



**Circular No. RISD/ADMIN/013/AY 2023-24**

**Date:20 July 2023**

Dear Parents,

Greetings from Ryan International School, Dombivli!

As per the process and procedures laid down in the Maharashtra Educational Institution (Regulation of Fee) Act, 2011 and Maharashtra Educational Institutions (Regulation of Fee) Rules, 2016, for giving representation to every Standard, the willing parents of each Standard will constitute the Executive Committee.

**Details of the Executive Committee Formation**

1. The parents willing to be a part of the Executive Committee should fill up the attached nomination form and submit by 28.07.2023 to the class teacher. The form received will be scrutinized in accordance with the prescribed eligibility criteria.
2. The Executive Committee shall consist of,- (i) Chairperson Principal or Head Master (ii) Vice-Chairperson One from amongst the parents (iii) Secretary One from amongst the teachers (iv) Two Joint Secretaries [One parent and one teacher] (v) Member [Minimum one parent from each standard and not more than two parents from each standard subject to maximum of thirteen parents of the school, one teacher from each standard subject to maximum of ten teachers and one representative of school management].
3. Total number of parent members will exceed by one than the total teacher members and member who is representative of the school management.
4. If two parents are appointed from any standard on the Executive Committee, as members under sub-clause (v), in such cases, for next one year, not more than one parent shall be appointed from such standard.
5. Out of the total members in the Executive Committee, there shall be at least one member from the Scheduled Castes, the Scheduled Tribes or Backward Class.
6. At least fifty per cent of the members shall be women.
7. The term of the Executive Committee of the Parent-Teachers Association shall be for one academic year and no member of the Executive Committee (except teacher representatives) shall be eligible for drawing a lot by lottery within the period of three years since the formation of the Executive Committee.
8. The Executive Committee will be formed through a lottery system. All eligible/ shortlisted candidates who have submitted the Nomination Form should be present on **05.08.2023** in the school premises. The candidates will be elected through draw of lots **on 05.08.2023 at 10 am.**

Principal and Chairperson, PTA  
Ryan International School, Dombivli