



# ELITE

## AMERICAN CORPORATE SCHOOL

www.AmericanCorporateSchool.com

+91 77 000000 62

+91 88 000006 90

+91 80 000009 21

Nandpur Kesho, Phaggan Majra, Patiala

### Duties of Executive Committee Members of Parent Teacher Association (PTA)

Post	Number	Duties	Personal Qualities
Chairman (Principal) Mrs. Manjeet Madra	1	To work out summary of duties of each. Executive Committee Member. To set up agendas. To call for meetings. To chair meeting. To establish and guide the direction of the Association. To monitor the progress of the execution of resolutions made. To act as a bridge between parents and school for enhancing communication.	With leadership and decision-making abilities With good communication skill.
Vice Chairman (Parent) Mr.Harkawaljit Singh	1	To chair meeting when the chairman is absent.	With leadership and decision-making abilities.
Treasurer (Teacher Ms.Rupali, Parent Mr Gurvinder S.)	1 teacher + 1 parent	To handle financial matter. To report the financial situation of the committee and the members regularly. To compile budgets and financial reports.	Proficient in numeracy and management of accounts will organised.
Secretary (Teacher) Ms.Navroop Kaur	1	To assist the chairman to draft and send agendas. To draft meeting minutes. To handle internal and external secretarial work.	With good writing skills and expression skills well organized.
Joint Secretary (Parent) Ms.Gurvir Kaur (Parent) Ms. Mandeep Kaur	1	To assist in promoting educational and recreational activities. To pay attention to the welfare of members.	Active and outgoing good at keeping pace with the trends of the community resources.
Joint Treasurer (Parent) Dr.Vinti Juneja (Teacher) Ms.Kanchan Tiwari	1 teacher + 1 parent	To establish and expand parental networks. To liaise with the members for participation in relevant meetings and activities. To design activities of publicity and promotional events. To arrange publication of newsletter for parents.	Active and outgoing Good at communication and able to act as "Parent Ambassdor" for the Association.
Auditor (CA)	1	To audit the accounts of the Parent Teacher Association.	Proficient in numeracy and management of accounts.

On behalf of ELITE AMERICAN CORPORATE SCHOOL,

Yours truly,

**Ms Manjeet Madra**

**The Principal**

*Ms Manjeet Madra*  
Principal

Elite American Corporate School  
[8800000690; 7700000062, eliteacs.patiala@gmail.com]  
Patiala

Registered address of School

PIET Campus, Room No 102,  
Faggan Majra, PATIALA

Head Registered Office

A3/4, Sec 110, Noida, UP-201304

School EQ Management

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## CONSTITUTION OF PTA

### Definition & Aim of PTA

Parent Teachers Association (PTA) is non-profit, non-political and non-sectarian organization made up of school staff and parents 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.

### Definition of Keywords

Association-All Parents, Teachers and employees of Elite American Corporate School.

Member-Any/All individuals who have been accepted and admitted by the Association.

### Preamble

We desire to sustain the promotion and continuity of sound, meaningful and qualitative education for the students of Elite American Corporate School (EACS), we the parents/guardians and teachers of the students hereby jointly and severally agree to constitute ourselves into an organization whose membership shall embrace all parents, guardians and teachers of registered pupils in Elite American Corporate School.

### Aims and Objectives

The aim and objectives of the association shall be.

To provide a platform for parents, guardians, and teachers of the students of Elite American Corporate School (EACS), Patiala to meet, exchange, deeply analyze issues, make recommendations and effectively pursue the implementation of decisions on matters affecting education/learning.

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 pupils/students therein.

To make for 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.

  
Principal  
Elite American Corporate School  
Patiala

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## Membership of PTA, Qualification

Membership of Association shall be open to:

Parents/Guardians whose children or wards attend school in Elite American Corporate School. Such participation shall be non-political and non-religious.

Any person who is a member of the teaching staff of Elite American Corporate School.

For every class one parent and one teacher (As per the number of divisions, Parents members)

In the executive committee, 50% shall be women.

## Executive Committee

The formation of Parents Teacher's Association's Executive Committee would be as under :-

Chairperson	Principal of the School
Vice-Chairperson	One from amongst the parents
Secretary	One from amongst the coordinators
Two-Joint Secretaries	Both from amongst parents
Treasurer	One teacher &/one parent from members
Joint-Treasurer	One teacher &/one parent from members
Member	One parent & one teacher from every standard

## Guidelines and Rules of Conduct

Members, will at all times, during its deliberation and actions, work with proper conduct and respect to one another and the school.

Each member must attend general meetings unless a member has a sound reason that will hinder him.

- The period of Parents-Teacher's Association would be for one year. Any parent once has become the office bearer or the executive committee member, thereafter in the next three years; he cannot become the office bearer of the executive committee member.
- The meeting of managing committee should be called minimum once in three months.
- In the school, every student's parents should be the member Parents-Teacher's Association

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*[Signature]*  
Principal  
Elite American Corporate School  
Patiala  
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### Guidelines and Rules of Conduct

- Help school in any events outside and beyond standard school functions such as : Organizing intra school quiz competitions, science fair, community outreach, teacher appreciation event etc.
- Provide an "ear" to the issues concerning the parent body at large and take it up with school management for satisfactory resolution.
- Solicit new ideas and suggestions from the parent body to help enhance the overall and all round education experience and work with EACS for review and implementation of the same.
- Build a sense of community at school through increased and sustained parental participation and involvement in school events.
- Foster a relationship between parents, teachers, school management and Board of Society.
- Rules and regulations/roles and responsibilities will be constantly evolving and subjects to review and changes based on the changing needs of children, parent and the teachers.
- Any changes in the rules and regulations must be first approved and committee's meeting and thereafter at the a 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, subjects to the President's casting vote in the event of any disagreement.
- As per the requirements, time & active participants are expected from members. Its also important to attain meetings whenever it will be called.

Note: The Member who wish to enroll themselves as PTA member should make it sure that they will actively take part in all the events and activities as and when required. The parent who can devote time for the same should enroll themselves.

On behalf of ELITE AMERICAN CORPORATE SCHOOL,  
Yours truly,

Principal  
Elite American Corporate School  
Patiala

**Ms Manjeet Madra**  
The Principal

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