



# VIVEKA FOUNDATIONS

*A SCHOOL WITH A VISION*

**SR. SEC. SCHOOL MANSIMBAL**

## **PARENT- TEACHER ASSOCIATION**

Parent- Teacher association (PTA) is a non- profit , non-political and non-sectarian organization made up of school staff and parent which work to support the school in a wide variety of ways. The function of PTA 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.

## **AIMS AND OBJECTIVES**

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

## **EXECUTIVE COMMITTEE**

- 1) Chairman – Mrs. Kusum Rana (Director and Founder Principal)
- 2) Secretary- Dr. Mousami Thapa
- 3) PTA Co-ordinator- Mrs. Ritika Sharma
- 4) Teacher Member 1- Mrs. Sofia Gupta
- 5) Teacher member 2- Mrs. Mahima Arora
- 6) Parent Member 1- Dr. Rohit Kumar

- 7) Parent Member 2- Mrs. Manjeet Oberoi
- 8) Parent Member 3- Mrs. Jaya Guleria

### **GUIDELINES AND RULES OF CONDUCT**

1. Members, at all times, during its deliberation and actions work with proper conduct and respect to one another and to the school.
2. Each member must attend general meetings unless a member has a sound reason that will hinder him.
3. Governing council will not concern themselves in individual and personnel matters.

### **MEMBERS SHALL BE IMMEDIATELY TERMINATED ON THE FOLLOWING GROUNDS:**

1. If a member is found acting prejudicially to the interest and working of the school and/or towards other member. Sufficient opportunity will be given to the member to submit an explanation. Final decision will be made by the school.
2. Any office holder of the association who gives into or intend to or elected into partisan politics shall resign his PTA post or be requested to resign and vacate his post. Under no circumstances shall anyone involve the association into partisan politics.
3. If a member's child/ Children leaves the school.
4. If the member's employment at the school is terminated.

### **FUNCTION OF EXECUTIVE COMMITTEE:**

1. The executive committee will meet when necessary, but atleast twice per term.
2. The committee meetings are not open for the other members. However, members may refer any relevant matter of their interest through the PTA coordinator or through the class parent volunteer, for discussion at these meetings.



3. Decision will be made by majority vote process.
4. All committee members have equal voting rights. With the exception of the chair, who has an additional casting vote.

### CHANGES IN RULES AND REGULATIONS OF THE EXECUTIVE COMMITTEE

1. Rules and regulations/ Roles and responsibilities will be constantly evolving and subject to review and changes based on the changing needs of children, parent, school and the Teachers.
2. Any change in the rules and regulations must be first approved by the committee's meeting and thereafter at 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, changes to the chairman's casting vote in the event of any disagreement.

*Mthops*

Principal  
Viveka Foundations Sr. Sec. School  
Mansirbal, Palampur (H.P.) 176003