

# ST. AUSTIN'S SR. SEC. SCHOOL JODHPUR

## CONSTITUTION OF PTA & FEE REGULATORY COMMITTEE 2026-2027

Date: - 29<sup>th</sup> September, 2025

Dear Parents/ Guardians & Teachers,

We are glad to inform you that St. Austin's Sr. Sec. School, is in the process of constituting the school P.T.A (Parent-Teacher Association) and subsequently the School Level Fee Committee (SLFC) of the parents whose wards are/will be studying in this school for the academic session 2026-2027.

### P.T.A:

As per Section 4 of the Provisions of Rajasthan Schools (Regulation of Fee) Act, 2016 and of Rajasthan Schools (Regulation of Fee) Rules, 2017, every private school shall constitute a Parent-Teacher Association. The Parent-Teacher Association shall be formed by the head of the school. Every teacher and every parent of every student is expected to be the member of the Parent-Teacher Association. An annual fee of Rs. 50/- is to be collected from every parent of this Association. Parents are requested to register their names as members of PTA by filling in the Form given below and by paying Rs. 50/- as an annual membership fee. The school level fee committee (SLFC) will be constituted by selecting 5 parents from among the PTA members.

Therefore, it is necessary to be a PTA member to become a SLFC member. Therefore, all the parents are requested to register for PTA membership. After registering as a PTA member, a parent can register for the membership of the SLFC; for which there is no registration fee or annual fee. For becoming the member of SLFC separate offline registration will be done from the selected members of PTA.

### ELIGIBILITY OF A PTA/SLFC MEMBER/ CONDITIONS:

1. The member should have his son/daughter/ studying in this school in the current year in any class from Nursery to XI. If in case the guardian is applying to be a PTA Member written approval from parents will be needed.
2. He or she should have sufficient knowledge about the functioning of the school system, financial matters, and relevant guidelines of the government of SLFC related issues.



3. Parent should not be a habitual defaulter in depositing school fees and all fees of the ward up to date should have been paid (at least till the II Installment of the current year i.e., 2025-2026).
  4. Should be a parent, who has always been supportive & helping.
  5. If more than one child is studying in this school, only one Registration Form per family will be allowed.
  6. Parents have to apply for PTA at school. Interested members can take out the printout of the Form given below and have to attach the required documents given below with the form. Filled form needs to be submitted along with the required attachments mentioned therein, to the school office before the last date i.e., **04<sup>th</sup> October, 2025**
  7. The members of SLFC will be selected through lottery from the members of the PTA.
  8. After becoming a member of PTA, a parent, who wishes to be a member of SLFC, should fill in the offline Registration Form in the school with proper and correct information before the last date with the following documents: -
    - i. Copy of self-attested Aadhar Card of the applicant.
    - ii. Last report card of the ward (March/April 2025).
    - iii. Receipt or proof of Fee of last installment paid.
    - iv. Copy of Certificate / Mark sheet of highest qualification of the applicant.
  9. In total 5 parents and 3 teachers along with the Manager/Secretary and the Principal will be the members of the SLFC- One parent from the Senior Secondary Section, one from the Secondary Section, one from the Middle Section and 2 from the Primary Section.
  10. In case, there are more than required number of eligible parents applying for the membership of SLFC, the final selection will be done by lottery.
  11. In case of selection by lottery, a specific date and time will be intimated to all the applicants in advance.
  12. Late submission of applications will not be entertained.
- A printable PTA application Form is attached with the circular.

*Anjana Chaudhary*

**PRINCIPAL**

St. Austin's School  
Shri Ram Nagar, Bhadwasia  
Behind R.T.O. Office, Jodhpur

## ST. AUSTIN'S SR. SEC. SCHOOL JODHPUR

REGISTRATION/APPLICATION FORM FOR PTA MEMBERSHIP-2026-2027		
No.	Required Details	Your Answer
1	Name of Applicant	
2	Relation to your child	Father/ Mother/ Guardian
3	Name of your child	
4	Scholar Registration no. of your ward	
5	Class & Section of your ward	
6	Mobile No of applicant (with WhatsApp facility)	
7	Applicant's Aadhar card no.	
8	Ward's last report card?	Yes / No
9	Deposited the fee of the last installment of your ward (March/April 2025)?	Yes / No
10	In possession of the mark sheet or certificate of your highest qualification?	Yes / No
11	Has paid the Annual fee of Rs.50/- online for the membership of PTA?	Yes / No
12	Signature of applicant as in the school record.	
13	Date of Submitting Application	

Self-Declaration: I have read all the terms and conditions to be the member of the PTA. If any discrepancy is found in my documents schools has a right to reject my form. Also, I'm well aware about role and responsibilities of being a PTA member.

Signature of Parent

ATTACHMENTS:

1. Copy of self-attested Aadhar card of the applicant.
2. Last report card of the ward (March/April 2025).
3. Receipt or proof of Fee of last installment paid.
4. Copy of certificate/ mark sheet of highest qualification.
5. Payment receipt of Rs. 50/- as annual fee of PTA.