

## PARENTS –TEACHER ASSOCIATION (PTA ) CONSTITUTION

Name of the School: - S.S.N CONVENT SR. SEC SCHOOL.

Address of the School: - Charan Nagar, tibba road Ludhiana.

1. Name of the Association: - S.S.N CONVENT SR. SEC. SCHOOL. PTA (Association)

2. Objectives: - The objectives of the PTA shall be:-

1. To promote activities that enhance the joy and wellbeing of the students and staff in a way that complements and enriches the teaching and learning environment.
2. To create better understanding between the home and the school, To assist the School in organizing educational , cultural and social activities, To support infrastructure or academic improvements as agreed by the association .

3. Membership:-

1. All parents / guardians of students currently enrolled in the school and all teaching staff shall be members.
2. Membership is automatic and valid for the academic year. No membership fee is

mandatory unless decided by the Executive Committee.

4. Structure: - The PTA shall consist of:

General Body - Comprising all parents and teachers.

Executive Committee- A selected group from the general body.

5. Executive Committee Composition:-

President – Principal

Vice President- One elected parent

Secretary- One teacher nominated by the Principal

Joint Secretary- One elected teacher

Treasurer- One teacher / parent (as decided)

Members- At least 4 to 10 (equal representation from parents and teachers, class wise if required) 6.

6. Tenure: - The Executive Committee shall hold office for a period of one year or as per school rules.

7. Meetings:-

1. General Body Meeting (GBM): At least once a year.
2. Executive Committee Meetings: Minimum once every quarter.
3. Special Meetings: May be called by the principal or on written request by at least 1/3<sup>rd</sup> of the Executive Members.

8. Functions of the Executive Committee:-

1. Plan and execute PTA activities.
2. Maintain minutes and records of meetings.
3. Address and resolve concerns raised by parents or teachers.

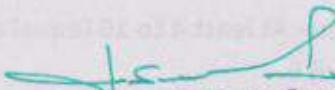
9. Funds and Accounts:-

1. If funds are collected, they shall be used for student welfare or school improvement only.
2. Proper records and annual auditing of accounts shall be maintained.
3. Account shall be operated jointly by the Principal and Treasurer.

10. Amendments to the constitution: - Any amendment may be made with a 2/3<sup>rd</sup> majority vote in the General Body Meeting, with prior notice of 15 days.

11. Dissolution: - In case of dissolution, assets (if any) shall be transferred to the school or a charitable trust, as decided by General Body.

12. Disputes and Clarifications:- The decision of Principal shall be final in all matters of interpretation or disputes regarding the PTA Constitution.

  
Principal  
S.S.N Convent Senior Secondary School  
Ludhiana

Date: as on 31-03-2025-2026

R/P,

I am hereby very much pleased to inform you that for the proper, efficient functioning and to achieve the real aims and objectives of the school, a Parents Teachers Association (PTA) have been formed with effect from today. The following is the list of the office bearers of the body. Anyone who has any suggestion, complaints or grievances may contact either the Headmaster/ Headmistress of the school or any of the members of the PTA body.

President : Mrs. Poonam Semwal

Vice-President: Sh. Parmanand

Secretary: Sh. Pardeep Soni

Joint Secretary: Sh. Sudarshan Parsad

Treasurer: Sh. Mahinder Dabral

Member: Smt: Nisha Rani

Member: Smt. Madhu Rani

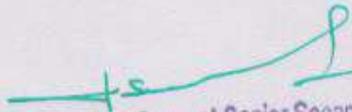
Member: Smt. Lalita

Member: Sh. Banarsi Dass

Member: Sh. Rajinder Kumar

Member: Sh. Pawan Kumar

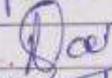
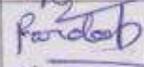
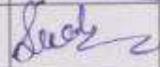
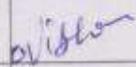
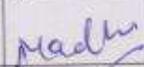
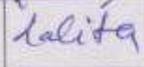
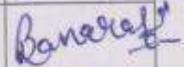
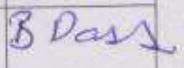
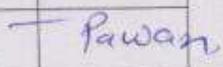
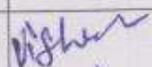
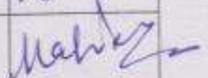
Member: Sh. Vishal Sood

  
Principal  
S.S.N Convent Senior Secondary School  
Ludhiana

'S.S.N. EDUCATION SOCIETY'

LIST OF - TEACHERS ASSOCIATION BODY (PTA)

AS ON 31-03-2025.....

S.NO	NAME OF MEMBER	PARENTS/TEACHERS	MALE/ FEMALE	AGE	DESIGNATION	SIGNATURE
1	Mrs Poonam Semwal	Principal	Female	46	President	
2	Sh. Parmanand	Parents	Male	55	Vice- President	
3	Sh. Pardeep soni	Teacher	Male	39	Secretary	
4	Sh. Sudarshan parsad	Teacher	Male	55	Joint Secretary	
5	Smt. Nisha Rana	Teacher	Female	48	Member	
6	Smt. Madhu Rani	Teacher	Female	55	Member	
7	Smt. Lalita	Parents	Female	37	Member	
8	Sh. Banarsi Dass	Parents	Male	51	Member	
9	Sh. Rajinder Kumar	Parents	Male	48	Member	
10	Sh. Pawan Kumar	Parents	Male	44	Member	
11	Sh. Vishal Sood	Parents	Male	46	Member	
12	Sh. Mahinder Dabral	Parents	Male	58	Treasurer	

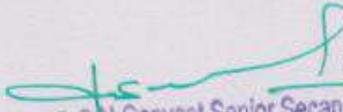
Male- 08

Parents -07

Female -04

Teachers -04

Principal- 01

  
Principal  
S.S.N Convent Senior Secondary School  
Ludhiana