws of the PTA of PICT Model School and the same was adopted by the meeting.

The meeting then unanimously adopted the Maharashtra Educational Institutions (Regulation of Fee) Act, 2011 and the Rules made there under and also the Bye Laws of the PTA of PICT Model School.

5. Constitution of the Executive Committee.

Mrs. Manju Surendran informed the meeting that as per the Maharashtra Educational Institutions (Regulation of Fee) Act, 2011, the Principal is the Chairperson of the

Executive Committee of the PTA. She informed the meeting that Mrs. Sophia Rasundram, Teacher Representative, Grade 8 has been selected to be the Secretary of the EPTA. She then proposed that the Parent Representatives select amongst themselves, the members to be the Office Bearers. The Parent Representatives unanimously selected Mr. Ravindra Chaugule to be the Vice Chairperson and Mrs. Amruta Thite and Mr. Siddharth Kabra to be the Joint Secretaries.

Following are the Office Bearers of the Executive Committee for the academic year 2019-20:

- Chairman- Ms. Manju Surendran
- Vice Chairperson- Mr. Ravindra R. Chaugule
- Secretary- Ms. Sophia Rasundram
- Joint Secretary – Mr. Siddharth Kabra
- Joint Secretary- Ms. Amruta Thite

The Chairperson thanked all the members for coming on board as the Executive Committee members on behalf of the Dr. Pampa Chaudhuri, Director Principal of the School.

6. The First Annual General Body Meeting (AY 2019-2020) in July 2019.

The Chairperson, Mrs. Manju proposed that the First Annual General Body Meeting be held on Saturday, July 06, 2019 at 9.00am. The meeting unanimously approved the same. The Chairperson informed the meeting that the school will take up necessary steps to call the Annual General Body meeting on Saturday, July 06, 2019 at 9.00am.

The Chairperson informed the meeting that all the agenda items were covered and opened the meeting for any other points to be discussed.

Miscellaneous:

The Vice Chairperson, Mr. Ravindra Chaugule proposed that the EPTA could meet once in a month or every alternate month initially following to which the committee could meet once in three months. The Chairperson informed that a meeting has to be conducted once in every 3 months as a mandate. However, the Committee can meet frequently if, the need arises.

The Chairperson informed the Executive Committee members that PICT Model School believes in providing a constructive journey for all the stake holders hence, it has brought on board Etech Solution as the school's ERP providers. The Chairperson also requested for a feedback from all the members about the new ERP.

She also informed that the School does not believe in creating a WhatsApp group for any official purpose. Hence, parents are expected to mail any concerns to the EPTA members following to which the EPTA members can forward the same to the School authorities.

A query was raised by Mrs. Amruta Thite and Mr. Kabra regarding the areas in which the EPTA members can contribute in the school's events and initiatives. The Chairperson informed the meeting that the School will welcome suggestions that are beneficial and sustainable in the best interests of all the learners at School. She also informed that any external paid educational programmes or educational trips that would involve additional costs for the parents will have to be approved by the EPTA. The Chairperson informed the meeting that the EPTA of the academic year 2018-2019 assisted the school and initiated a change in the uniform vendors. The School only facilitated the process. She also informed that the EPTA plays a vital role in any new venture, additional programs that the School undertakes for the better experience of the learners at PICT Model School.

7. Vote of Thanks.

There being no other business, the meeting ended with the Chairperson thanking the members warmly for their participation and presence in the meeting.