

## FORMATION OF PARENT TEACHER ASSOCIATION (PTA) 2025-2026

### DEFINITION & AIM OF THE PTA

Parent Teacher Association (PTA) is a non-profit and non-political organization made up of school staff and parents which work to support the development of the school.

### OBJECTIVES OF THE PTA

The main objective of the PTA shall be to provide a platform to the parents and staff of The PSBB Millennium School, OMR to meet, discuss, analyse and make recommendations on matters relating to education/learning.

### MEMBERSHIP OF PTA

The membership of PTA shall be open to

- Parents whose wards are studying in The PSBB Millennium School, OMR
- Any person who is a staff of The PSBB Millennium School, OMR

### EXECUTIVE COMMITTEE

The details of the Executive Committee of PTA is as under:

S.No.	Designation	Name of the Members
1	Principal -- Secretary	Mrs Rukmani
2	AVP -- Joint Secretary (TR)	Mrs S Padma
3	Joint Secretary (PR)	Mr Venkataraman
4	Teacher Coordinator	Ms Priya Raman
5	Liaison Officer (PR)	Ms Shreenidhi
6	Liaison Officer (PR)	Ms Meena
7	Liaison Officer (TR)	Mrs Sonali Boral
8	Liaison Officer (TR)	Mrs Simi Rajaa
9	Teacher Member	Mrs Kavitha S
10	Teacher Member	Mrs Radha Padmanabhan
11	Teacher Member	Ms Sowmiya Meenakshi Sundaram
12	Teacher Member	Mrs D.V. Kavitha
13	Teacher Member	Ms Chitra S
14	Parent Member	Ms Bratati Mukherjee
15	Parent Member	Ms Chandraleka
16	Parent Member	Ms Bindhuja Vijayakumar
17	Parent Member	Mr Abey Paulose
18	Parent Member	Ms Payal Sultania

*S. Rukmani*

Mrs.S.Rukmani

Principal



## **GUIDELINES AND RULES OF CONDUCT**

- The meetings of the PTA shall be held twice in an academic year
- The tenure of the members will be one year
- The tenure of the Executive Committee members will be 3 years
- The members will work with proper conduct and with respect to each other and the school during the proceedings of the meetings
- The members will solicit new ideas and suggestions that would enhance the overall learning and educational experiences of the students and aid in the development of the school
- The guidelines and rules will be reviewed once a year and suitably amended to suit the changing needs of students, parents and teachers.

## **ROLES AND RESPONSIBILITIES OF THE EXECUTIVE MEMBERS OF PTA:**

- Attend the PTA meetings
- Manage overall objectives and strategies of PTA.
- Act as liaison between parents and the Management.
- Preside over all PTA general and executive board meetings, ensuring all who are present act within Byelaws.
- Create agenda with the help of other executive board members.
- Record minutes at PTA meetings, submit minutes to the management for follow up action
- Help execute activities as needed.

*S. Rukmani*

Mrs.S.Rukmani

Principal

