



Circular No: 01/2026-27

Date: 02/04/2026

Subject: Formation of the PTA Executive Committee (PTAEC) for Academic Year 2026-2027

Dear Parents/Guardians,

Notice is hereby given for the constitution of the Parent-Teacher Association Executive Committee (PTAEC) for the Academic Year 2026-2027. The selection process is scheduled to take place on April 18, 2026. Eligible parents and guardians are invited to submit their nominations in accordance with the following statutory criteria and guidelines:

1. Eligibility Criteria

- Bonafide Status: Only parents or legal guardians of students currently enrolled as bonafide students of the school are eligible to nominate themselves for the grade in which their ward is studying.
- Prior Membership Bar: In compliance with rotational requirements, parents who served as members of the PTAEC during the academic years 2023-24, 2024-25, or 2025-26 are not eligible for nomination for the current term.
- Limitation per Household: Only one nomination form may be submitted per family (either father or mother), regardless of the number of children enrolled in the school.

2. Committee Composition & Reservation the PTAEC shall be formed ensuring the following representation:

- Gender Parity: A minimum of 50% of the parent representatives must be women.
- Social Reservation: At least one seat is reserved for candidates from the SC/ST/OBC categories.
- General Category: Remaining seats shall be filled by candidates from the General category.

3. Nomination & Selection Process

- Submission: Nominations must be submitted online via the prescribed proforma.
- Documentation: Forms must be accompanied by valid identification (Aadhar/PAN Card). Candidates applying under the reserved category must provide a valid Caste Certificate.
- Disqualification: Incomplete forms, forms containing factual errors, or multiple submissions by a single parent will result in immediate rejection.
- Draw of Lots: Should more than one valid nomination be received for a specific grade, the representative will be selected via a transparent draw of lots.
- Mandatory Attendance: Nominees must be present during the draw of lots on April 18, 2026. Failure to attend will result in the forfeiture of the nomination.

4. Important Schedule

Event	Date & Time
Nomination Window Opens	April 2, 2026 5:00 p.m.
Deadline for Nomination/Withdrawal	April 16, 2026 4:00 p.m.
Draw of Lots	April 18, 2026 10:00 a.m.
Declaration of Results & Formation	April 18, 2026 10:00 a.m.

Principal