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ATTENDANCE SHEET

LIST OF PRESENT STAFF, TEACHERS & PARENTS

NAME OF MEMBERS PRESENT	NAME	MOBILE NO.	SIGNATURES
(Principal)	MS. Ritu Bali	9855099479	<i>Ritu</i>
President (Parent Representative)	Mr. Nitin	8700016516	Nitin
Vice President (Parent)	Ms. Asha Bhatt	7973207827	Asha
Secretary (Teacher)	Ms. Nidhi	8264461581	<i>Nidhi</i>
Joint Secretary(Teacher)	Ms. Bhavna	7087692954	Bhavna
Treasurer(Account Representative)	Ms. Monika	9463836864	Monika
Executive members(Selected Parents)	Ms. Renu	7986632820	Renu
	Mr. Sunil Raizada	79867011790	Sunil
General Body (Parents & Teachers)	Mr. Bhupinder Singh	9988588900	Bhupinder Singh
	Ms. Mamta	6239279039	Mamta
	Ms. Jyoti Kumari	9814184423	Jyoti Kumari
	Mr. Anoop Punia	7347470793	Anoop
	Mr. Pardeep Sundriyal	9855586806	Pardeep
	Mr. Ishwinder Batra	7508251732	Ishwinder Batra
	Mr. Ranvir Singh	9872587554	Ranvir Singh
	Mr. Saurabh Batra	8699716140	Saurabh
	Ms. Rupinder	9872456324	Rupinder
	Ms. Ashima	9815431097	Ashima
	Ms. Saitah	7986683929	Saitah

Ritu
20/2/26

NOTICE

Parent-Teacher Association (PTA) Meeting

Respected Members of PTA

This is to inform you that a Parent-Teacher Association (PTA) Meeting will be held on Friday, 10th January 2025 from 8:30 a.m. to 11:30 a.m. in the school premises.

The purpose of the meeting is to discuss your child's academic progress, overall development, and to strengthen the partnership between parents and teachers. Your presence is highly important and appreciated.

Kindly ensure your timely attendance.

Regards


Ms. Ritu Bali

(Principal)

AKSIPS 41 Smart School

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AKSIPS, Sector 41 B, Chandigarh (MONTH JANUARY)

Minutes of the Parent-Teacher Association (PTA) Meeting

Date: 10th January, 2026

Time: 11:30 AM – 12:30 PM

Session: 2025–2026

The Parent-Teacher Association (PTA) Meeting for Senior Secondary Classes (XI–XII) was held on the above-mentioned date and time under the chairpersonship of the Principal, in accordance with the guidelines of the Central Board of Secondary Education.

Members Present:

Principal

President

Vice President

Secretary

Joint Secretary

Treasurer

Executive Members

General Body (Parents)

Proceedings of the Meeting

Welcome and Opening Remarks

The meeting commenced with a welcome address by the Principal, who highlighted the objectives of the PTA meeting and emphasized the importance of parental cooperation during the concluding phase of the academic session.

Review of Academic Progress

Teachers presented a review of students' academic performance in Periodic Tests / Pre-Board Examinations. Parents were apprised of subject-wise progress, attendance status, and areas requiring focused improvement.

Syllabus Completion and Revision Plan

It was informed that the syllabus for all subjects was nearing completion / had been completed, and a structured revision plan including remedial and enrichment classes had been put in place.

Board Examination Preparedness (Class XII)

Detailed information was shared regarding:

Schedule and conduct of Practical Examinations and Internal Assessments

Submission of project work, records, and practical files

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Examination rules, discipline, and mandatory attendance requirements

Internal Assessment and Evaluation

The internal assessment criteria and weightage were explained to parents as per CBSE norms. Parents were requested to ensure timely completion and submission of all assessment components.

Student Well-being and Counselling Support

The school briefed parents on initiatives taken to support students' mental health, stress management, and emotional well-being during the examination period. Parents were advised to maintain a balanced routine for students at home.

Discipline, Attendance and Code of Conduct

School rules regarding punctuality, regular attendance, uniform, mobile phone usage, and adherence to examination-related instructions were reiterated.

Parent-School Partnership

The importance of continuous communication between parents and teachers was emphasized. Parents were encouraged to regularly monitor students' study habits and attendance.

Parent Queries and Suggestions

Parents' queries were addressed satisfactorily. Suggestions received were noted and assured of due consideration by the school management.

Event Proposal for Pre-primary Section

We are planning to organize a special event in the month of February for our Pre-Primary children, their parents, and families seeking new admissions. The purpose of this event is to give parents a clear understanding of how our school nurtures and supports young learners during their early years of development.

The program will showcase the teaching methods, classroom activities, and child-centered learning practices followed in our Pre-Primary section.

This initiative will also help new parents become familiar with our school's vision, curriculum, and overall approach towards the holistic growth of every child.

Conclusion and Vote of Thanks

The meeting concluded with a vote of thanks by the Senior School In-charge, expressing gratitude to parents for their cooperation and support.

The meeting ended on a positive note with mutual assurance of continued collaboration for students' academic success.

Prepared by: Shelly

Next PTA Meeting: To be scheduled on Annual Examination Result April, 2026.

Approved by Ms. Ritu Bali (Principal)

AKSIPS 41 Smart School

Chandigarh

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Decisions & Action Taken Report (ATR) on Parent-Teacher Meeting (PTM)

1. Academic Improvement

Decision: Provide additional support to students who need improvement in specific subjects.

Action Taken: Remedial classes and extra practice worksheets have been started. Subject teachers are closely monitoring student progress.

2. Regular Attendance

Decision: Ensure regular attendance to improve academic performance.

Action Taken: Parents have been informed to monitor attendance. Class teachers are maintaining strict follow-up in case of frequent absences.

3. Homework & Assignment Monitoring

Decision: Strengthen homework checking and timely submission of assignments.

Action Taken: Teachers are maintaining homework records and updating parents regularly through the school diary/communication groups.

4. Discipline & Behaviour

Decision: Encourage positive behaviour and discipline among students.

Action Taken: Counseling sessions and value-education discussions are being conducted during class hours.

5. Parent-School Communication

Decision: Strengthen communication between parents and teachers.

Action Taken: Parents have been encouraged to stay in touch with class teachers for regular updates and concerns.

The school appreciates the valuable suggestions shared by parents during the PTM. Continuous efforts will be made to ensure the holistic development of every child.


Ms. Ritu Bali
(Principal)