

C 043 (2025-26)

05/08/2025

To

Parents of Grade 1 to Grade 12 Learners

**Ref - Executive Committee of the PTA for the AY 2025-26 at JBCN International School, Parel**

Dear Parents,

At JBCN, we value the strong rapport that we share with the parent community and the numerous platforms for communication, created from class parents to committee members, to create an effective world of learning and teaching.

The formation of the Parent Teacher Association (PTA) Executive Committee is imperative to promote parental involvement and collaboration in school, to optimize learner development in all areas, and discharge such other duties as may be prescribed by law. The PTA Executive Committee will be constituted from willing parents of **Grades 1 to 12**.

**Parents desirous of submitting their nomination for the PTA Executive Committee may fill this → [NOMINATION FORM](#).**

**The last date to submit nominations is Tuesday, 12<sup>th</sup> August 2025.**

At JBCN, the selection process is conducted electronically, via certified software audited by a third party, as we remain a paperless community. Names of the members of the PTA Executive Committee will be shared via a circular once the candidates are elected.

We look forward to receiving your nominations as PTA members.

Warm Regards,

The Management Team  
JBCN International School, Parel

***Annexure: PTA Executive Committee Rules and Regulations***

### **PTA Executive Committee Rules and Regulations**

4. (I) (a) Every private school shall constitute the Parent Teacher Association.

(b) The Parent Teacher Association shall be formed by the Head of the School within thirty days from the beginning of each academic year. Parent of every student in the school shall be a member of the Parent Teacher Association and an annual amount of rupees fifty, in case of urban area and rupees twenty, in case of rural area, shall be collected from each member of such Association.

(c) On formation of the Parent Teacher Association, for giving representation to every Standard, a lottery shall be conducted by drawing a lot of the willing parents of each Standard to constitute the Executive Committee and notice of one week before such lottery shall be given to the members of the Parent Teacher Association.

(2) (a) The Executive Committee shall consist of-

- i. Chairperson - Principal or Head Master
- ii. Vice-Chairperson - One from among the parents
- iii. Secretary - One from among the teachers
- iv. Two Joint Secretaries - One parent and one teacher
- v. Members - One parent from each grade and one teacher from each grade
- vi. Management Representative - One representative of school management

(b) Out of the total members of the Executive Committee, at least fifty percent of the members shall be women.

(c) The list of members of the Executive Committee shall be displayed on the notice board within a period of fifteen days from the formation of the Executive Committee and copy of thereof shall forthwith be forwarded to the concerned Education Officer.

(d) The term of the Executive Committee of the Parent Teacher Association shall be for one academic year and no member of the Executive Committee shall be eligible for drawing a lot by lottery within the period of three years since the formation of the Executive Committee.

(e) The Executive Committee shall meet at least once in three months. The procedure to be followed for conducting the meeting of the Executive Committee shall be such as may be prescribed.

(f) The Parent Teacher Association shall discharge duties and perform such functions as may be assigned to it under this Act and as maybe prescribed.