

**Bunts Sangha's  
S M Shetty High School And Junior College**

**Minutes of the Meeting**

22 July, 2025

Time: 10.30 am to 12:30 pm

**Venue:** School Auditorium

**Attended by:** Ms. Reshma Rao- Principal, Ms. Rutuja Raut- the Vice-Principal, Ms. Kumudni Rana, the Headmistress(Primary), Teachers, and Parent representative members of the school(Primary & Secondary).

**Agenda:** Formation of Executive Committee of Parent Teachers Association

Welcoming Members:

- ☐ Ms. Reshma Rao, the Chairperson extended a warm welcome to all the present members. She discussed the following points:
  - A. Structure and functioning of the EC(PTA)
  - B. Norms and Selection Procedure: Briefed about the norms and the selection process of the Vice Chairperson and Joint Secretary of the Committee.
  - C. Aims and Duties of EC(PTA): Discussed the goals and responsibilities of the EC(PTA).

Selection Process of Standard Parent Representatives (Std. I to X):

The Chairperson briefed the members on the selection process for Parent Representatives across all standards, as well as for the positions of Vice Chairperson and Joint Secretary. Following this explanation, the selection was conducted through a lottery system, and the following members were duly selected.

1.	Chairperson	Ms. Reshma Rao
2.	Vice Chairperson	<b>Ms. Latha Korukonda (Std. I)</b>
3.	Secretary	Ms. Kumudini Rana
4.	Joint Secretary	<b>Mr. Kshitij Yelkar (Std. X)</b> Ms. Rutuja Raut

<b>Sr. No.</b>	<b>Parent Representative's Name</b>	<b>Std.</b>
1	Ms. Utkarsha Lekhak	I
2	Mr. Ruchik Thakkar	II
3	Ms. Maya Netush Sarkar	III
4	Ms. Nikita Bhivandiwala	IV
5	Mr. Rohit Pravin Bhalekar	V
6	Ms.Pratibha M Walawalkar	VI
7	Ms. Sangeeta Ravi Gowda	VII
8	Mr. Kashiram Tawade	VIII
9	Mr. Santosh Mane	IX
10	Ms. Kajal Dinesh Gada	X

Vote of Thanks:

The meeting concluded with the Chairperson thanking the members warmly for their active participation in the meeting.

Ms. Reshma Rao  
Chairperson

Ms. Latha Korukonda  
Vice-Chairperson

Ms. Kumudni Rana  
Secretary

Mr. Kshitij Yelkar  
Joint Secretary

Ms.Rutuja Raut  
Joint Secretary