**NEW GREEN FIELD SCHOOL, SAKET**

**PARENT TEACHER ASSOCIATION**

 **Circular Dated: 29.08.2018**

**SUBJECT: - ELECTION OF EXECUTIVE COMMITTEE OF THE PARENT TEACHER ASSOCIATION FOR THE YEARS 2018-19 & 2019-20 BY GENERAL BODY OF PARENTS OF THE SCHOOL**

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 New Green Field School Saket shall elect the executive committee of the PTA for two years i.e. 2018-19 and 2019-20. The executive committee of the PTA consists of 16 (sixteen) members, including 8(eight) representatives of the parents.

1. With the objective to provide fair representation to all sections of the parents, all the classes have been clubbed into 6 clusters as under :-

|  |  |  |
| --- | --- | --- |
| **CLUSTER NO.** | **CLASSES** | **NO. OF PARENT MEMBERS TO BE ELECTED** |
| **1** | PRE SCHOOL & PRE-PRIMARY | 1 |
| **2** | I,II & III | 2 |
| **3** | IV & V | 1 |
| **4** | VI, VII | 1 |
| **5** | VIII, IX & X | 2 |
| **6** | XI & XII | 1 |

1. RULES FOR ELECTION TO THE EXECUTIVE COMMITTEE OF PTA :
2. Only those parents who have cleared all the school dues including any other outstanding dues, are eligible for nomination for the election to the Executive Committee of PTA as well as to cast the vote.
3. Only one parent-father or mother of a student, will be eligible to caste vote.
4. Decision of the returning officer in regard to election process and the election results shall be final.
5. Mrs. Versha Verma has been appointed as Returning Officer.
6. Parents who are willing to spare sufficient time in playing an instrumental role in bringing parents and teachers together to understand each other and co-operate in the task of the total development of young impressionable minds are welcome to file their nominations. The two agencies must make a concerted effort in evolving a conducive atmosphere among themselves as well as the school for children to attain their optimum potential.

**Aims and Objects of the P.T.A.**

i). To promote the welfare of the children at home, in school and in the community.

ii). To bring about a better understanding between parents and teachers.

iii). To create consciousness among parents and teachers about the welfare of the school and children.

iv). To advise parents and create consciousness among them about their responsibility towards the children.

v). To work for a harmonious relationship between school and continuity.

1. The procedure to be followed for the election is outlined below :
2. Nomination forms can be downloaded from the school’s website.
3. Parents who wish to contest, may download the form and submit the completed nomination form and detailed bio-data in a sealed envelop by 2.00 p.m. on 05.09.2018 with the Returning officer.
4. A nominee may withdraw his/her candidature by 07.09.2018 (2.00 p.m.)
5. A list of the names of parents offering their candidature will be compiled by the school office and posted on the school website by 11.09.2018 to elect the class representative cluster wise.
6. Ballot paper be downloaded from the website and returned to the school duly filled in and signed in sealed envelops by 13.09.2018. The students or parents will submit the same to the respective class teachers for session 2018-19 latest by 13.09.2018 (2 p.m.).
7. The Returning Officer will open all ballot papers in the presence of contesting candidates on 15.09.2018 at 12.00 noon. The contesting candidates shall bring their own I.D proof and I.D. card of their ward to the counting room.
8. List of elected parents to be put up on notice board on 17.09.2018.

**PRINCIPAL**

**Form-I**

**NEW GREEN FIELD SCHOOL PTA**

Photograph

**Saket, New Delhi**

**CONTESTING PARENT’S BIO-DATA**

Name of the ward \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Surname) (First Name)

Class \_\_\_\_\_\_\_\_\_\_\_Section \_\_\_\_\_\_ Admission No. \_\_\_\_\_\_\_\_\_\_\_\_ House \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mother’s / Father’s / Legal Guardian’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Surname) (First Name)

Nature of Profession / Business \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Service and Designation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Pin \_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone no. :\_\_\_\_\_\_\_\_\_\_\_

Residence Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Pin \_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone no. :\_\_\_\_\_\_\_\_\_\_\_

Please indicate if you are willing to volunteer to act as substitute teacher if called upon by the school. Yes / No

Please indicate preference of subjects and teaching Experience, if any and educational qualification

 Subject : \_\_\_\_\_\_\_\_\_\_\_\_\_

 Class:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Educational Qualifications : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Experience \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Signature of the contestant)

**Instructions :** Those offering their candidatures for PTA Executive membership, must attach Form I duly filled in with the nomination form.

**NEW GREEN FIELD SCHOOL**

**PTA EXECUTIVE COMMITTEE**

**Saket, New Delhi -110017**

**Nomination Form**

 Cluster \_\_\_\_\_\_\_\_\_\_\_\_\_

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ S/o Shri \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

parent/guardian of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ student of class \_\_\_\_\_

section \_\_\_\_ offer my name as a candidate for election for parent

representative. I have read and understood the Aims & objects of the

P.T.A.

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile No.\_\_\_\_\_\_\_\_\_\_\_\_

**Note:** i).Signature of the contestant must tally with the signature in school records.

ii) Please attach Bio-data Performa duly filled in.

iii). Please do fill the cluster number in column on the top.