



Indian Education Society  
**KATRAP VIDYALAYA, KATRAP**



ENGLISH MEDIUM - SECONDARY SECTION

U. DISE NO - 27211504307

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Plot No.25 -26. Chhaya Co.op. Hsg. Society, Katrap, Badlapur(E), Dist. Thane - 421 503.

Date: 16/11/21

Ref. No. IES/KVK/S.122/21-22

FORMAT I

[see rule 4(2)]

Notice of the meeting of Parent-Teachers Association

IES KATRAP VIDYALAYA SECONDARY ENGLISH MEDIUM

IES /KVK/S.122/21-22

Date: 16.11.2021

To,

Member of Parent-Teacher Association

Sub: Notice of the meeting of Parent-Teacher Association (PTA)

Sir/Madam,

With reference to the subject cited above, as per the provisions of the section 4(2) (f) of the Maharashtra Educational Institutions (Regulation of Fee) Act, 2011 (Mah VII of 2014) and rule 4(2) of the Maharashtra Educational Institutions (Regulation of Fee) Rules, 2016, the division wise meeting of Parent-Teachers Association is scheduled on 03.12.2021 on Microsoft Teams platform as per following schedule A. Link of the meeting will be sent to you before date of meeting.

Agenda of the meeting is given below. You are requested to attend the meeting in time. As per the provisions of rule 4(4), of the Maharashtra Educational Institutions (Regulation of Fee) Rules, 2016 the meeting will be conducted if at least ten percent of the members of the full complement of the PTA are present. If the attendance is less, the Chairperson shall adjourn the meeting for half an hour. If the quorum is still not fulfilled, the meeting will be cancelled and recalled after 15 days by following the process mentioned in the rules.

**Agenda of the Meeting**

1. To inform parents about fees for the Academic Year 2021-22.
2. To inform parents about online education
3. To appeal parents to pay prescribed fees regularly
4. Inform parents about online Tests / Exams/ Assessments to be conducted during the Year and that attendance is compulsory .
5. Advise parents to ensure compliance of dress code while attending online classes or physical classes.
6. Advise parents to ensure children attend classes after logging into the online classes.
7. Advise parents to ensure children complete homework and assignments and submit it within the time given by the school.
8. Advise parents to ensure children do not misuse the log in id and password given to them.

Enclosed Schedule 'A'

Yours faithfully,

*Pranika Shah*  
Secretary

Parent-Teachers Association (PTA)

IES Katrap Vidyalaya Secondary English Medium

SCHDEULE - A

School Name:- IES KATRAP VIDYALAYA SECONDARY ENGLISH MEDIUM

Schedule for the PTA Meetings

| Std  | Div | Date of Meeting | Time of meeting      |
|------|-----|-----------------|----------------------|
| 10th | A   | 03/12/2021      | 7.00 AM TO 7.30 AM   |
| 10th | B   | 03/12/2021      | 7.40.AM TO 8.10 AM   |
| 9th  | A   | 03/12/2021      | 8.20 AM TO 8.50 AM   |
| 9th  | B   | 03/12/2021      | 9.00 AM TO 9.30 AM   |
| 8th  | A   | 03/12/2021      | 9.40 AM TO 10.10 AM  |
| 8th  | B   | 03/12/2021      | 10.20 AM TO 10.50 AM |
| 5TH  | A   | 03/12/2021      | 11.30 AM TO 12.00 PM |
| 5TH  | B   | 03/12/2021      | 12.10 PM TO 12.40 PM |
| 6th  | A   | 03/12/2021      | 12.50 PM TO 1.20 PM  |
| 6th  | B   | 03/12/2021      | 1.30 PM TO 2.00 PM   |
| 7th  | A   | 03/12/2021      | 2.10 PM TO 2.40 PM   |
| 7th  | B   | 03/12/2021      | 2.50 PM TO 3.20 PM   |

Separate meeting will be scheduled for each division

Secretary

*Sanjay Desai*  
Parent-Teachers Association (PTA)

IES KATRAP VIDYALAYA SECONDARY ENGLISH MEDIUM