

RAJANIKANT PUBLIC SCHOOL

Supaul, Bihar

CBSE Affiliation No.: 330704 | School No.: 65701

CONSTITUTION & BYE-LAWS OF THE PARENT-TEACHER ASSOCIATION (PTA)

1. Name

- The name of the Association shall be "Parent-Teacher Association (PTA), Rajanikant Public School, Supaul."

2. Objectives

- To promote the academic, social, emotional and overall development of students.
- To maintain effective communication between parents and teachers.
- To discuss matters relating to students' academic progress, attendance, discipline and well-being.
- To encourage parents' participation in appropriate school activities and programmes.
- To obtain constructive suggestions from parents for improvement in the functioning of the school.
- To promote awareness regarding child safety, health, hygiene and responsible behaviour.
- To support co-curricular, cultural, sports and community activities of the school.
- To create a healthy and cooperative relationship among students, parents, teachers and school management.

3. Membership

- The PTA shall consist of representatives of parents/guardians, teachers, the Principal/Head of School and other school representatives, wherever required.
- Efforts shall be made to ensure fair representation of different classes and sections and adequate participation of mothers and fathers.

4. Executive Committee

Sl. No.	Designation	Representation
1	President	Parent Representative
2	Vice-President	Parent/Teacher Representative
3	Secretary	Teacher/School Representative
4	Joint Secretary	Parent Representative
5	Member	Parent Representative
6	Member	Parent Representative
7	Member	Parent Representative
8	Member	Teacher Representative
9	Member	Teacher Representative
10	Member	Teacher Representative
11	Ex-Officio Member	Principal/Head of School

5. Selection/Nomination of Members

- Parent representatives shall be selected/nominated from among the parents/guardians of students.
- Teacher representatives shall be nominated from among the teaching staff.
- The school shall endeavour to provide representation to different classes/groups.
- A member may cease to be a parent representative when his/her child is no longer a student of the school.
- Any vacancy arising during the term may be filled through fresh nomination/selection.

6. Tenure

- The tenure of the PTA/Executive Committee shall ordinarily be one academic session, unless otherwise decided in accordance with applicable rules. The Association may be reconstituted for every academic session.

7. Meetings

- PTA meetings shall be held periodically during the academic session.
- Additional meetings may be convened whenever necessary.
- The date, time, venue and agenda shall normally be communicated to members in advance.
- The Secretary or authorised school representative shall maintain the minutes of every meeting.
- Attendance of members shall be recorded in the PTA Attendance Register.
- Decisions and suggestions shall preferably be arrived at through discussion and consensus.

8. Suggested Agenda for PTA Meetings

- Academic performance; attendance and punctuality; student discipline and behaviour; examination and assessment; health, hygiene and safety; school transport and student safety; co-curricular and sports activities; parent-teacher communication; learning support and remedial measures; student counselling and well-being; suggestions received from parents; and any other matter concerning student welfare and development.

9. Duties of the President

- Preside over PTA meetings.
- Encourage constructive participation of members.
- Ensure that discussions remain focused on student and school welfare.
- Work in coordination with the Principal and other members.

10. Duties of the Secretary

- Coordinate PTA meetings.
- Prepare the agenda in consultation with the Principal/President.
- Maintain records of meetings.
- Record and preserve the minutes.
- Maintain membership and attendance records.
- Communicate relevant decisions/suggestions to concerned members.

11. Duties of Members

- Attend meetings regularly.
- Present constructive suggestions.
- Respect confidentiality in matters concerning individual students, parents or staff.
- Promote cooperation between the school and parents.
- Avoid using the PTA platform for personal disputes or individual interests.
- Work in the larger interest of students and the school community.

12. Scope and Limitations

- The PTA shall function primarily as a consultative and participatory body for strengthening parent-school cooperation.
- The PTA shall not ordinarily interfere in day-to-day administration, appointment/service conditions or disciplinary matters concerning employees, confidential matters relating to individual students or staff, or matters specifically reserved for the School Management Committee/Management under applicable rules.

- Individual grievances should normally be addressed through the school's prescribed grievance-redressal mechanism.

13. Financial Matters

- No compulsory contribution, donation or collection shall be made in the name of the PTA without proper approval and compliance with applicable rules.
- Any authorised financial transaction of the PTA, where applicable, shall be properly documented and accounted for.

14. Records to be Maintained

- PTA Constitution/Bye-Laws; PTA Member Register; Parent Representative List; Teacher Representative List; Meeting Notice and Agenda File; Attendance Register; Minutes of Meeting Register; Suggestions/Action Taken Record.

15. Code of Conduct

- All members shall maintain dignity, mutual respect and decorum during meetings.
- No member shall use threatening, abusive, discriminatory or inappropriate language.
- Discussions relating to an individual child, parent or employee shall be handled confidentially and through the appropriate school mechanism.

16. Amendment

- These Bye-Laws may be amended whenever required, subject to applicable CBSE requirements, government rules and approval of the competent school authority.

17. Dissolution/Reconstitution

- The PTA may be reconstituted at the end of its tenure or whenever required under applicable rules. All records shall remain in the custody of the school.

PTA EXECUTIVE COMMITTEE – SESSION 2026–27

Sl. No.	Name	Parent/Teacher	Designation	Class Represented	Mobile No.
1	Neha Kumari	Parent	President	5	9304680122
2	Sanjoy Kumar	Teacher	Vice-President	11	9123482841
3	Vikki Kumar	Teacher	Secretary	6	8298292010
4	Rajeev Ranjan	Parent	Joint Secretary	11	9709521488
5	Dinesh Pasi	Parent	Member	7	6204611630
6	Jyoti Kumari	Parent	Member	6	9304916597
7	Chandan Kumar	Parent	Member	10	9608204020
8	Seema Karn	Teacher	Member	8	8595636241
9	Shubham Kumar	Teacher	Member	9	8579079767
10	Nitin Anand	Teacher	Member	10	9304066389
11	Ashish Prabhakaran	Principal	Ex-Officio Member	NA	8340503041

CERTIFICATION

It is hereby certified that the Parent-Teacher Association of Rajanikant Public School, Supaul, Bihar has been constituted for the Academic Session 2026–27 with the objective of promoting cooperation between parents, teachers and the school for the overall development and welfare of students.

Date: 06-04-2026	Place: Supaul, Bihar	<i>Ashish Prabhakaran</i>
President, PTA Name: Neha Kumari Signature: <i>Neha Kumari</i>	Secretary, PTA Name: Vikki Kumar Signature: <i>Vikki Kumar</i>	Principal Rajanikant Public School Signature & School Seal

06 APR 2026

