

To
The Principal
Delhi Public School
Kamptee Road
Nagpur

Subject: Application to be a member of Executive body of Parent Teacher Association.

Dear Ma'am

I am Mr./Mrs. _____ father/mother/guardian of
Master/Ms. _____, student of Class _____ Sec. _____ at your school.

This application is regarding my membership of Executive Committee of the Parent Teacher Association (EPTA) constituted at your school for the Academic Session 2026-27.

I am writing this application with an absolute knowledge of the functions, responsibilities, and eligibility criterion of the EPTA and I hereby acknowledge to abide the same. Further, I show my interest and confirm my eligibility for the membership of Executive body of PTA.

Further, I undertake to abide by the following conduct and rules;

1. Only one parent member will be selected from each class.
2. All the interested parents are required to submit their application form, completed and duly signed with the school on or before 27th July 2026. Any application received after the said date shall be marked as not qualified and shall be liable to rejection without any notice.
3. Before submitting the application form, there should be no pendency of the school fees of the student concerned till the submission of the form, contrary to which the application form shall be rejected without notice/communication.
4. At least one seat is reserved for the candidates belonging to the SC, ST or Backward Class of citizens to be rotated in the manner prescribed. Further, at least 50% of the seats shall be reserved for women.
5. The EPTA Committee's tenure is for one academic year and within three years of the Committee's creation; no member of the Executive Committee is eligible to participate in a lottery draw.
6. The Executive Committee is mandated to conduct at least one meeting in every three months. All the members of the committee are expected to be present in these meetings and all the other meetings as and when required by the school.

7. If a member is absent for 3 consecutive meetings, without giving prior notice to the school, their membership lapses / becomes obsolete and they will be debarred from participating in the future selections.
8. The selected members need to share their contact number with the other parents for an easy communication regarding their concerns.
9. The selected members are expected to assist school in implementing all the academic and non-academic events and activities, to present a constructive feedback and to explain the decisions of school to all the parents, as and when required by the school.
10. The Chairman of the meeting shall be decided in the meeting by vote of all the members in the first meeting and the said chairman shall chair all the meetings of the session. Further, the chairman will propose the name of the members for the positions in the committee including Vice-Chairman, Secretary, two Joint-Secretaries and the members will be elected for these positions by the way of election within the committee.
11. After the start of the meeting, if the Chairman is not present in the meeting and a time of 30 minutes has been lapsed, the remaining members shall elect the Chairman among themselves. The elected chairman shall chair the instant meeting and the upcoming meetings for the session.
12. The school will not reimburse any costs for attending the meeting.

Yours sincerely

Name of the Parent

Contact Number

Email Address

Signature