



NEW HORIZON PUBLIC SCHOOL

CBSE Affiliation No. 1130164
Sector-13, Khanda Colony, New Panvel (W) -410206

Circular No. NHPSP/2025-26/Pri: 04

Grade: I to V

Date: 05.04.2025

Subject: Formation of the Parent Teacher Association Executive Committee (PTA-EC) for Academic Year 2025-2026

Dear Parents,

This is to inform you that the Executive Committee of PTA for the academic year 2025-2026 is to be formed in the month of April 2025.

The criteria and instructions for the same are given below.

1. **Eligible parents can collect their nomination form from the fee counter between 5th April 2025 till 9th April 2025. (On school working hours)**
2. To accord equal opportunity, parents who were former members of PTAECE are not eligible for the nomination for consecutive three years.
3. Parents of students who are paying school fees and who have no outstanding fees are eligible for the nomination of parent representative of the PTA Executive Committee for the Grade in which their ward is studying, by duly filling in the nomination form. (For Example, if your ward is studying in Grade III, you are eligible to nominate yourself for Grade III only.)
4. **The form must be duly filled and signed by the parent who is participating himself/herself and submit it to the school on or before 9th April 2025**
5. Incomplete nomination forms or the forms with errors will be rejected.
6. One form one child to be filled. In case a parent has submitted more than one nomination form, it shall be liable to be rejected.
7. 50% of the PTA EC members shall be women and 1 member shall be from SC/ST/BC.
8. Executive Committee of the PTA will be selected through lottery draw of the nominations received if more than one nomination is received for each Grade. Nominees can remain present during the draw.
9. Once selected, the parent shall attend the meetings as member of the EC of PTA.
10. If a member is absent for three consecutive meetings her/his membership shall be deemed to be cancelled. The vacancy shall be filled in by lottery, from amongst the applications received for that academic year.
11. Member will need to submit requisite documents and certificates with the form.
12. All members shall adhere to the Code of Conduct for the meetings.

Principal

New Horizon Public School, Panvel