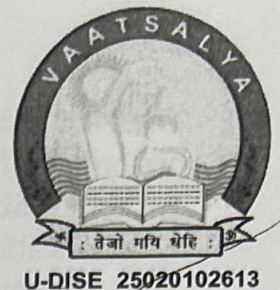




VAATSALYA SCHOOL

Kakrakhadi, Boriya Talav-Lodha Faliya Road
Village-Magarwada, Moti Daman-396220.
Affiliated to Central Board of Secondary
Education Affiliation No.3130004

Email- vaatsalyaoffice@gmail.com Mob:7874110765



U-DISE 25020102613

No. VS/Office Order/1-2026-27/004

02.04.2026

OFFICE ORDER

Consequent upon the policy decision of the School Management, the following **Parents Teachers' Association** is hereby constituted for the academic session **2026-27**.

The Committee shall perform its assigned duties and responsibilities with utmost diligence for the smooth functioning and overall development of the school and the welfare of its students.

The Committee shall remain in force for the academic session **2026-27**. The Principal/School Management reserves the right to make changes in its composition, including addition or replacement of members, as and when required.

The roles and responsibilities of the Committee and its members are annexed herewith.

LIST OF PARENTS TEACHERS' ASSOCIATION

Sr. No.	PTM Member	Designation	Contact No.
1.	Mr. A. Subba Rao	Chair Person	7990455002
2.	Mrs. Anita Jaintilal	Vice Chair Person	9712669965
3.	Mrs. Monika Mehta	Secretary	9687356107
4.	Mrs. Sejal Patel	Joint Secretary	9925430007
5.	Ms. Dhannya Cheriya Koovat	Joint Secretary	9913232686
6.	Dr. Khyati Dixit	Member Representative	9925106797
7.	Mrs. Heena Patel	Member Representative	9925385239
8.	Mrs. Arpita Christian	Member Representative	9016100433
9.	Mrs. Priyanka Desai	Member Representative	9825596222
10.	Mr. Diviesh Patel	Member Representative	8128871444
11.	Mr. Rahul Patel	Member Representative (Parent – Pri Primary)	7698944557
12.	Mrs. Urvisha Priyank Damania	Member Representative (Parent – Pri Primary)	9724125120
13.	Mrs. Kashmira Zoheb Lalani	Member Representative (Parent – Primary)	7020578806
14.	Dr. Amit Jog	Member Representative (Parent – Primary)	9099412131
15.	Mrs. Yesha Desai	Member Representative (Parent – Secondary)	9924049259
16.	Mr. Chetan Mehta	Member Representative (Parent – Secondary)	9898218729
17.	Mrs. Nishitha Amananada	Member Representative (Parent – Senior Secondary)	6356933983
18.	Mrs. Shital Hemantkumar Halpati	Member Representative (Parent – Senior Secondary)	8238555550

The PTA shall work collectively for the welfare and development of students and shall perform the following functions:

1. Parent-School Communication

- Establish effective communication between parents, teachers and school management.
- Provide a constructive forum for parents to raise suggestions and concerns.
- Encourage regular interaction between parents and teachers.

2. Academic Development

- Support improvement in students' academic performance.
- Encourage parents to take an active role in their children's learning.
- Discuss general academic concerns and suggest suitable measures for improvement.

3. Student Welfare

The PTA shall support initiatives concerning:

- Student health and hygiene
- Mental and emotional well-being
- Attendance
- Discipline
- Child safety
- Counselling
- Inclusive education
- Life skills

4. Awareness Programmes

The PTA may assist the school in conducting programmes on:

- Cyber safety
- Internet and social-media safety
- POCSO and child protection awareness
- Anti-drug awareness
- Road safety
- Health and hygiene
- Adolescent education
- Career guidance
- Responsible parenting

5. Parent Participation

The PTA shall encourage parents to participate constructively in:

- Parent-teacher meetings
- Workshops
- Seminars
- School events
- Awareness programmes
- Career guidance programmes
- Community outreach activities

6. Feedback and Suggestions

Parents may provide suggestions regarding the school's academic and student-welfare programmes.

The PTA shall ensure that feedback is:

- Constructive

- Student-centred
- Respectful
- Properly recorded
- Forwarded to the appropriate authority for consideration

7. School Development

The PTA may provide suggestions concerning:

- Infrastructure
- Library
- Laboratories
- Sports facilities
- Transport
- Sanitation
- Drinking water
- Safety and security
- Other student facilities

8. Financial Matters

If the PTA maintains funds, all receipts and expenditures shall be properly recorded and maintained in accordance with applicable rules and school policy.

No compulsory donation or contribution shall be collected from parents in the name of the PTA.

9. Confidentiality

Members shall maintain confidentiality regarding sensitive information concerning individual students, parents, teachers or staff.

Individual student grievances or confidential matters shall not be discussed publicly in PTA meetings.

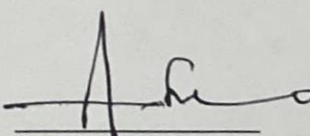
10. Meetings

The PTA shall meet **at least once every term/quarter**, or as required by the school.

Proper records of:

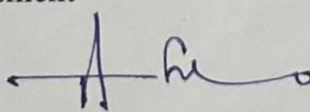
- Notice
- Agenda
- Attendance
- Minutes

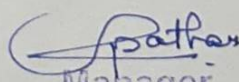



Principal
Vaatsalya School
Daman.

Copy to:

1. Chairperson/School Management
2. All PTA Members
3. All Teaching Staff
4. School Notice Board
5. School Website
6. School Office/Record File


Principal
Vaatsalya School
Daman.


Manager,
Vaatsalya School,
Daman