

**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	Ms. Latha Korukonda (Std. I)
3.	Secretary	Ms. Kumudini Rana
4.	Joint Secretary	Mr. Kshitij Yelkar (Std. X) Ms. Rutuja Raut

Reshma



Sr. No.	Parent Representative's Name	Std.
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.

Reshma

Ms. Reshma Rao
Chairperson

Latha

Ms. Latha Korukonda
Vice-Chairperson

KRana

Ms. Kumudni Rana
Secretary

Mr. Kshitij Yelkar
Joint Secretary

R. Raut

Ms. Rutuja Raut
Joint Secretary

Reshma

