

**IES Secondary School, Charkop [English Medium]**  
Sector II, Charkop, Kandivali West, Mumbai 400067.

**Minutes of the meeting of Parent Teachers Association (PTA) 2020-21 of IES Secondary School, Charkop [English Medium] held on 03.12.2021.**

The Meeting of the General body of PTA was arranged class wise as per the following schedule:

<b>Schedule A</b>			
<b>IES Secondary School, Charkop [English Medium]</b>			
<b>Schedule for the PTA Meetings</b>			
<b>Std.</b>	<b>Div.</b>	<b>Date of Meeting</b>	<b>Time</b>
V	E	03.12.2021	10.00 am to 10.30 am
VI	E	03.12.2021	11.00 am to 11.30 am
VII	E	03.12.2021	12.00 pm to 12.30 pm
VIII	E	03.12.2021	1.00 pm to 1.30 pm
IX	E	03.12.2021	2.00 pm to 2.30 pm
X	E	03.12.2021	3.00 pm to 3.30 pm

The Chairperson-Head of the school and the Secretary of PTA conducted the Meeting of each class. In addition, the class and subject teachers of the respective classes were present in the Meeting.

The Chairperson of Parent Teachers Association (PTA), Mrs. Manasi Rajee, extended a warm welcome to all the PTA members for the academic year 2020-21. The Chairperson noted that the requisite quorum for the meeting was present and called the meeting to order. The Chairperson informed the members that the Videographer was not invited to record the proceedings of the meeting since the meeting was being conducted on Microsoft Teams, a virtual platform. The Chairperson informed the PTA members that the meeting was being recorded on Microsoft Teams.

The Chairperson then tabled the Agenda as uploaded on the school's notice board, the school's website and as circulated along with the Notice of the meeting to the members.

**1. To inform parents about fees for the Academic Year 2021-22.**

The Chairperson informed the members that the Tuition fees is Rs. 2650/- per month and the Term is Rs. 2650/- per term for the academic year 2021-22. The Chairperson also informed the members that there are Fee defaulters for the Academic Year 2019-20 and 2020-21 and humbly requested the members to clear the Fee Due if any immediately.

**2. To inform parents about online education**

The Chairperson said that The Covid-19 pandemic had affected educational system worldwide, leading to the near-total closures of schools and other institutions. But even during the crucial time, IES in its constant pursuit to

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adapt to the change and make learning a continuous and effective process decided to use an online platform. Without any delay or hesitation, HES purchased Microsoft Teams for the learners so that they don't remain away from education. Teachers were given intense training round the clock so that they get familiar with the new and modern method. The Chairperson appreciated the efforts the teachers put in to learn making PPTs and for making virtual classes interesting to the student though they were not technically abled.

The Chairperson congratulated all the staff and students for adapting to the unconventional teaching learning process with an ease.

**3. To appeal parents to pay prescribed fees regularly.**

The Chairperson appealed to the parents to pay the prescribed fees on time regularly for the smooth functioning of the school.

**4. Inform parents about online Tests / Exams/ Assessments to be conducted during the Year and that attendance is compulsory.**

The Chairperson brought to the notice of the PTA members that school had conducted online Practice Tests/Exams/Assessments and shall continue to do so. Many of the students are regular and doing well but few of them are not punctual. Attendance is compulsory. The Chairperson requested the parents to see that their ward attempts all tests and exams as per the schedule.

The marks obtained in the online Tests / Exams / Assessments are important and are taken into consideration for promotion to the next standard.

**5. Advise parents to ensure compliance of dress code while attending online classes or physical classes.**

The Chairperson informed that many a times when teachers ask students to switch on their camera, students don't do for they are not dressed appropriately. Also that the school has yet not insisted students physically attending school to wear school uniforms. Students are allowed to dress in formals.

The Chairperson requested the parents to ensure that their wards follow dress code while attending online or physical classes.

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6. Advise parents to ensure children attend classes after logging into the online classes.

The Chairperson informed that there has been an improvement in the attendance of students to the online classes. The Chairperson urged the parents to encourage the students to attend the classes regularly keeping the uncertainty of the current situation in consideration.

7. Advise parents to ensure children complete homework and assignments and submit it within the time given by the school.

The Chairperson informed that Homework and Assignments are meant to retain the concepts learnt and the syllabus taught. Assignments are part of internal evaluation too. It is therefore important that the student completes homework and assignment and submit as instructed by teacher within the given time frame.

8. Advise parents to ensure children do not misuse the log in id and password given to them.

The Chairperson stated that she is proud that the students are following online etiquettes and not misusing the login id and password given to them and expect the same from them in future.

The Chairperson then asked the members to give constructive suggestions if any.

The parent representatives appreciated the efforts put in by the school to shift from real classrooms to a virtual classroom model. The Principal humbly accepted the appreciation.

There being no other business, the meeting ended with the Chairperson thanking the members warmly for their participation and presence in the meeting. The IT personnel, Mr Vishal Bait was directed to stop the recording.

*m.m. Rajc*  
15.12.2021  
Chairperson PTA

*Zulake*  
15.12.2021  
Secretary PTA

I. E. S. Secondary School,  
Sector - 2, Charkop,  
Kandivall (W), Mumbai 67.

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Sr.no	Name of the PTA Member	Designation	Signature
1	Smt. Margaret Colaco	Teacher	<i>M Colaco</i>
2	Smt. Nazhatanjum Ansari	Teacher	<i>N Ansari</i>
3	Smt. Varsha Borle	Teacher	<i>V Borle</i>
4	Smt. Rupali Arekar	Teacher	<i>R Arekar</i>
5	Smt. Sheela Gupta	Teacher	<i>Sheela Gupta</i>
6	Smt. Manasi Pawar	Teacher	<i>M Pawar</i>