

**PRAGATI PUBLIC SCHOOL  
SECTOR-13, PHASE II, DWARKA, NEW DELHI 110078**

**MINUTES OF THE GENERAL BODY MEETING HELD ON FRIDAY, 12.04.2024  
AT 7:20 AM IN THE SCHOOL AVH**

Ms. Amrit Kaur, Secretary welcomed the members present for the GBM.

Thereafter, the principal, Ms. Geeta Kapur took up the agenda items:

**Item No. 1 Constitution of the PTA Body for Academic Sessions 2024-2026  
(16 Members – 8 Teacher Members and 8 Parent Members)**

Principal, Ms. Geeta Kapur apprised the members of the constitution of the Parent Teacher Association. She also informed the members about the aims and objectives of the PTA wherein the association aims at creating an understanding amongst the parents, teachers, Management, to create awareness about school activities and policies for a better relation between the teachers and the parents and to work towards the better future of the students.

She also informed the members that the PTA body is constituted for a period of 2 years i.e. 2024-2026. She explained the members about the constitution of the PTA body which is as under:

Total Number of Members	16
Parent Members	08
Teacher Members	07
Chairperson / Principal of the school	01

**Item No. 2 Elections to be conducted for parent members as under (total 8 posts) &  
Teacher Members (Total 7 posts)**

Ms. Geeta Kapur, Principal informed the members that election will be conducted for the parent members for the following posts:

Vice Chairman - 01  
Hony. Secretary - 01  
Hony. Jt. Secretary - 01  
Executive Members - 05

and for the teacher members for the following posts:

Vice Chairperson - 01  
Hony. Jt. Secretary -01  
Treasurer - 01  
Executive Members -04

**Item No. 3 Schedule for PTA Elections for the Session 2024-2026**

Principal, Ms. Geeta Kapur shared the PTA elections Schedule with the parents:

Filing of the Nominations (Offline, Online or both)	Monday, 15.04.2024 to Thursday, 18.04.2024
Display of list of eligible candidates at the reception and on the website	Thursday, 23.04.2024

Elections  
Counting of votes & declaration of result  
Meeting with the new as well as old PTA  
Members for handing over of charge by  
Existing PTA members to newly elected members

Friday, 26.04.2024

**Item No. 4 Presentation of approved Fee Structure for the Academic Session 2024-2025**

The duly approved Fee Structure for the Academic Session 2024-2025 was shared with the members present.

**Item No. 5 Presentation of approved Earmarked Levies for the Academic Session 2024-2025**

The Principal shared the duly approved Earmarked Levies for the Academic Session 2024-2025 with the members present.