

राष्ट्रीय आदिवासी छात्र शिक्षा समिति

(जनजातीय कार्य मंत्रालय के अंतर्गत
एक स्वायत्त संस्थान, भारत सरकार)
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NESTS/H-1/124/NESTS-Guidelines/2025-26

Dated: 18/09/2025

The Principals,
All EMRSs

Subject: Guidelines for constitution of Parent Teacher Association (PTA) in EMRSs.

Sir/Madam,

Please find attached herewith (Annexure – I), the guidelines for constitution of Parent Teacher Association (PTA) in EMRSs for information, necessary action and compliance at your end.

This issues with the approval of the Competent Authority.

Yours faithfully,

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(Kumud Kushwaha)
Deputy Commissioner

Copy to:

1. PS to Commissioner, NESTS.
2. The Principal Secretary/Secretary, State Tribal Welfare Departments.
3. The Nodal Officers, State/UT EMRS Societies.
4. NESTS' Website.

Encl.: As above.

Guidelines for constitution of Parent Teacher Association (PTA) in EMRSs

With the aim of ensuring that children in EMRS feel the combined care of both home and school, the Parent Teacher Association (PTA) serves as a vital bridge between parents and teachers. It keeps parents emotionally connected with their wards while enabling teachers to understand and support the hopes and concerns of families. This partnership builds trust, strengthens accountability, and assures every child that both parents and teachers stand together for their growth, safety, and happiness.

The following guidelines are accordingly circulated for constitution of PTA in all EMRSs:

Aims and Objectives

1. To maintain continuous interaction between parents and teacher/school authorities.
2. To involve the parents in the development of the school by utilising their experiences and expertise.
3. To assist the school for resource mobilisation and development for infrastructure facilities and their maintenance.
4. Assist the Chairman, School Level Committee (SLC) in taking fast and effective decisions.
5. To popularise the advantage of residential culture in terms of Academic excellence, character building and discipline.
6. Liaison with the organisations engaged with community service programme through participatory activities of children, parents and teachers.
7. To develop a network of Alumini and their parents to help the institution to effectively to play the Pace setting role.

Composition of PTA

The Composition of PTA is:

1. Principal of the school – Chairman
2. 16 Parents' Representatives to be selected by General Body (08 Females and 08 Males).
3. 06 Teachers' representatives.
4. Vice-Principal of the school will function as Member Secretary. In case the post of Vice-Principal is vacant, the senior most teacher of the school will function as Member Secretary.

Selection of the Parents' Representatives

1. During the commencement of each Academic Year, the Principal should convene a general body meeting of the parents, giving sufficient notice, and letters to this effect must be sent to all parents.

2. The selection of the Parent's representatives shall be made by the general body of the parents during its meeting as under:

Class	Sections	Parents' representatives
VI	2	2 (1 Male, 1 Female)
VII	2	2 (1 Male, 1 Female)
VIII	2	2 (1 Male, 1 Female)
IX	2	2 (1 Male, 1 Female)
X	2	2 (1 Male, 1 Female)
XI	3	3 (2 Male, 1 Female)
XII	3	3 (1 Male, 2 Female)

3. If the school does not have functional classes upto class XII, the Parent's representatives shall be selected from among the available classes/sections, making sure equal Male and Female Parents' representation.
4. At least 50% Parents' representatives shall be from the block in which the EMRS is located.
5. Rest of the members may be from all Blocks/District.
6. Atleast 1/3 of the parents shall be present in the general body meeting for the selection of the Parents' representatives.

Nomination of the Teachers' Representatives

1. The Teachers' representatives shall be nominated from among the teachers, making sure equal representation of both Male and Female Teachers, i.e. 03 each.
2. Subject to availability of teachers, equal representation of teachers, i.e. 02 PGTs, 02 TGTs and 02 Miscellaneous teachers (Music, Art, PET and Librarian) shall be ensured.
3. Out of the categories mentioned in the para 2. above, equal representation of Male and Female for each category teachers mentioned shall be ensured, subject to availability. Opportunity may be given to all teachers on rotation basis.

Tenure

1. The tenure of the PTA shall be 01 Academic Year.
2. The tenure of the selected Parent's representatives shall be 01 Academic Year and they shall not be eligible for re-election in the succeeding year (this will) apply to both parents, viz. if one of the parents of a child is elected neither of his nor parents shall be eligible for election the succeeding years.

3. Similarly, the tenure of the nominated teachers' representatives will also be 01 Academic Year. They will, however, be eligible for re-nomination.

Meetings

A specific day of the month shall be fixed by the Chairman for convening the PTA meeting. The meeting shall be held regularly on the designated day each month, which shall also serve as the scheduled Parents' Visit Day. All efforts shall be made to make sure that the maximum members are present for attending the PTA.

Meetings are to be conducted regularly, for which advance notification is to be issued by the Principal.

Routine of the Parents visit day

1. Parents Meet children from 09:00 AM onwards.
2. Class teachers of the respective classes will be available in the classroom along with profile registers of the students and explain the parent along with child, various observations on the performances of the child and areas of improvement from 10:00 AM to 01:00 PM.
3. Parents Meet the Principal alongwith teachers and discuss various problems of children from 02:00 PM to 03:00 PM.
4. PTA meeting is conducted at 03:30 PM and the minutes are recorded.

Functions of Parent Teacher Association

1. To meet at least once in a month under Chairpersonship of Principal Concerned to coincide with the parents visit day to school. The Principal (Chairman) can hold frequent meetings also as and when need arises.
2. The Vice-Principal/Sr. Teacher (Member Secretary), as the case may be, to initiate the agenda and conduct of meetings in consultation with the Chairman in every month.
3. The PTA will invariably review and discuss the strong and weak points of the School functioning with special reference to academic, staff, students security discipline, food, water, electricity, hostel up keep, medical support, beautification/Plantation of School Campus as well as cleanliness and other facilities to make the stay of Children more comfortable and conducive.
4. The member of PTA shall periodically interact with the students/other parents to ascertain the problems faced by them and also obtain suggestions for improvement in the weak areas.
5. PTA members shall visit dorms, classroom, laboratory and library once in a quarter and suggest improvements, if any.
6. The office bearers of PTA should be invited to participate and witness all important functions and activities of the School.

7. The Parents' assistance may be sought for:

- Publicity of the EMRS Selection Test in the Block/District.
- Social Service Activities organised by School.
- Organising School Functions.
- Strengthening Library and Laboratory.
- Mobilising Resources for New Projects.
- Arranging Educational Excursions and fairs.
- Career Guidance.
- Counselling for Emotionally Disturbed Children.
- Conducting, Medical health camps for the children.
- Providing Medical Treatment to the sick children by way of financial, material and moral support, if need arises.

8. Help in collecting Socio-economic data of students to the School especially at the time of entry of students in Class VI.

9. Such of those students who are emotionally disturbed, home sick, involving in indiscipline or misconduct shall be made to interact with PTA for counselling or as per recommendation of the Counsellor.

10. The proceedings of the PTA meetings should be recorded in a separate register and such of the suggestions that would fall under the purview of Principal should be implemented immediately. Suggestion beyond powers of Principal may be referred to District Collector/Regional Office/State Society/NESTS. If need arises the PTA may meet District Collector, who is the chairman of EMRS, and seek his help in solving out the local problems.

11. The visiting officers should make it a point to go through the minutes and records of the meetings of PTA and ensure the compliance of the suggestions given by PTA.

12. For efficient mess management, quality of food and to ensure hygienic condition, PTA members may:

- i. Visit school Mess.
- ii. Have occasional Meals with Children
- iii. Interact with Children and assess the quality and quantity of food served.
- iv. Check hygiene conditions of Mess surroundings and preparation of food.
- v. Check the availability of clean drinking water.
- vi. Check implementation of Mess Menu to ensure balanced diet.

13. For Safety and Security Measures, PTA shall:

- Periodically interact with Girl students.
- Assist in ensuring the availability of water, toilets and lighting arrangements.
- Acquaint themselves with the functional style of House Masters & assist on need basis.
- Confirm the issue of entitled items to the students.

- Oversee attendance system to check presence of Children in hostel/school.
- Any other issue related to Safety and Security of Children.

14. The meetings of the Parent-Teacher Association should be viewed as opportunities for functional improvement on either side. The central theme of all the activities is the all-round development of the child, always and every time. Every discussion shall center around the child, his/her welfare, academic improvement and excellence, development of personality and leadership qualities, National Integration and making available to the child all necessary facilities to which the EMRS is committed.