



# RASBIHARI INTERNATIONAL SCHOOL

'VRINDAVAN' NASHIK-OZAR ROAD, NASHIK-422 003.  
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RIS-2018-19/ 09

Date:-20/06/2018

To,  
Dear Parents ,  
Rasbihari International School

**Subject** :- Notice of General Meeting in respect of formation of Executive Committee of Parent-Teacher Association.

Dear Sir / Madam,

You are aware that your child is studying in our school. As per the instructions of Government of Maharashtra, every school is required to constitute Parent-Teacher Association (PTA). Being a parent you are one of the members of the said Association. The management of the school has decided to constitute Executive Committee of the Parent-Teacher Association for the academic year 2018-19.

We are pleased to inform you that, a General Meeting of all members of PTA is hereby called on 20/07/2018 at 02:30pm.in the premise of the school for electing the Executive Committee of the said PTA. You are therefore requested to attend the same & cooperate.

**The Executive Committee of the PTA shall consist of :-**

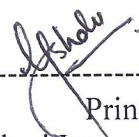
President- Principal of the school ( Ex-Officio), Vice – President, Secretary, Joint Secretary and Members.

**The duties & responsibilities of the Executive Committee of PTA shall include :-**

(1) To see that syllabus is completed as per planning.(2) To recommend suggestions to the school about the students who are weak in studies.(3) To assist the school in planning of curriculum relating to the school syllabus.(4)To discuss and suggest other curriculum activities.(5) To give members sanction regarding the hike in school fee etc.

It is made clear by the Government that, the Parent-Teacher Association is purely advisory body tendering advice mainly on academic problems of the school and shall have no right to make interference in day to day functions and administration of the school.

You are requested to sign as acknowledgment & return this circular / notice to the undersigned or office of the school or respective class teacher.

  
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Principal  
Rasbihari International School

Name of the parent -----

Name of the Child/ Student ----- Std.....Div.....

Signature of the parent -----

Note :- Copy of the said circular is displayed on notice board and website of the school.

