

**FORMAT II**  
[see rule 8(1)]

Notice of meeting of Executive Committee of Parent – Teachers  
Association (School Name : IES New English Primary School)

No. : IES/NEPS/ 154 /2018-19

Name of the School: IES New English Primary School

Date : 27<sup>th</sup> February, 2019

To,  
Name : Mr. Vijaypratap Brijraj Singh  
President of Executive Committee

**Sub. : Meeting of Executive Committee**

Sir/Madam,

With reference to the subject cited above, as per the provisions of the section 4(2)(e) of the Maharashtra Educational Institutions (Regulation of Fee) Act, 2011 (Mah. VII of 2014) and rule 8(1) of the Maharashtra Educational Institutions (Regulation of Fee) Rules, 2016, the meeting of Executive Committee of (School Name: IES New English Primary School is scheduled on Dt. 16.03.2019) (at : 11.00 am to 12.00 pm) at (Venue : Activity Room.)

Agenda of the meeting is enclosed herewith. You are requested to attend the meeting in time. As per the provisions of rule 8(3) of the Maharashtra Educational Institutions (Regulation of Fee) Rules, 2016, the meeting will be conducted only if at least one-third members of the total strength are present and provided that more than fifty percent of the parent members of the total number of parent-members are present. If the quorum is not fulfilled, the Chairperson of the committee shall adjourn the meeting for half an hour. No business will be transacted in the meeting unless there is quorum. The meeting will be cancelled and will be recalled after fifteen days by following the process mentioned in these rules.

Yours faithfully,

*Mulalkar*

Secretary,  
Executive Committee.

School Name : IES New English Primary School

Agenda

1. To grant leave of absence to members.
2. To read and confirm the minutes of the last meeting.
3. To present the Success & Achievements.
4. To present the forth coming activities.