

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 th 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 th June 2024
		First Meeting of PTA	Saturday , 20th July 2024
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2	PTA EC	Notice for the schedule for PTA EC elections of parent members and parent office bearers	Monday, 24 th June 2024
		Displaying Nomination form for membership of PTA EC on notice board	Tuesday, 25 th June 2024
		Last day of submission of Nomination Form by email or in the Drop Box (Ten Days)	Saturday, 6 th July 2024
		Scrutiny of the Nomination Forms	Monday, 8 th July 2024
		Last Day for withdrawal of the Nomination Form	Tuesday, 9 th July 2024 (Till 11 am)
		Election of member by Lottery, if there are more applications than the seats reserved for parents	Wednesday, 10 th July 2024.
		Formation of PTA EC	Either 9 th July 2024 After 11 am or 10 th July 2024
		First Meeting of PTA EC	Between 1 st August 2024 to 10 th August 2024
		Second Meeting of PTA EC	Between 1 st January 2025 to 10 th January 2025
		Third Meeting of PTA EC	Between 1 st April 2025 to 10 th April 2025