

PODAR INTERNATIONAL SCHOOL

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PODAR
INTERNATIONAL SCHOOL
CBSE AFFILIATION NO 831054

**Minutes of the First Parents Teachers Association Executive Committee (PTAEC) Meeting
2024-2025**

Date: June 15, 2024

Time: 3:00 Pm

Venue: School Premises (Meeting Hall, Podar International School Mangalore.

Next meeting: September 28,2024.

Attendees:

- 1.Mr. Girish Kumar (Principal and Chairperson, PTAEC)
- 2.Ms. Alpa Shah (Secretary, PTAEC)
- 3.Ms. Gayathri (Vice Chairperson, PTAEC)
- 4.Ms. Kajal (Joint Secretary 1, PTAEC)
- 5.Ms. Navya (Joint Secretary 2, PTAEC)
- 6.Mr. Kishan Kumar DK (Admin Officer)
- 7.Teacher Representatives
8. Parent Representatives

Agenda:

1. Introduction of the new PTA Executive committee members of the session 2024-2025
2. Thanksgiving to the old PTAEC 2023-2024 in absentia.
3. Sharing of the responsibilities to the new Executive Committee Members
4. Selection of Vice Chairperson and two Joint Secretaries of PTAEC2024-2025
5. Signing of the acceptance letters by parent members of PTAEC 2024-2025
6. Campus visit and sharing of the new infrastructure coming up, safety and upkeep of the campus.
7. Reading the draft minutes of the meeting.
8. Vote of thanks by the Secretary of PTAEC 2024-2025



Minutes of the Meeting:

1. Introduction of the new PTA Executive committee members of the session 2024-2025
 - Ms. Alpa Shah, the contingency Secretary of PTAEC, introduced the Chairperson Mr. Girish Kumar, Principal of the school and herself as the Secretary of PTAEC.
 - A brief introduction to the PTAEC was given.
 - Each parent and teacher member introduced themselves to the gathering.
2. Thanksgiving to the old PTAEC 2023-2024 in absentia
 - The secretary of PTAEC, Ms. Alpa Shah, thanked all the previous PTAEC members for their fruitful contribution to the development of the school and their support in the smooth functioning of the institution.
3. Sharing of the responsibilities to the new Executive Committee Members
 - The Chairperson Girish Kumar shared the responsibilities of the PTAEC members, including the roles of Vice Chairperson, Joint Secretaries, and the secretary.
4. Selection of Vice Chairperson and two Joint Secretaries of PTAEC 2024-2025
 - Ms. Gayathri was unanimously selected as Vice Chairperson, proposed by herself and seconded by the Chairperson.
 - The two Joint Secretaries were selected through self-proposal mode and seconded by the respective class teachers.
 - Joint Secretary 1: Ms. Kajal, Parent Representative of Grade 9
 - Joint Secretary 2: Ms. Navya, Parent Representative of Grade 3
5. Signing of the acceptance letters by parent members of PTAEC 2024-2025
 - All the parent representatives signed the letter of appointment, acknowledging their responsibilities to the institution and the parent fraternity.
6. Campus visit and sharing of the new infrastructure coming up, safety and upkeep of the campus.
 - The Admin Officers, Mr. Kishan Kumar DK, and the Secretary of PTAEC, Ms. Alpa Shah, led all PTAEC, including teacher and parent representatives, through the infrastructure facilities available and those newly coming up.
7. Reading the draft minutes of the meeting:
 - The draft minutes of the conducted meeting were read out.



- Approval was sought from the present members for publishing the minutes on the school website and records.
8. Vote of thanks by the Secretary of PTAEC 2024-2025
- Ms. Alpa Shah proposed the vote of thanks.
 - The meeting was formally adjourned.

| Parent Representatives | Teacher Representatives |
|------------------------|-------------------------|
| Ms.Sanaz Shaheed | Ms. Alisha Francis |
| Ms. Gayathri | Ms. Josna Joshy |
| Ms. Navya Varun Raja | Ms.Deepthi |
| Ms.Sharada | Ms.Navya.N |
| Ms.Kavya puli | Ms. Jayalakshmi Swapna |
| Ms. Raksha | Ms.Bhavya.D |
| Ms.Pranali Prasad T | Ms.Alpa Shah. |
| Ms.Kaustuva Panigrahi | Ms.Gayathri.K |
| Ms.Kajal Jadhav | Ms.Vandana Jadhav |
| Ms.Shilpa Rao | Ms.Prathibha.K |

Ms. Alpa Shah
Secretary
PTA Executive committee
Podar International School
Mangalore

Mr. Girish Kumar
Chairperson
PTA Executive committee
Podar International School
Mangalore