

Circular No. SPS/MV/16/ 851(a)  
Dear Parents

08.04.2016

1) The Election of the Parent Teacher Association (Session 2016-17) will be completed by the first week of May 2016. Since the election for the teachers has already been held, Parents would now be elected for the following positions on executive committee.

1. Vice Chairman : One
2. Hony. Secretary : One
3. Hony. Jt Secretary : One
4. Members : Three

The undersigned shall be the Chairman of the Association and Returning Officer of the Election. It may be mentioned that Hony. Secretary of the PTA shall be the member of the School Managing Committee.

**As per the Scheme of Management of Salwan Public School, Mayur Vihar Phase III the elected members are eligible for one year only. Such members who have already hold office for a period of more than a year shall cease to be member of the Managing Committee.**

The interested parents may collect the nominations form from the school Reception on **09.04.2016 to 12.04.2016.**

**The schedule of elections would be as under:**

- The nomination forms to be deposited at reception on **18.04.2016**
- Last date of withdrawal of names from election **21.04.2016**
- Display of the final list of contestants after scrutiny of forms **22.4.2016.**
- Casting of votes through their choice and signature by bonafide parents (father or mother) in two phases i.e.  
– **07.05.2016 (9.00 am to 12 pm.) for classes Nursery to V**  
– **21.05.2016 (9.00 am to 12 pm.) for classes VI to XII**
- Counting and declaration of results for different offices **25.05.2016 (9.00 am. to 11.00 am)**
- The information about the elected members will be sent through letter.
- In all matters regarding the election decision of the Principal in the capacity of Returning Officer shall be final and binding on the contestants / participants.

**The aim and objective** of the Association would be for the overall growth of the students.

- The PTA would assist the school authorities in promoting co-curricular activities related to "Hands on Approach" so that professional parents could come forward in guiding the teachers for conducting the workshops / seminars / training modules and streamlining the avenues for professional development of children. It would not interfere in day to day affairs of the school. All administrative policy matter would be decided by the school managing committee where the Hony. Secretary would represent the parents
- **The Parent Teacher Meeting is scheduled for 07.05.2016 (Saturday for classes Nursery to V) and 21.05.2016 (Saturday for classes VI to XII) from (9.00 am to 12 pm.).** Kindly make it convenient to attend the same, keeping in view the interest of your ward. You are requested to note the timings and strictly adhere by same.

**Looking forward for your cooperation and healthy interaction.**

Warm regards  
Kiran Mehta  
(Principal)

*Kiran Mehta*  
8/4/2016

**(FIND BELOW THE NOMINATION FORM)**

**SALWAN PUBLIC SCHOOL, MAYUR VIHAR III**  
**SCHOOL COUNCIL PARENT SELF-NOMINATION FORM 2016-17**

I wish to declare my candidacy for an elected position as a parent representative on the school council for the post of:

Post	( Pls. Tick <input checked="" type="checkbox"/> the appropriate post want to apply for)
Vice-Chairman	
Secretary	
Joint Secretary	
Member	

Name: \_\_\_\_\_

Age: \_\_\_\_\_

Qualification: \_\_\_\_\_

Profession: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact No: (Mobile) \_\_\_\_\_ (Office) \_\_\_\_\_ (Residence)

\_\_\_\_\_

E-mail: \_\_\_\_\_

I am the parent of \_\_\_\_\_ class \_\_\_\_\_ section

\_\_\_\_\_

Candidate's signature