

**INDIAN EDUCATION SOCIETY'S SECONDARY SCHOOL, HINDU COLONY, DADAR**  
**PTA/PTA EC FORMATION SCHEDULE & PTA EC Meetings**  
**2024-25**

**UNAIDED PRIMARY/SECONDARY SCHOOLS**

SN	Committee	ACTIVITY DESCRIPTION(PTA & PTA EC Separately)	DAY/DATE
1	PTA-General Body	Constitution of Parent Teacher's Association-Declaring Chairman & Secretary	Monday, 24 <sup>th</sup> June 2024
		Publish a notice saying the PTA has been constituted on 'x' date. and the HM/ In charge is Chairperson and 'x' is Secretary	
		Notice to the parents informing them about PTA meeting (At least 15 days before)	Tuesday, 25 <sup>th</sup> June 2024
		First Meeting of PTA	<b>Saturday , 20<sup>th</sup> July 2024</b>
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2	PTA EC	Notice for the schedule for PTA EC elections of parent members and parent office bearers	Monday, 24 <sup>th</sup> June 2024
		Displaying Nomination form for membership of PTA EC on notice board	Tuesday, 25 <sup>th</sup> June 2024
		Last day of submission of Nomination Form by email or in the Drop Box (Ten Days)	Saturday, 6 <sup>th</sup> July 2024
		Scrutiny of the Nomination Forms	Monday, 8 <sup>th</sup> July 2024
		Last Day for withdrawal of the Nomination Form	Tuesday, 9 <sup>th</sup> July 2024 (Till 11 am)
		Election of member by Lottery, if there are more applications than the seats reserved for parents	Wednesday, 10 <sup>th</sup> July 2024.
		Formation of PTA EC	Either 9 <sup>th</sup> July 2024 After 11 am or 10 <sup>th</sup> July 2024
		First Meeting of PTA EC	Between 1 <sup>st</sup> August 2024 to 10 <sup>th</sup> August 2024
		Second Meeting of PTA EC	Between 1 <sup>st</sup> January 2024 to 10 <sup>th</sup> January 2024
		Third Meeting of PTA EC	Between 1 <sup>st</sup> April 2024 to 10 <sup>th</sup> April 2024