

Affiliation No.- 331245

School Code- 67067



'The fear of the LORD is the beginning of wisdom'

## ST. XAVIER'S HIGH SCHOOL (ACC- MISSION)

(Run by Advent Christian Conference of India)

Affiliated to C.B.S.E., New Delhi

Tikarapur, Mathurapur, Khagaria- 851204 (Bihar)

9835811888  
9905650575

UDise number- 10210106502  
e-mail : stxavieracc@gmail.com

Ref. No. S.T./KH/LT-25/01/04/25

Date 01/04/2025

### DEFINITION & AIM OF THE PTA

Parent Teachers Association (PTA) is a non-profit, non-political, and non-sectarian organization made up of school staff and parents which work to support the school in a wide variety of ways. The function of PTA is not only to help/support the school in the development of students but also to provide help/support in the improvement and development of the school.

### DEFINITION OF KEYWORDS

Association: All Parents, Teachers, and employees of the **ST. XAVIER'S HIGH SCHOOL (ACC-MISSION), KHAGARIA.**

Members: Any/All individuals who have been accepted and admitted by the Association. And under the heading "Cessation of explanation of 'withdrawal of membership' is given Membership" below.

Governing Council in which the management of the Association is vested i.e. Elected parents, appointed teacher representatives, Secretary, Director chosen by the school.

### PREAMBLE

We desire to sustain the promotion and continuity of sound, meaningful and qualitative education for the students of **ST. XAVIER'S HIGH SCHOOL (ACC-MISSION)**, we, the parents/guardians, and teachers of the students hereby jointly and severally agree to constitute ourselves into an organization whose membership shall embrace all parents, guardians, and teachers of registered pupils in **ST. XAVIER'S HIGH SCHOOL (ACC-MISSION), KHAGARIA.**

### AIMS AND OBJECTIVES

The aims and objectives of the association shall be:

- To provide the platform for parents, guardians, and teachers of students of **ST. XAVIER'S HIGH SCHOOL (ACC-MISSION)** to meet, exchange, deeply analyze issues, make recommendations, and effectively pursue the implementation of decisions on matters affecting education/learning in **ST. XAVIER'S HIGH SCHOOL (ACC-MISSION)** with appropriate agencies.
- To foster mutual understanding, harmonious relationship, and cooperation among parents, guardians, and teachers in the fulfillment of their common aim, the welfare of the school and the pupils/students therein.
- To make for a healthy and sympathetic understanding of the education policies and programs of the school and thus influence the same to create a suitable climate for the reception of the same.

### MEMBERSHIP OF PTA, QUALIFICATION

Membership of the association shall be open to:

- Parents/guardians whose children or wards attend school in **ST. XAVIER'S HIGH SCHOOL (ACC-MISSION)**. Such participation shall be non-political and non-religious.
- Any person who is a member of the teaching staff of **ST. XAVIER'S HIGH SCHOOL (ACC-MISSION)**.

  
**PRINCIPAL**  
ST. XAVIER'S HIGH SCHOOL (ACC-MISSION)  
TIKARAMPUR, MATHURAPUR  
KHAGARIA-851204 (BIHAR)

PAGE 1

  
**MANAGER**  
ST. XAVIER'S HIGH SCHOOL (ACC-MISSION)  
TIKARAMPUR, MATHURAPUR  
KHAGARIA-851204 (BIHAR)

CONT TO PAGE 2



## EXECUTIVE COMMITTEE MEMBERS

I. Chairperson	Principal
II. Vice-Chairman	One 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 form each standard subject to a maximum of thirteen parents of the school, one teacher forms each standard subject to a maximum of ten teachers, and one representative of school management)

## GUIDELINES AND RULES OF CONDUCT COMMITTEE

- Members will always, during its deliberation and actions, work with proper conduct and respect to one another and to the school
- Each member must attend general meetings unless a member has a sound reason that will hinder him/her.
- Governing Council will not concern themselves in individual/personnel matters

### Members shall be immediately terminated on the following grounds:

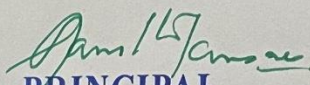
1. If a member is found acting prejudicially to the interest and working of the school and/or towards other members. Sufficient opportunity will be given to the member to submit an explanation. Final decision will be made by the school.
2. Any office holder of the association who goes into or intends to or is invited to or elected to partisan politics shall resign his PTA post or be requested to resign and vacate his post. Under no circumstances shall anyone involve the association into partisan politics.
3. If a member's child/children leave(s) the school.
4. If a member's employment at school is terminated.

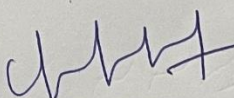
## GUIDELINES AND RULES OF CONDUCT

Members, will at all times, during its deliberation and actions, work with proper conduct and respect to one another and to the school. Each member must attend general meetings unless a member has a sound reason that will hinder him.

- a) The period of Parents-Teachers' Association would be for one year. Any parent once has become the office bearer or the executive committee member, thereafter in the **next three years**; he cannot become the office bearer of the executive committee member.
- b) The meeting of the managing committee should be called a **minimum once** in three months.
- c) In the school, every student's parents should be the member of Parents- Teachers' Association.
- d) Help School in any events outside and beyond standard School functions such as: Organizing intra school quiz competitions, science fair, community outreach, teacher appreciation event etc.
- e) Provide an "ear" to the issues concerning the parent body at large and take it up with School Management for a satisfactory resolution.
- f) Solicit new ideas and suggestions from the parent body to help enhance the overall and all-round education experience and work with **ST. XAVIER'S HIGH SCHOOL (ACC-MISSION)** for review and implementation of the same.

PAGE NO 2

  
**PRINCIPAL**  
ST. XAVIER'S HIGH SCHOOL (ACC-MISSION)  
TIKARAMPUR, MATHURAPUR  
KHAGARIA-851204 (BIHAR)

  
**MANAGER**  
ST. XAVIER'S HIGH SCHOOL (ACC-MISSION)  
TIKARAMPUR, MATHURAPUR  
KHAGARIA-851204 (BIHAR)

CONT TO PAGE 3



g) Build a sense of community at school through increased and sustained parental participation and involvement in school events.

h) Foster a relationship between parents, teachers, school management and Board of Trustees.


i) Rules and regulations/ roles and responsibilities will be constantly evolving and subject to review and changes based on the changing needs of children, parent and the teachers.

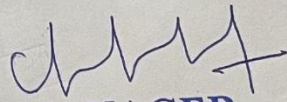
j) Any changes in the rules and regulations must be first approved and the committee's meeting and thereafter at a general body meeting provided that previous notice was given in writing and sent to all the members. Those present for the said meeting can approve of the said changes by a simple majority, subject to the Chairman's casting vote, in the event of any disagreement.

k) As per the requirements, time & active participants are expected from members. It's also important to attend meetings whenever it will be called.

**NOTE:** - The Members who wish to enroll themselves as PTA member should make it sure that they will actively take part in all the events and activities as and when required. The parent who can devote time for the same should enroll themselves.

Sl. No.	DESIGNATION	NAME OF THE MEMBERS	ROLE / CLASS
1	CHAIRPERSON	MR. SANTHAKUMAR	PRINCIPAL OF THE SCHOOL
2	VICE-CHAIRPERSON	MR. SAMUEL TEMPLER	PARENT REPRESENTATIVE
3	SECRETARY	MRS. RANI	TEACHER / CO ORDINATOR
4	JOINT SECRETARIES	MRS. BRISCY	TEACHER REPRESENTATIVE
5	JOINT SECRETARIES	MRS. BETHAM SARALA	PARENT REPRESENTATIVE
6	MEMBER	MR. MD. MATIM / MRS. RUKHSAR KHATUN	ASHIYANA PRAVIN CLASS-NURSERY
7	MEMBER	MR. SHYAM SUNDAR KUMAR / MRS. PRIYA KUMARI	SWEETY RAJ CLASS-LKG
8	MEMBER	MR. MD ARSAD / MRS. REHANA KHATUM	MD ALI HASAN CLASS-UKG
9	MEMBER	MR. RAMESH KUMAR DAS / MRS. RANI KUMARI	JAMES PETER CLASS-I
10	MEMBER	MR. LALAN KUMAR / MRS. PUJA KUMARI	LUCKY KUMAR CLASS-II
11	MEMBER	MR. DHARMADEV MAHTO / MRS. SHIVVARTI KUMARI	YASH RAJ CLASS-III
12	MEMBER	MR. LAKHAN SADA / MRS. SHOBHA DEVI	ABHISHEK KUMAR CLASS-IV
13	MEMBER	MR. SURENDRA KUMAR DAS / MRS. ABHILASHA KUMARI	ARYAN RAJ CLASS-V
14	MEMBER	MR. MUKESH KUMAR / MRS. NITU DEVI	ANKIT KUMAR CLASS-VI
15	MEMBER	AMIT KUMAR / MRS. GURIYA KUMARI	ABHIKANT CLASS-VII
16	MEMBER	MR. AKRURA NAIK / MRS. LALITA DIGAL	ANSHUMAN NAIK CLASS-VIII
17	MEMBER	MR. E. MURALI / MRS. SALOMI S	MANASSEH PAULSON CLASS-IX

  
**PRINCIPAL**  
 ST. XAVIER'S HIGH SCHOOL (ACC-MISSION)  
 TIKARAMPUR, MATHURAPUR  
 KHAGARIA-851204 (BIHAR)

  
**MANAGER**  
 ST. XAVIER'S HIGH SCHOOL (ACC-MISSION)  
 TIKARAMPUR, MATHURAPUR  
 KHAGARIA-851204 (BIHAR)