

**ST. AUSTIN'S SR. SEC. SCHOOL JODHPUR**  
**CONSTITUTION OF PTA & FEE REGULATORY COMMITTEE 2024-25**

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 2024-2025.

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 ParentTeacher 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 ParentTeacher Association. An annual fee of Rs. 50/- may be collected from every parent of this Association, which will be functional from January 2024. Parents are requested to register their names as members of PTA by filling in the Form given below and by paying online 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.

  
**SECRETARY,**

Austins Educational Society  
Shakti Nagar JODHPUR

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 3<sup>rd</sup> Installment of the current year i.e., 2023-24).
  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., 03 January, 2024 Noon
  7. The members of SLFC will be selected 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 2023).
    - 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.



Secretary,

Austins Educational Society  
Shakti Nagar JODHPUR

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## REGISTRATION/APPLICATION FORM FOR PTA MEMBERSHIP-2024-25

No.	Required Details	Your Answer
1	Name of Applicant	
2	Relation to our child	Father/ Mother/ Guardian
3	Name of our child	
4	Scholar Registration no. of our 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 (November 2023)?	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 Submission of 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 2023).
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.