M.: 89780 09200
98767 14800

PREACH CONVENT INTERNATIONAL SCHOOL
Running Under The Aegis of Shri Raghuraj Education Welfare Society
New Satguru Nagar, Near Satsang Ghar, Gate No. 2, Lohara, Ludhiana
www.preachconventinternationalschool.com
preachconventinternationalschool
preachconventschool@gmail.com

Ref. No. 2PCS/24/9/2026/1

Dated 24/9/2026

CERTIFICATE REGARDING PTA

This is to certify that Preach Convent International School, Ludhiana, has a functional Parent-Teacher Association. A copy of the memorandum and list of members is attached.

PREACH CONVENT INTERNATIONAL SCHOOL PRINCIPAL LUDHIANA

for Sh. Raghuraj Education Welfare Society

Auth. Signatory

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CONSTITUTION OF THE PARENT-TEACHER ASSOCIATION (PTA)

1. NAME

The Association shall be known as the **Parent-Teacher Association (PTA) of Preach Convent International School.**

2. OBJECTIVES

The Parent-Teacher Association shall work towards the overall welfare and development of the students and shall aim to:

1. Promote a healthy and cooperative relationship between parents, teachers and the school.
2. Encourage the participation of parents in the educational development of students.
3. Discuss matters relating to the academic progress, discipline, safety, health and overall well-being of students.
4. Provide constructive suggestions for the improvement of school facilities and educational activities.
5. Support the school in maintaining a safe, positive and conducive learning environment.
6. Promote effective communication and cooperation between parents and teachers.

3. COMPOSITION OF THE PTA

The Parent-Teacher Association shall consist of **seven (7) members** as follows:

1. **General Secretary** – 1 Member
2. **Principal** – 1 Member
3. **Teacher Members** – 2 Members
4. **Parent Members** – 3 Members

The names of the members and their respective positions shall be maintained in the official PTA Member List of the school.

PRINCIPAL

for Sh. Raghuraj Education Welfare Society

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9. ROLE OF THE GENERAL SECRETARY

The General Secretary shall:

1. Coordinate PTA meetings and activities in consultation with the Principal.
2. Maintain the records, minutes and correspondence of the PTA.
3. Communicate relevant information to PTA members.
4. Assist in implementing decisions and recommendations approved by the PTA and the school administration.

10. ROLE OF THE PRINCIPAL

The Principal shall:

1. Guide and supervise the functioning of the PTA.
2. Preside over PTA meetings.
3. Ensure that the activities of the PTA are conducted in accordance with school rules and applicable government directions.
4. Facilitate communication between the PTA and the school administration.

11. ROLE OF TEACHER MEMBERS

Teacher Members shall:

1. Represent the views and suggestions of teachers in PTA meetings.
2. Provide relevant information regarding the academic and overall development of students.
3. Cooperate with parents and the school administration for the welfare of students.

12. ROLE OF PARENT MEMBERS

Parent Members shall:

1. Represent the views and suggestions of parents.
2. Participate constructively in PTA meetings and activities.
3. Cooperate with teachers and the school administration for the welfare and development of students.
4. Convey relevant suggestions and concerns of parents through the PTA.

13. RECORDS

The following records shall be maintained:

1. PTA Member List
2. Attendance of members at meetings
3. Minutes of PTA meetings
4. Resolutions and recommendations
5. Relevant correspondence and other records

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4. MEMBERSHIP

1. The PTA shall consist of representatives of the school and parents/guardians of students.
2. The Principal shall be a member of the PTA by virtue of the office held.
3. Teacher Members shall be nominated by the school.
4. Parent Members shall be selected/nominated from among the parents/guardians of students of the school.
5. The membership shall ordinarily remain valid for one academic session.
6. Any vacancy arising during the session may be filled by the School Management as considered appropriate.

5. TERM OF THE PTA

The PTA shall ordinarily be constituted for **one academic session** and may be reconstituted at the beginning of each academic session or whenever required by the School Management or competent authority.

6. MEETINGS

1. The PTA shall meet as and when required to discuss matters concerning the welfare and development of students.
2. The General Secretary shall coordinate the meetings in consultation with the Principal.
3. The Principal shall preside over the meetings.
4. The General Secretary shall maintain the minutes and records of the meetings.

7. QUORUM

The quorum for a PTA meeting shall be **four (4) members** out of the total seven (7) members.

8. DUTIES AND RESPONSIBILITIES

The PTA shall:

1. Promote cooperation between parents and teachers.
2. Discuss matters concerning the academic progress and welfare of students.
3. Encourage regular attendance, punctuality and discipline among students.
4. Support educational, cultural, sports and co-curricular activities of the school.
5. Consider suggestions from parents and teachers and place appropriate recommendations before the school administration.
6. Support initiatives relating to student safety, health and overall well-being.
7. Maintain proper records of meetings and decisions.

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14. CODE OF CONDUCT

All members shall:

1. Maintain mutual respect and dignity during PTA meetings.
2. Raise concerns and suggestions in a constructive manner.
3. Maintain confidentiality regarding personal information relating to students, parents and staff.
4. Follow the rules and policies of the school and applicable directions of the competent authorities.

15. AMENDMENT

This Constitution may be amended from time to time with the approval of the School Management and in accordance with applicable government rules, regulations and directions of the competent authorities.

16. DECLARATION

We hereby adopt this Constitution for the proper functioning of the **Parent-Teacher Association (PTA) of Preach Convent International School** and undertake to function in accordance with the applicable rules, regulations and directions of the competent authorities.

Place: Ludhiana, Punjab **Date:** 24/9/2026

PREACH CONVENT INTERNATIONAL SCHOOL PRINCIPAL LUDHIANA

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Ref. No. PCS/24/9/2020/1

Dated 24/9/20

LIST OF MEMBERS: PARENT - TEACHER ASSOCIATION

S.No.	Name	Designation	Student Name	Signature
1.	Mr. Sukhwinder Singh	General Secretary	-	
2.	Mrs. Pooja Yakhmi	Principal	-	
3.	Mr. Mamta Devi	Teacher Member	-	
4.	Ms. Mohit Kumar	Teacher Member	-	
5.	Mrs. Hemdeep	Teacher Member	-	
6.	Mr. Jatin Nagpal	Teacher Member	-	
7.	Mr. Sudha Shankar	Parent Member	F/O Arnav Singh Class 1st	
8.	Mr. Rajesh Gupta	Parent Member	F/O Divansh Class 2nd	Rajesh gupta
9.	Mrs. Amandeep Kaur	Parent Member	M/O Hargun Kaur Class 2nd	Amandeep Kaur
10.	Mrs. Seema Pathak	Parent Member	M/O Hardik Class 3rd	Seema
11.	Mr. Hemant Kumar	Parent Member	F/O Shreya Verma Class 4th	Hemant
12.	Mrs. Geetanjali Kapoor	Parent Member	M/O Bhumika Kapoor Class 5th	Geetanjali Kapoor
13.	Mr. Satish Kumar	Parent Member	F/O Satyam Tiwari Class 5th	Satish
14.	Mr. Ajay Sharma	Parent Member	F/O Bhavika Class 6th	Ajay
15.	Mr. Dilbag Singh	Parent Member	F/O Arshpreet Kaur Class 7th	Dilbag Singh
16.	Mrs. Sarita	Parent Member	M/O Naman Class 7th	Sarita

PREACH CONVENT INTERNATIONAL SCHOOL PRINCIPAL LUDHIANA