

DELHI PUBLIC SCHOOL DAMANJODI
PARENT-TEACHER ASSOCIATION (PTA)

1. Name of the Association

The Association shall be known as the **Parent-Teacher Association (PTA), Delhi Public School Damanjodi.**

2. Objectives

The Parent-Teacher Association shall work in close coordination with the School Management and the Principal with the following objectives:

1. To promote a healthy and constructive relationship between parents and teachers.
2. To facilitate effective communication between the school and parents for the overall development of students.
3. To discuss and address matters relating to the academic, emotional, social, cultural and physical development of students.
4. To encourage parents to actively participate in the educational and co-curricular activities of the school.
5. To create awareness among parents regarding school policies, academic programmes, discipline, attendance, safety and student welfare.
6. To provide a suitable platform for parents and teachers to exchange suggestions and constructive feedback.
7. To support initiatives undertaken by the school for improving the quality of education and the overall school environment.
8. To encourage the development of good values, discipline, responsibility and leadership qualities among students.
9. To promote cooperation between parents and teachers in identifying and addressing the academic and behavioural needs of students.
10. To undertake such other activities as may be considered beneficial for the welfare and holistic development of the students, subject to the approval of the School Management.

3. Composition of the PTA

The PTA shall consist of representatives of parents/guardians and teachers of the school.

The composition may be as follows:

- **Shri Amarendra Kumar Mishra**, Pro Vice-Chairman, School Managing Committee
- **Ms Sujata Pani, President**, Principal, Delhi Public School, Damanjodi
- **Mrs. Sumitra Hantal, Vice-President**: One parent representative nominated as per the school procedure (M/o Simran Khillo, Class XII)
- **Mr. Pramod Panigrahi, Secretary**, Teacher (Govt. High School) Koraput Block, One teacher representative nominated by the Principal
- **Mrs. Rojali Sahu, Joint Secretary**: One parent representative (M/o. Priyadarshini Sahu of Class IX B)
- **Mr. Ajit Kumar Mishra, Teacher Representatives**: As decided by the Principal (PGT (Physics), Delhi Public School Damanjodi.
- **Mr. Dharmananda Satapathy, Parent Representatives**: Representatives from different classes/sections, as decided by the school (F/o. Sainath Satapathy, Class VI A)
- **Mr. S.S.Giridhar, Ex-officio Members**: Headmaster nominated by the Principal

4. Membership

1. The parents/guardians of students currently enrolled in the school shall be eligible for membership of the PTA.
2. Teachers and other appropriate representatives of the school may be members of the Association.
3. Membership shall remain valid for the period prescribed by the school or until the student ceases to be enrolled in the school.
4. The Principal shall have the authority to nominate appropriate members wherever required in the interest of the school.

5. Office Bearers

The office bearers of the PTA shall perform their duties in consultation with the Principal and in accordance with the rules and guidelines of the school.

President

The President shall:

- Preside over PTA meetings.
- Provide overall guidance to the Association.
- Ensure that the activities of the PTA remain aligned with the objectives of the school.
- Coordinate with the School Management whenever required.

Secretary

The Secretary shall:

- Convene meetings in consultation with the President.
- Prepare the agenda and maintain minutes of meetings.
- Maintain records and correspondence of the PTA.
- Coordinate the implementation of decisions taken during meetings.

Parent Representatives

Parent representatives shall:

- Represent the views and constructive suggestions of parents.
- Encourage parents to cooperate with the school.
- Bring matters of general concern to the notice of the PTA through the appropriate channel.
- Maintain confidentiality regarding individual students and families.

Teacher Representatives

Teacher representatives shall:

- Provide appropriate academic and school-related information.
- Facilitate communication between parents and teachers.
- Assist in implementing PTA initiatives approved by the school.

6. Meetings

1. The PTA shall meet at least **once in each term/quarter**, or as and when considered necessary by the Principal.
2. Special meetings may be convened by the President whenever an important matter requires discussion.
3. The date, time and agenda of the meeting shall ordinarily be communicated to members in advance.
4. The proceedings of every meeting shall be recorded in the minutes register.
5. Decisions shall preferably be taken through consensus. Where necessary, the matter may be decided by a majority of members present.
6. The Principal shall have the final authority in matters concerning school administration, discipline, academic policy and statutory requirements.

7. Parent-Teacher Interaction

The PTA shall encourage regular and meaningful interaction between parents and teachers through:

- Parent-Teacher Meetings (PTMs)
- Academic counselling
- Orientation programmes
- Awareness programmes
- Feedback and suggestion mechanisms
- Workshops for parents
- Student welfare and safety initiatives
- Career guidance and other educational programmes

8. Code of Conduct

All members of the PTA shall:

1. Maintain mutual respect and dignity in all interactions.
2. Work in the best interests of the students and the school.
3. Refrain from personal criticism of teachers, parents, students or school authorities.
4. Maintain confidentiality regarding sensitive information concerning students, parents and staff.
5. Avoid interference in the day-to-day administrative functioning of the school.
6. Ensure that grievances are raised through the appropriate institutional channel.

7. Refrain from using the PTA platform for personal, political, commercial or unrelated purposes.

9. Grievance Redressal

1. Parents are encouraged to first approach the concerned Class Teacher or appropriate school authority regarding individual student-related matters.
2. Matters that remain unresolved may be brought to the notice of the Principal through the prescribed procedure.
3. The PTA may facilitate communication between parents and the school where appropriate.
4. Individual student grievances shall be handled with due confidentiality and sensitivity.

10. Financial Matters

1. The PTA shall not undertake any financial activity without the prior approval of the School Management.
2. No parent or member shall collect money from other parents in the name of the PTA without written approval from the school.
3. Any expenditure undertaken by the PTA shall be properly authorised and documented.
4. The PTA shall not impose any compulsory financial contribution on parents unless specifically approved by the competent authority.

11. Tenure

The tenure of the PTA and its office bearers shall ordinarily be **one academic year**, unless otherwise decided by the School Management.

The outgoing members may continue to discharge their responsibilities until the new PTA is constituted.

12. Amendment

Any amendment to the constitution or functioning of the PTA shall require the approval of the Principal and/or the competent authority of the School Management.

13. General Provision

The PTA shall function as a **supportive and collaborative body** and shall not interfere with the statutory, administrative or academic authority of the School Management and the Principal.

All activities of the PTA shall be carried out in accordance with the rules, regulations and guidelines applicable to the school.

Principal

Delhi Public School, Damanjodi

Date: 25.08.2026

Place: Damanjodi