



## Minutes of Meeting

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| <b>Meeting Purpose:</b>             | EC-PTA Meeting   |
| <b>Meeting Date:</b>                | 26.04.2026   |
| <b>Meeting Time:</b>                | 8:30 a.m. to 9:30 a.m.   |
| <b>Meeting Location &amp; Mode:</b> | Jumbo Hall   |
| <b>Meeting Facilitator:</b>         | Principal – Dr. Manohar Mahajan  |
| <b>Attendees:</b>                   | EPTA Parent Members, Vice Principal Academic coordinators, Event Coordinators. |
| <b>Minutes Submitted By:</b>        | Ms. Shofi Dave   |

### Agenda Points:

- To welcome all the ECPTA members to the first ECPTA meet of 2026-27
- To elect different mandatory portfolios like Vice Chairperson, Joint Secretaries, SC Category Representative.
- To share the annual planner with the ECPTA members

### Points Discussed:

- Primary coordinator Ms. Rupali Deo welcomed all the newly selected EC-PTA members
- Principal, Dr. Manohar Mahajan welcomed all the EC-PTA members with a sapling.
- The Chairperson, Dr. Manohar Mahajan, mentioned various portfolios of the ECPTA like the Vice Chairperson and Joint Secretaries. He also explained to the ECPTA that this position will be assigned by conducting an election within the present members of the ECPTA.
- The election was conducted for the positions announced by the Chairperson, Dr. Manohar Mahajan. Parent member of Grade VIII, Ms. Snehal Chordiya was elected as the Vice Chairperson, Ms. Aparna Inamdar, parent member of Grade II and Dr. Rohini Gaiwad, parent member of Grade IX were unanimously elected as the Joint Secretaries for ECPTA 2026-27.
- The EC-PTA Secretary started the meeting by informing the ECPTA the details of all the EC-PTA like name, email id and contact details will be uploaded on the school's website.



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### Points Discussed:

- The Chairperson, Dr. Manohar Mahajan informed the members that in a year minimum 4 meetings will be scheduled. The dates of the meetings will be informed 4 to 5 days in advance. If needed the number of meetings in a year may be more than 4.
- Vice Principal Ms. Shofi Dave informed the ECPTA about the academic and events planning done by the school for the academic year 2026-27.
- She further informed about all the areas of the school development plan, the CEC planner, the Reading, Oral, Creative Writing and Handwriting activities planned for grade I to VIII. Besides, she informed about the school behaviour policy used by the school. The spoken English policy was also informed to the parents.
- Principal, Dr. Manohar Mahajan informed the parents that the Revision Question Bank Booklet is being prepared by teachers as a reference material for students and requested approval for the same.
- All the EC-PTA appreciated the initiative taken by the school and unanimously approved the proposal.
- The Grade IX EC-PTA member Dr. Rohini Gaikwad also suggested starting activities for students to learn ambidextrous writing.
- Principal, Dr. Manohar Mahajan confirmed that as per the availability of time this initiative can be started in future in the substitution periods as per the feasibility.
- Vice Principal Ms. Shofi Dave informed the E-CPTA about the schedule of the important events planned by the school for the academic year 2026-27.
- All the EC-PTA appreciated the academic and events planning of the school.
- The EC-PTA member of Grade VIII, Ms. Snehal Chordiya raised a concern about the stationery vendor which was backed by other members also. They find difficulty in the nonflexible timings of the vendor and his behaviour towards parents.
- Principal, Dr. Manohar Mahajan ensured that if a vendor near to the school locality is available then he will be surely considered. Further, he requested the members if they have any vendors who can provide services they can ask them to approach school for the same.
- Principal, Dr. Manohar Mahajan proposed the vote of thanks and concluded the session.



**PODAR INTERNATIONAL SCHOOL, NASHIK (ICSE)**

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