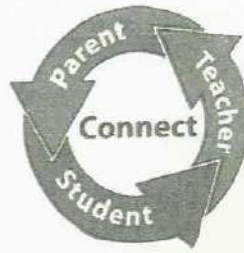


**PARENTS TEACHER**  
**ASSOCIATION**  
**OF**  
**SRI GURU HARKRISHAN**  
**PUBLIC SCHOOL**



# SRI GURU HARKRISHAN PUBLIC SCHOOL PARENT TEACHER ASSOCIATION



## PTA CONSTITUTION

### ARTICLE I

#### Name and Definition:

The School takes initiative to form Parent-Teacher Association (herein referred to as 'PTA'). The name of this association shall be "Sri Guru Harkrishan Public School Parent Teacher Association", (herein referred to as the "SGHPS-PTA").

2. The PTA will welcome families to Sri Guru Harkrishan Public School (hereinafter called SGHPS) community and will plan events for students, parents and teachers to foster cultural diversity, academic excellence, mutual respect and friendship.

#### PREAMBLE

We desire to sustain the promotion and continuity of sound, meaningful and qualitative education for the students of Sri Guru Harkrishan Public School, Patiala. We, the parents/guardians and teachers of the students hereby jointly agree to constitute ourselves into an organization whose membership shall embrace all parents, guardians, teachers and registered pupils of Sri Guru Harkrishan Public School, Patiala.

### ARTICLE II


PTA of SGHPS will be solely educational, non-political & non-commercial body.

#### AIMS & OBJECTIVES

The main aim of the PTA is to advance the interests of the school and to promote the best interests of the students, parents, and teachers. To this end it shall try its best:

(i) To provide a platform for parents, guardians, teachers and students of Sri Guru Harkrishan Public School, Patiala to meet, exchange, deeply analyze issues, make recommendations and effectively pursue the implementation of decisions on matters related to education/learning.

(ii) To foster mutual understanding, harmonious relationship and co-operation among parents, guardians and teachers in the fulfilment of their common aim; the welfare of the school and the pupils/students therein.

  
Principal,  
Sri Guru Harkrishan Public School  
Sham Nagar, PATIALA.



## **Article V**

### **Constitution of PTA**

The formation of Parents-Teacher's Association's Managing Committee would be as under:-


<b>Chairman</b>	-	<b>Head of the School</b>
<b>Vice Chairman-</b>		<b>One from parents</b>
<b>Secretary</b>	-	<b>One from teachers</b>
<b>Jt. Secretary (2)</b>	-	<b>One from parents and One from teachers</b>
<b>Member</b>	-	<b>One teacher from every standard. 8 elected parent members &amp; 3 staff members</b>

### **THE EXECUTIVE COMMITTEE**

- I. The Executive committee will meet when necessary but at least, twice per term.
- II. The committee meetings are not open for other members. However, members may refer any relevant matter of their interest through the Secretary of the Association or through the Class Parent Volunteer for discussions at these meetings.
- III. Decisions will be made by majority vote process.
- IV. All committee members have equal voting rights with the exception of the Chair, who has an additional casting vote that can used if needed.
- V. Six members of the Executive Committee shall constitute a quorum at the meetings of the Council. Without a quorum, no decision shall be taken
- VI. An elected member of the Committee shall cease to be a member of the Committee if the member fails to attend 3 consecutive meetings of the committee.
- VII. If any vacancy occurs in the Committee the continuing Members shall then appoint, by lottery system, a member from the list compiled at the AGM Meeting.

### **ELECTION PROCESS**

- I. The school shall select the Chairman, Secretary and Teacher representatives of the PTA. Vice Chairman can be nominated from the elected representatives. Principal of the school will be Chairperson of the PTM.
- II. The Executive Committee shall be elected by lottery system method if more than one parent representative volunteers from each level. One representative for each level - class 1 to 8 shall be elected. The election will be held at Annual General Meeting and shall hold office for one year.
- III. The Previous Executive Committee shall select two lead parent representatives in the Council to remain on the post for a year.

  
Principal,  
St. George's Public School,  
Saidapet, P.O. SAIDAPET.

IV. A list of parents per Class level who stand for the elections, shall be compiled and kept for future use, in case of a resignation or termination of an elected parent.

V. If an elected parent tenders his resignation in writing to SGHPS, in case his children leave the school or are terminated, then a new member will be selected from those who stood in the PTA AGM via lottery system. OR any vacancy occurring in the executive committee of the association before another election may be filled by a special meeting provided that the chairman on the advice of the executive members may appoint any member to fill such a vacant post until a substantive holder is elected.

VI. Parents will be notified via circular of elected members of the Governing Council for the PTA.

VII. In the event of any officer vacating his office before or due to another election, he shall immediately hand over the charge to the chairperson or to any of the executive council members.

## **Article VI**

### **GUIDELINES AND RULES OF CONDUCT**

(i) Members will at all times, during its deliberation and actions work with proper conduct and respect to one another and to the School.

(ii) Each member must attend general meetings unless a member has a sound reason that will hinder him to attend meeting.

(iii) Governing Council will not concern themselves in individual /personnel matters. Elected parents will communicate relevant activities and current issues of the School to the parents at large.

(iv) Help School in any events outside and beyond standard School functions such as: organizing intra school quiz competitions, science fair, community outreach, teacher appreciation event etc.

(v) Work with the Parent Volunteer System to plan and provide above activities and class room activities that support lesson plans given to the students.

(v) Provide an "ear" to the issues concerning the parent body at large and take it up with School management for satisfactory resolution.

(vi) Solicit new ideas and suggestions from the parent body enhance the overall and all round education experience and will work with SGHPS for review and implementation of the same.

(vii) Build a sense of community at school through increased and sustained parental participation and involvement in school events.

(viii) Foster a relationship between parents, teachers, school management and Board of Trustees.

  
Principal,  
Sri Guru Harkrishan Public School,  
Shanti Nagar, PATIALA.

## Article VII

### CHANGE IN RULES AND REGULATIONS OF THE EXECUTIVE COMMITTEE

- I. Rules and regulations / roles and responsibilities will be constantly evolving and subject to review and changes based on the changing needs of Children, Parent, The School and the Teachers.
- II. Any changes in the Rules and Regulations must be first approved and the committee's meeting and thereafter at a General Body Meeting provided that previous notice was given in writing and sent to all the members. Those present for the said meeting can approve of the said changes by a simple majority, subject to the Chairman's casting vote, in the event of any disagreement.

## Article VIII

### TERMINATION: Members shall be immediately terminated on the following grounds:


1. If a member is found acting prejudicially against the interest and working of the School and/or towards other members. Sufficient opportunity will be given to the member to submit an explanation. Final decision will be made by the School.
2. Any office holder of the association who goes into or intends to or is invited to or elected into partisan politics shall resign his PTA post or be requested to resign and vacate his post. Under no circumstances shall anyone involve the association into partisan politics.
3. If a member's child/children leave(s) the school.
4. If a member's employment at school is terminated.
5. If a member leaves school by any other reason.

### THE PTA IS A CONSULTATIVE BODY AND NOT A DECISION MAKING BODY.

The PTA Managing Committee partakes in assisting the school in planning co-curricular activities and co-operate and assist with such other activities of the school. The committee will oversee that the planned syllabus is completed & will suggest methods to help pupils who are weak in studies. The committee will assist the school in other such issues including ensuring that parents follow the proper code of conduct during visits.

Note: PTA's role is limited to the above mentioned roles and responsibility. PTA and PTA Managing Committee are not permitted to intervene in Day to Day affair of the school Management. Code of Conduct:

1. All communications will be as per the communication policy.
2. All PTA meetings will be held at the school.
3. No meeting will be held under auspices of PTA outside the school or in a public place without consent of school management.

  
Principal,  
Sri. Guru Harkrishan Public School,  
Shanti Nagar, PAHALA.


4. The name of the PTA and the names of any members, in their official capacities, shall not be used in connection with any commercial concern or for purpose not related to promotion of the objectives of the PTA.
5. No PTA member will communicate with any outside organization or persons in their official capacities without expressed permission of the school management or a resolution of the PTA Management Committee.
6. The PTA is not expected to contravene policies or decisions of the School Management.
7. At no times will obnoxious, aggressive behaviour, abusive language or character assaults be permitted. In the event that such practices are indulged in, the PTA management committee member will not be permitted to attend any further PTA meetings.
8. The PTA is not a platform for personal advancement or as a means to score favour with the Management & Teachers.
9. No special treatment is meted out to any Executive Committee member. Members will follow ALL the rules and observe ALL the regulations laid down by the school, as well as those implied tacitly or explicitly by the school authorities- such as entry into the school, timings for meeting teachers, coordinators, principal, director, trustees etc. Parents should be modestly and appropriately attired at all times in the school.
10. No access to the Mailing List can be had under any pretext.
11. If any classes are taught or workshops conducted by members, then it is done purely voluntarily with no monetary or other remuneration expected.

**Vacancies and Replacements:**

1. Upon resignation of any standing member of the PTA Managing committee, the School Management will fill vacancy by appointment. The appointed person shall serve only the remaining time that the original committee member would have served.
2. Any vacancies during nomination for the election of PTA Managing Committee will be filled by the School Management by appointment.
3. The PTA managing committee has the right to replace any member who violates the code of conduct and communication and appoint a replacement by selection for the remaining tenure of the committee.


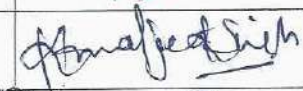
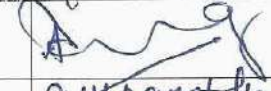
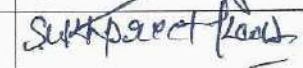

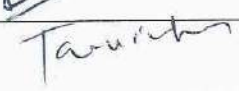
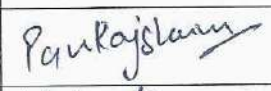
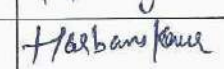
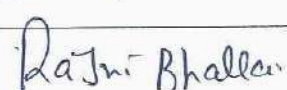
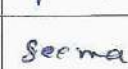
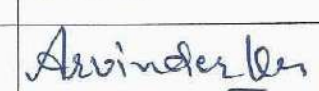



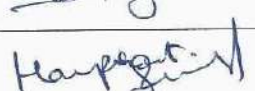
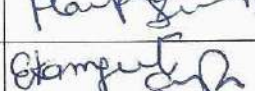
  
Principal,  
Sri Guru Harkrishan Public School,  
Shanti Nagar, PATIALA.

**LIST OF MEMBERS PARENT TEACHER ASSOCIATION (2018-19)**

S. No.	Name Of Member	Designation	Signature
1	Dr. KanwaljitKaur(Head Of The School)	Chairperson	
2	Mr. Jatinder Singh (Parent)	Vice Chairperson	Jatinder Singh
3	Mrs. HarvinderKaur(Teacher)	Secretary	Harvinder
4	Mr. Bacchitter Singh (Parent)	Joint Secretary	Bacchitter Singh
5	Mrs. GurmeetSahni (Teacher)	Joint Secretary	Gurmeet
6	Prem Chand F/O Bhavika	Parent Member	Premchand
7	Narinder Kumar F/O Bhartesh	Parent Member	Narinder
8	Gurpal Singh F/O Aimspreet Kaur	Parent Member	Gurpal Singh
9	RakeshDuggal F/O SheetalDuggal	Parent Member	Rakesh
10	Manpreet Singh F/O Ramanjot Singh	Parent Member	Manpreet Singh
11	Priya Sharma M/O Yashika Sharma	Parent Member	Priya
12	Paramjeet Kaur M/O Preetinder Singh	Parent Member	Paramjeet K
13	Amandeep Singh F/O HarsimratKaur	Parent Member	Amandeep Singh
14	Jaswinder Kaur M/O AmanjotKaur	Parent Member	Jaswinder Kaur
15	Harmeet Kaur M/O Hargun Singh	Parent Member	Harmeet Kaur
16	Sanjay Kumar F/O Shivane	Parent Member	Sanjay Kumar
17	Gursirat Kaur M/O Karan Singh	Parent Member	Gursirat


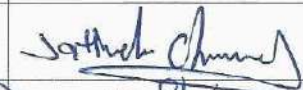

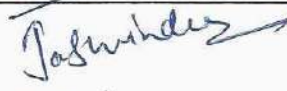

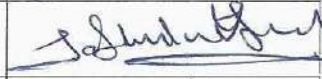
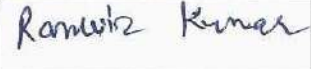
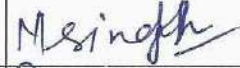

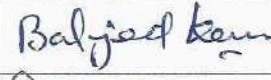
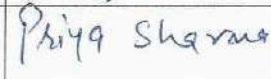

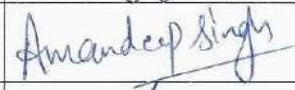

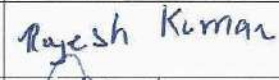
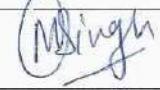

  
Principal,  
Sri Guru Harkrishan Public School,  
Shanti Nagar, PATIALA

**LIST OF MEMBERS OF PARENT TEACHER ASSOCIATION (SESSION: 2019-20)**

S.No.	Name of Member	Designation	Signature
1	Dr. Kanwaljit Kaur(Head Of The School)	Chairperson	
2	Mr. Kamaljeet Singh (Parent)	Vice Chairperson	
3	Mrs. Harvinder Kaur(Teacher)	Secretary	
4	Mrs. Sukhpreet Kaur (Parent)	Joint Secretary	
	Mrs. Gurmeet Sahni (Teacher)		
5	Tarvinder Singh F/O Prabhjot Kaur	Parent Member	
6	Pakaj Sharma F/O Sahil	Parent Member	
7	Harbans Kaur M/O Varinder Kaur	Parent Member	
8	Rajni Bhalla F/O Keshav Bhalla	Parent Member	
9	Seema M/O Rahul	Parent Member	
10	Arvinder Kaur M/O Navjot Singh	Parent Member	
11	Upwinder Singh F/O Harvinder Singh	Parent Member	
12	Satya Parkash Yadav F/O Aditya Yadav	Parent Member	
13	Babita Gupta M/O Govind Bansal	Parent Member	
14	Jaspal Singh F/O Gurleen Kaur	Parent Member	
15	Harpreet Singh F/O Harnoor Kaur	Parent Member	
16	Ekamjeet Singh F/O Inderpal Singh	Parent Member	




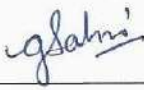


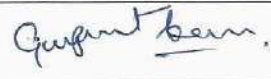
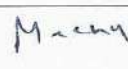



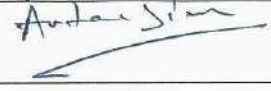

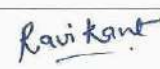
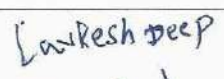
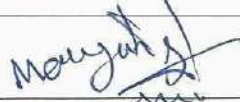

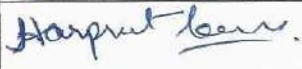
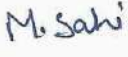

  
 Principal,  
 Sri Guru Harkrishan Public School,  
 Shanti Nagar, PATIALA.

**LIST OF MEMBERS OF PARENT TEACHER ASSOCIATION (SESSION: 2022-23)**

S.No.	Name of Member	Designation	Signature
1	Dr. Kanwaljit Kaur(Head Of The School)	Chairperson	
2	Mr. Jatinder Chouhan (Parent)	Vice Chairperson	
3	Mrs. Harvinder Kaur(Teacher)	Secretary	
4	Mr. Jaswinder (Parent) Mrs. Gurmeet Sahni (Teacher)	Joint Secretary	 
5	Jaswinder Singh F/O Aishleen Kaur	Parent Member	
6	Ranvir Kumar F/O Jasleen	Parent Member	
7	Maninderpal Singh Sahi F/O Arshdeep Kaur	Parent Member	
8	Rakesh Duggal F/O Sheetal Duggal	Parent Member	
9	Baljit Kaur M/O Rehmat Kaur	Parent Member	
10	Priya Sharma M/O Yashika Sharma	Parent Member	
11	Paramjeet Kaur M/O Preetinder Singh	Parent Member	
12	Amandeep Singh F/O Harsimrat Kaur	Parent Member	
13	Amrit Kaur M/O Gurshaan Singh	Parent Member	
14	Rajesh Kumar F/O Mayuri	Parent Member	
15	Manminder Singh F/O Ishpreet Singh	Parent Member	
16	Gurjeet Singh F/O Gurnoor Singh	Parent Member	

  
 Principal,  
 Sri Guru Harkrishan Public School,  
 Shanti Nagar, PATIALA

## LIST OF MEMBERS OF PARENT TEACHER ASSOCIATION (SESSION 2023-2024)

S. No.	Name Of Member	Designation	Signature
1	Dr. Kanwaljit Kaur(Head Of The School)	Chairperson	
2	Mr. Damanjit Singh	Vice Chairperson	
3	Mrs. Harvinder (Teacher)	Secretary	
4	Mr. Gurpinder Singh (Parent) Mrs. Gurmeet Sahni (Teacher)	Joint Secretary	
5	Ms. Harvinder Dhumi(Teacher)	Member	
6	Ms. Bhavneet Kaur(Teacher)	Member	
7	Mrs. Gurpreet Kaur (Teacher)	Member	
8	Mrs. Meenu (Teacher)	Member	
9	Mrs. Kavya (Teacher)	Member	
10	Ms. Saloni (Teacher)	Member	
11	Mrs. Rupinder(Teacher)	Member	
12	Avtar Singh F/O Gurnoor Singh	Member	
13	Chander Deep F/O Apsara	Member	
14	Ravi Kant Sharma F/O Ritesh Sharma	Member	
15	Lavkesh Deep F/O Harmyni	Member	
16	Meenakshi Sharma M/O Atharva	Member	
17	Jatinder Chauhan F/O Mohak Chauhan	Member	
18	Harpreet Kaur M/O Gurvansh Singh	Member	
19	Maninder Pal Singh Sahi F/O Arshdeep Kaur	Member	
20	Sukhjinder Singh F/O Ekamnoor Singh	Member	

  
Principal,  
Sri Guru Harkrishan Public School,  
Shanti Nagar, PATIALA.

**MINUTES OF MEETING**  
**OF**  
**SRI GURU HARKRISHAN**  
**PUBLIC SCHOOL**



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ਸ੍ਰੀ ਹਰਿਕ੍ਰਿਸ਼ਨ ਪਿਆਈਐ ਜਿਸ ਡਿਠੈ ਸਭਿ ਦੁਖ ਜਾਇ ॥  
Learn to Serve



# SRI GURU HARKRISHAN PUBLIC SCHOOL

Nur. to XII (Med. Non-Med., Arts & Commerce)

(Affiliated to C.B.S.E., Vide No. 1630112) School Code - 20104

Shanti Nagar, Patiala-147002  
Ph.: 0175-2285416, Mobile: 98770-13204

E-mail: sghkps11@gmail.com  
Website: www.sghps.co.in

Ref. No.....Gen./20104

Dated.....1st Feb, 2022

## MINUTES OF MEETING OF PARENT-TEACHER ASSOCIATION & MANAGEMENT OF SRI GURU HARKRISHAN PUBLIC SCHOOL HELD ON 1<sup>st</sup> February, 2022

Members present for the the discussion were:

1. S. JAGJIT SINGH DARDI
2. DR. KANWALJIT KAUR *Kanwaljit*
3. MRS. KAVITA WALIA *Kavita*
4. MRS. HARVINDER KAUR *Harvinder*
5. MRS. GURMEET SAHNI *Gurmeet*
6. MR. BALWINDER SINGH *Balwinder*
7. MR. JATINDER CHOUHAN *Jatinder*
8. MR. JASWINDER SINGH *Jaswinder Singh*

### AGENDA OF MEETING : FEE FINALISATION FOR THE SESSION 2022-23

The meeting started with healthy discussion on all major issues related to financial stability of school as school has received great set back due to COVID. During COVID times, from last two years school has not charged annual charges from students and over that majority of students have been given concession in tuition fee. It was a mixed bag of concession (full fee, half fee, one quarter tuition fee)

Since school has given 100% support to parents during COVID times for two years, now parents have ensured their financial stability and with consent of Parent- Teacher association, it has been decided that school will increase 5 % to 6% in tuition fee only.

The decision was cheered by all. The meeting concluded with vote of thanks by principal.

*Day*

(PRINCIPAL)

Principal,  
Sri Guru Harkrishan Public School,  
Shanti Nagar, PATIALA.



# SRI GURU HARKRISHAN PUBLIC SCHOOL

Nur. to XII (Med. Non-Med., Arts & Commerce)

(Affiliated to C.B.S.E., Vide No. 1630112) School Code - 20104

Shanti Nagar, Patiala-147002  
Ph.: 0175-2285416, Mobile: 98770-13204

E-mail: sghkps11@gmail.com  
Website: www.sghps.co.in

Ref. No. Gen/20104

Dated... 27<sup>th</sup> May 2022

## MINUTES OF PARENT TEACHER MEETING

Date: 27th May 2022

Time: 10:30 AM

Venue: Sri Guru Harkrishan Public School, Shanti Nagar, Patiala

### MEMBERS PRESENT:

- |                       |                         |                       |
|-----------------------|-------------------------|-----------------------|
| 1. Dr. Kanwaljit Kaur | 2. Mr. Jatinder Chouhan | 3. Ms. Harvinder Kaur |
| 4. Ms. Gurmeet Sahni  | 5. Ms. Kavita Walia     | 6. Mr. Amandeep Singh |
| 7. Ms. Priya Sharma   | 8. Ms. Amrit Kaur       | 9. Mrs. Baljit Kaur   |
| 10. Ms. Kavya Kaushal |                         |                       |

### AGENDA:

1. Summer Vacation (29th May, 2022 to 3rd July)
2. COVID Vaccination Camp organized by Jujhar Nagar Dispensary on 2nd June, 2022 for Staff, parents, and Children 12 years or above
3. Extra Classes for 10th and 12th till 10th June 2022
4. Release of Unit Test-1 Datasheet

### PROCEEDINGS:

The Parent-Teacher Meeting commenced at 10:30 AM with the attendance of the mentioned members. The agenda items were discussed as follows:

#### 1. Summer Vacation (29th May, 2022 to 3rd July):

- The summer vacation dates were announced, starting from 29th May 2022 and ending on 3rd July 2022.
- The school administration encouraged parents to engage their children in productive activities and provide necessary guidance for their holistic development.

#### 2. COVID Vaccination Camp organized by Jujhar Nagar Dispensary on 2nd June, 2022 for Staff, parents, and Children 12 years or above:

- The Jujhar Nagar Dispensary has organized a COVID Vaccination Camp in school campus on 2nd June 2022.
- All staff, parents, and children aged 12 years or above were encouraged to participate in the vaccination camp.
- To ensure the health and safety of the school
- Parents were requested to provide consent for their children's vaccination and support the initiative.

#### 3. Extra Classes for 10th and 12th till 10th June 2022:

- Extra classes have been scheduled for students of 10th and 12th grades until 10th June 2022 to provide guidance and support to students in their exam preparations.
- Parents were urged to ensure their children's attendance and active participation in these sessions.

#### 4. Release of Unit Test-1 Datasheet:

- Parents were requested to note the dates and ensure that their children are well prepared for the assessments.
- Any queries or concerns regarding the datasheet were addressed by the respective subject teachers.

The meeting concluded with a vote of thanks to all the parents for their active participation and commitment towards their child's education.

  
Principal,  
Sri Guru Harkrishan Public School,  
Shanti Nagar, PATIALA.



# SRI GURU HARKRISHAN PUBLIC SCHOOL

Nur. to XII (Med. Non-Med., Arts & Commerce)

(Affiliated to C.B.S.E., Vide No. 1630112) School Code - 20104

Shanti Nagar, Patiala-147002  
Ph.: 0175-2285416, Mobile: 98770-13204

E-mail: sghkps11@gmail.com  
Website: www.sghps.co.in

Ref. No. 9/20/2022

Dated 23rd July 2022

## MINUTES OF PARENT-TEACHER MEETING

Date: 23rd July 2022

Time: 10:30 AM

Venue: Sri Guru Harkrishan Public School, Shanti Nagar, Patiala

### MEMBERS PRESENT:

1. Dr. Kanwaljit Kaur
2. Harvinder Kaur
3. Ms. Gurmeet Sahni
4. Ms. Kavita Walia
5. Mr. Jatinder Chauhan
6. Ms. Saloni Ahuja
7. S. Jaswinder Singh
8. Mr. Gurnoor Singh
9. Mr. Ranvir Kumar
10. Mrs. Priya Sharma

### AGENDA:

1. Unit Test-1 Result Declaration
2. Invitation to all parents to attend Science, Maths and Art Exhibition to be held on 30/7/2022.
3. Co-operation and suggestions of parents to make the exhibition successful by motivating students to prepare innovative models related to science, maths, art & craft exhibition

### PROCEEDINGS:

The Parent-Teacher Meeting commenced at 10:30 AM with the attendance of the mentioned members. The agenda items were discussed as follows:

#### 1. UNIT TEST-1 RESULT DECLARATION:

- The test results were announced, and each student's individual performance was shared with their respective parents.
- The teachers highlighted the areas of improvement and suggested ways to help the students to excel in their academics.

#### 2. INVITATION TO ALL PARENTS TO ATTEND SCIENCE, MATHS, AND ART EXHIBITION ON 30/7/2022:

- The parents were informed about the upcoming Science, Maths, and Art Exhibition scheduled for 30/7/2022.
- All parents were invited to attend the exhibition and witness the creative projects and models prepared by the students.
- The exhibition aimed to showcase the students' skills and foster a deeper understanding and appreciation of the subjects.
- The parents were requested to mark the date in their calendars and ensure their presence at the event.

#### 3. CO-OPERATION AND SUGGESTIONS OF PARENTS TO MAKE THE EXHIBITION SUCCESSFUL BY MOTIVATING STUDENTS TO PREPARE INNOVATIVE MODELS RELATED TO SCIENCE, MATHS, AND CRAFT EXHIBITION:

- The teachers emphasized the importance of parental involvement in motivating students to participate in the exhibition and create innovative models.
- Parents were encouraged to provide support, guidance, and resources to help their children prepare for the exhibition.
- Suggestions from parents regarding the exhibition setup, display arrangements, or any other creative ideas were welcomed.

The meeting concluded with a vote of thanks to all the parents for their active participation and dedication towards their child's education. The next Parent-Teacher Meeting was scheduled to be held on 27<sup>th</sup> August in School campus.

  
Principal,  
Sri Guru Harkrishan Public School,  
Shanti Nagar, PATIALA.



# SRI GURU HARKRISHAN PUBLIC SCHOOL

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Website: www.sghkps.co.in

Ref. No. 901/20104

Dated 27<sup>th</sup> Aug 2022

## MINUTES OF MEETING OF PARENT TEACHER ASSOCIATION

Date: 27th August 2022

Time: 09.30 am

Venue : Sri Guru Harkrishan Public School, Shanti Nagar, Patiala

### ATTENDEES:

1. Dr. Kanwaljit Kaur (Principal)
2. Mrs. Harvinder Kaur
3. Mrs. Gurmeet Sahni
4. Ms. Saloni Ahuja
5. Mrs. Kavya Kaushal
6. Mrs. Tarpreet Kaur
7. Mrs. Gurpreet Kaur
8. Mr. Maninder Pal Singh
9. Mr. Rakesh Duggal
10. Mrs. Paramjeet Kaur

### AGENDA:

1. Release of Term-1 Datasheet
2. Participation in Mission Haryali-2022

### MEETING SUMMARY:

The meeting was called to order by the Principal of Guru Harkrishan Public School, at 10:00 AM. The attendees discussed the following agenda items:

#### 1. Release of Term-1 Datasheet:

The Principal announced that the datasheet for Term-1 examinations has been finalized. It was emphasized that all parents and students should adhere to the schedule and make necessary preparations for the exams. Any concerns regarding the datasheet should be addressed to the respective class teachers.

#### 2. Participation in Mission Haryali-2022:

The school will be participating in the Mission Haryali-2022 initiative organized by Apna Punjab Foundation. The aim is to promote environmental sustainability by planting tree saplings. The event will take place on 11th and 12th September 2022. All parents are encouraged to actively participate and contribute to making Punjab greener. The school will provide further details regarding the participation process and specific responsibilities in the coming days.

### CLOSING REMARKS:

Principal thanked all the attendees for their active participation in the meeting and encouraged the parents to support their children and actively engage in school activities to ensure their overall development. The meeting was adjourned at 11:00 am.

Principal,  
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Shanti Nagar, PATIALA.

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# SRI GURU HARKRISHAN PUBLIC SCHOOL

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Website: www.sghps.co.in

Ref. No. Gen/20/24

Dated. 26/11/22

## MINUTES OF PARENT TEACHER MEETING

Date: 26-Nov-2022

Time: 9:30 am

Venue: Meeting Room

### MEMBERS PRESENT:

1. S. Jagjit Singh Dardi
2. Dr. Kanwaljit kaur
3. Mrs. Kavita walia
4. Mrs. Harvinder kaur
5. Mrs. Kavya Kaushak
6. Mr. Jatinder Chouhan
7. Mr. Ranvir Kumar
8. Mr. Amandeep Singh
9. Mr. Maninder pal Singh Sahi
10. Mrs. Paramjeet Kaur

### AGENDA:

1. To Plan outline for Kirtan Samaagam to pay Tribute to Chaar Sahibzaade
2. To discuss about the Event (Date, Time, and Venue)
3. Volunteering and Participation Opportunities
4. Guru Ka Langar

### DISCUSSION POINTS:

#### 1. Tribute to Chaar Sahibzaade:

- The purpose of the meeting was to inform all parents about the upcoming event to pay tribute to the Chaar Sahibzaade.
- A Nagar Kirtan will be organized, where students will perform Gatka, a traditional Sikh martial art.
- This will be followed by a Kirtan Samaagam and speeches and devotional poems of students to commemorate the great sacrifice of the Chaar Sahibzaade.
- Parents expressed their excitement and support for the students' participation in this traditional martial art form.

#### 2. Event Details:

- The event will take place on **December 23, 2022 (Friday)** at Sri Guru Harkrishan Public School, Shanti Nagar, Patiala.
- Timings for the event will be from **10:00 a.m. to 2:00 p.m.**
- All parents are cordially invited to attend the event and witness the Nagar Kirtan, Gatka performance, Kirtan Samaagam, and the speeches and devotional poems by the students.

  
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Shanti Nagar, PATIALA.

### 3. Volunteering and Participation Opportunities:

- Parents were encouraged to volunteer and actively participate in organizing and supporting the event.
- Suggestions for various roles such as managing crowd control during the Nagar Kirtan, assisting with the Langar, and helping with logistics were welcomed.

### 4. Guru Ka Langar:

- Following the event, on December 24, 2022 (Saturday), Guru Ka Langar will be served at Sri Guru Harkrishan Public School, Patiala.
- The timings for the Langar will be from 10:00 a.m. to 1:00 p.m.

### ACTION ITEMS:

- School administration will coordinate with the Gatka trainers and ensure their availability and readiness for the Nagar Kirtan.
- Teachers will continue training the students for their performances and speeches during the event.
- Parents who wish to volunteer will contact the school administration.

### CONCLUSION:

The meeting successfully conveyed the details of the upcoming tribute event to Chaar Sahibzaade. All parents were informed about the event date, timings, venue, and the opportunity to witness the Nagar Kirtan, Gatka performance, Kirtan Samaagam, and the speeches and devotional poems by the students. The school administration will ensure a well-organized event, and parents were encouraged to actively participate and make the event a success.

  
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Shanti Nagar, PATIALA.



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Ref. No. 20/12/22

Dated 3rd Dec 2022

## MINUTES OF MEETING OF PARENT TEACHER ASSOCIATION

Date: 3rd Dec, 2022

Venue: Library

Time: 2.30 p.m.

### MEMBER PRESENT:

1. Dr. Kanwaljit Kaur
2. Mrs. Kavita wali
3. Mrs. Harvinder kaur
4. Mrs. Kavya Kaushal
5. Mrs. Gurmeet Sahni
6. Mr. Jaswinder Singh
7. Mr. Ranvir Kumar
8. Mr. Maninder Pal Singh
9. Ms. Priya Sharma
10. Mrs. Hema Chauhan

### AGENDA:

1. Pariksha Pe Charcha (PPC) 2023 Program
2. Online Creative Writing Competition
3. Promotion and Dissemination of Information
4. School's Role and Responsibilities
5. Intimation of winter break
6. Release of Pre-board datesheet

### DISCUSSION POINTS:

#### 1. Pariksha Pe Charcha (PPC) 2023 Program:

- The purpose of the meeting was to discuss the upcoming 6th edition of Pariksha Pe Charcha, an interactive program of Hon'ble Prime Minister with students, teachers, and parents.
- The program will be held in a town-hall format at Talkatora Stadium, New Delhi in January 2023 for selected students.
- The objective of the program is to address exam stress among students, teachers, and parents.

#### 2. Online Creative Writing Competition:

- An online creative writing competition is being conducted at <http://innovateindia.mygov.in/ppc-2023/> till December 30, 2022.
- The competition is open to students of classes 9 to 12, teachers, and parents.
- Participants will have the opportunity to frame questions to be addressed to the Hon'ble Prime Minister, and selected questions will be feature in the program.
- About 2050 winners will receive a certificate signed by the Director NCERT and a copy of the 'Exam Warrior' book written by the Hon'ble Prime Minister.

  
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### 3. Promotion and Dissemination of Information:

- Parents are requested to adopt innovative measures to promote and propagate the Pariksha Pe Charcha initiative.
- School administration will use their social media handles and the hashtag #PPC2023 to disseminate information about the event.
- Teachers are instructed to create their own posters, creatives, videos, etc., about the event/program and share them accordingly.
- Selected creatives/videos to be exhibited on the MyGov platform.
- Parents are requested to ensure maximum registration of their wards in the online creative writing competition to provide them the chance of being selected for the event.
- Parents are informed that winter break will be from 25thDec to 1st Jan 2023.
- Parents of X and XII Classes are given Pre-board datesheet with suggestions to guide and supervise personally to prepare students for exams to begin after vacations.

### ACTION ITEMS:

- School administration will coordinate with teachers to encourage maximum participation in the online creative writing competition.
- Teachers will inform and guide students about the competition and the opportunity to frame questions for the Hon'ble Prime Minister.
- The school will actively promote the event through their social media handles and create engaging posters, creatives, or videos.
- The school will display the program creatives at prominent places within the school premises to generate awareness and interest among students, teachers, and parents.

### CONCLUSION:

The meeting successfully discussed the Pariksha Pe Charcha (PPC) 2023 program and the online creative writing competition. The school will actively participate in promoting the initiative and encouraging maximum participation. The school administration, teachers, and parents will work together to ensure the success of the event and create awareness about reducing exam stress among students.

  
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Shanti Nagar, PATIALA.

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Ref. No. 90/20104

Dated 23/12/22

## MINUTES OF MEETING OF PTM

Date: 23<sup>rd</sup> Dec, 2022

Time: 10:00 a.m

Venue: Meeting Room

### MEMBER PRESENT:

- |                                     |                           |                       |
|-------------------------------------|---------------------------|-----------------------|
| 1. Dr. Kanwaljit Kaur (Chairperson) | 2. Ms. Harvinder Kaur     | 3. Ms. Gurmeet Sahni  |
| 4. Ms. Saloni Ahuja                 | 5. Ms. Gurpreet Kaur      | 6. Mrs. Kavya Kaushal |
| 7. Mr. Jaswinder Singh              | 8. Mr. Maninder Pal-Singh | 9. Mr. Ranvir Kumar   |
| 10. Mrs. Priya Sharma               |                           |                       |

### AGENDA:

1. Intimation to parents regarding Board exams.
2. Intimation regarding Board practicals.
3. Important instructions for students and parents for smooth conduct of practical examinations.
4. Co-operation of parents to support students in pre-board and board practical exams for outstanding results.
5. Suggested motivational strategies for students to excel in exams
6. Tips and techniques shared for better outcomes
7. Seeking suggestions from parents for better academic results
8. Intimation regarding extra classes for academically weak students

### MEETING PROCEEDINGS:

1. The meeting commenced with Dr. Kanwaljit Kaur presiding as the Chairperson.
2. Dr. Kanwaljit Kaur welcomed all the attendees and introduced the agenda for the meeting.
3. The first agenda item was discussed - "Intimation to parents regarding board exams." It was decided that a circular would be issued to all parents, providing them with detailed information about the upcoming board examinations, including the schedule, guidelines, and any specific instructions.
4. The second agenda item, "Regarding board practical," was discussed. The Chairperson informed the members that the practical examinations would be held as per the schedule provided by the respective subject teachers. The parents were requested to ensure that their children were well-prepared and punctual for the practical exams.
5. Important instructions for students and parents for the smooth conduct of examinations were discussed. It was emphasized that students must adhere to the examination rules and regulations, including punctuality, maintaining silence in the examination halls, and bringing the necessary stationary, school identity card and Board roll no as identification documents. Parents were requested to support and guide their children during this crucial period.

  
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6. The next agenda item focused on the **co-operation of parents to support students in pre-board and board exams for outstanding results**. The members discussed the importance of parental involvement and encouraged parents to actively participate in their child's education, provide a conducive environment at home for studying, and ensure regular communication with teachers to track their child's progress.
7. **Suggested motivational strategies** for students to excel in exams were shared during the meeting. It was proposed to organize motivational sessions to create a positive and encouraging atmosphere for the students.
8. **Tips and techniques for better outcomes in exams** were discussed. The Chairperson requested the teachers and parents to share their valuable insights and experiences with the students, focusing on effective study habits, time management, and stress management techniques.
9. The meeting moved on for **seeking suggestions from parents for better academic results**. Parents were invited to express their views and ideas on improving the academic performance of the students. Several suggestions were shared, including the introduction of peer mentoring programs, additional remedial classes, and promoting interactive learning methodologies. The suggestions were duly noted for further consideration.
10. Finally, the Chairperson informed the attendees about the plan to **conduct extra classes for academically weak students**. These additional classes would be organized during school hours.
11. The Chairperson thanked everyone for their active participation and valuable inputs.
12. The meeting was adjourned with vote of thanks.



Principal,  
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Shanti Nagar, PATIALA.



# SRI GURU HARKRISHAN PUBLIC SCHOOL

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Ref. No. Gen/20194

Dated. 31/3/2023

## MINUTES OF MEETING

DATE: March 31st, 2023

TIME: 10:00 a.m.

### ATTENDEES:

1. Dr. Kanwaljit Kaur
2. Ms. Harvinder Kaur
3. Mrs. Gurmeet Sahni
4. Mr. Jatinder Chauhan
5. Mr. Jaswinder Singh
6. Mr. Maninder Pal Singh Sahi
7. Ms. Tarpreet Kaur
8. Mr. Ranvir Kumar
9. Mrs. Kavita Walia
10. Ms. Baljeet Kaur

### AGENDA:

1. Result declaration
2. Feedback of parents regarding academic performance of students
3. Suggestions from parents for the next academic session
4. Display of PPT of Annual activities of the session
5. Display of sports achievers of the school
6. Thanks and gratitude to the parents for the wonderful feedback given in the form of videos

### MEETING SUMMARY:

#### 1. Result Declaration:

The meeting commenced with the announcement of the academic results for the current session. Principal, Dr. Kanwaljit Kaur shared the overall performance of the students and expressed satisfaction with their achievements. The attendees were encouraged to provide any feedback or address concerns related to the results.

#### 2. Feedback of Parents:

Parents were given the opportunity to provide feedback on the academic performance of their children. The Principal acknowledged the valuable feedback received from the parents and expressed gratitude for their active participation.

#### 3. Suggestions for the Next Academic Session:

Parents were encouraged to share their suggestions and recommendations for the upcoming academic session. The attendees shared their ideas and concerns regarding various aspects such as curriculum, extracurricular activities, and facilities that will certainly be part of planning for the next academic session.

#### 4. Display of PPT of Annual Activities:

A PowerPoint presentation highlighting the annual activities of the session was displayed. It showcased the events, competitions, cultural programs, and other significant activities organized by the school throughout the year. The attendees appreciated the efforts put in by the school to provide a holistic learning environment for the students.

#### 5. Display of Sports Achievers:

The school showcased the achievements of its sports stars during the meeting. The achievements of students in various sports events, both at the district and state levels, were highlighted. The attendees applauded the hard work and dedication shown by the students in their respective sports disciplines.

  
Principal,  
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#### **6. Thanks and Gratitude:**

The Principal expressed heartfelt thanks and gratitude to the parents for their valuable feedback, support, and cooperation throughout the academic session. The videos shared by parents were appreciated and acknowledged as a wonderful gesture of their involvement in their children's education.

#### **Action Items:**

1. Review and analyze the feedback received from parents to identify areas of improvement for the next academic session.
2. Incorporate the suggestions provided by parents into the planning process for the upcoming academic session.
3. Document and preserve the videos shared by parents as tokens of appreciation and acknowledgment.

#### **Adjournment:**

The meeting was adjourned with a note of appreciation for the active participation of parents and their contribution to the school's progress.

#### **Next Meeting:**

The date and agenda for the next meeting will be communicated to the attendees at a later date.

  
Principal,  
Sri Guru Harkrishan Public School,  
Shanti Nagar, PATIALA.



# SRI GURU HARKRISHAN PUBLIC SCHOOL

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Ref. No. GEN/20104..

Dated...29-04-2023

## MINUTES OF THE PARENT TEACHER ASSOCIATION MEETING

Date: 29-04-2023

Time: 9:30 a.m.

Venue: Meeting Room

### MEMBERS PRESENT:

1. Dr. Kanwaljit Kaur	6. Gurbinder Singh
2. Harvinder Kaur	7. Damanjit Singh
3. Kavita Walia	8. Kavya Kaushal
4. Maninder Paul Singh Sahi	9. Gurpreet Kaur
5. Jatinder Chauhan	10. Saloni Ahuja

### AGENDA:

- Discussion and Decision on the Proposed Increase in Monthly School Fee.
- Review of the Book List for the Session 2023-24.
- Discussion on the Upcoming Academic Calendar for the Session 2023-24.

### PROCEEDINGS:

The meeting commenced with a welcoming note by Principal Dr. Kanwaljit Kaur. She introduced the agenda, emphasizing the need for discussing a potential increase in the monthly school fee. A comprehensive analysis of the school's financial position was presented. Dr. Kaur stressed the importance of maintaining the school's educational quality and facilities. She highlighted that the proposed increase is essential for sustaining current standards and continuous improvements. After extensive discussion, it was decided to finalize an 8% increase in the monthly school fee to ensure the school's financial sustainability and the continued provision of high-quality education.

The book list for the session 2023-24 was presented and discussed with the members. After reviewing the proposed book list, it was unanimously agreed to upload it on the school website.

The next agenda item focused on discussing upcoming academic activities for enhancing students' innate talents and improving their academic and co-curricular performance. Attendees were encouraged to share additional suggestions and concerns. A parent representative suggested adding more sports-related events and enhancing students' communication skills. The Principal welcomed these suggestions and instructed their incorporation into the academic calendar. Other parents also recommended including interactive events like value-oriented workshops and seminars.

The Principal extended her gratitude to all attendees for their active participation and contributions to the meeting. The meeting was adjourned with vote of thanks.

  
Principal,  
Sri Guru Harkrishan Public School,  
Shanti Nagar, PATIALA.

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Ref. No. Gen/20104

Dated 27/5/23








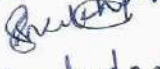


## MINUTES OF MEETING OF PARENT TEACHER ASSOCIATION

Date: 27<sup>th</sup> May, 2023

Time: 9:30a.m.

Venue: Meeting Room

### MEMBERS PRESENT:

1. Dr. Kanwaljit Kaur 
2. Mr. Damanjit Singh 
3. Mr. Jatinder Chauhan 
4. Mr. Maninder Paul Singh Sahi 
5. Mrs. Harvinder Kaur 
6. Mrs. Kavya Kaushal 
7. Mrs. Gurpreet Kaur 
8. Mr. Sukhjinder Singh 
9. Mr. Chander Deep 
10. Mrs. Meenakshi Sharma 

### AGENDA:

1. Review of Unit Test Results
  2. Discussion on Student Progress
  3. Addressing Concerns and Questions
- Action Items

### MEETING MINUTES:

### OPENING REMARKS:

The meeting commenced at the scheduled time with a warm welcome to all associated members by the Chairperson.

### REVIEW OF UNIT TEST RESULTS:

The teachers provided an overview of the unit test results, highlighting the key areas of assessment and grading criteria. Teachers shared overall class performance with the parent members.

**DISCUSSION ON STUDENT PROGRESS:**

Individual student performance was discussed, with specific attention to strengths and areas that need improvement. Teachers provided insights into each student's study habits, participation in class, and overall attitude towards learning.

**ADDRESSING CONCERNS AND QUESTIONS:**

Parents had the opportunity to ask questions and express any concerns they had regarding their child's performance or classroom experience. Teachers addressed each question and concern, providing guidance and suggestions for improvement.

**ACTION ITEMS:**

Teachers and parents collaborated to establish action plans for students who may need additional support or enrichment. Parents were encouraged to maintain open communication with the teachers and monitor their child's progress at home.

**CLOSING REMARKS:**

The meeting concluded with a summary of the discussed action items and a reminder of the importance of working together to support the students' education.

**MEETING FOLLOW-UP:**

Teachers will implement the action items discussed during the meeting.

Parents and teachers will maintain regular communication to track student progress.

  
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Ref. No. g.p.m/20104

Dated 5/9/2023

## Minutes of Parent-Teacher Association Meeting

Date: 5<sup>th</sup> September 2023

Time: 10.00am

Venue : Meeting Room

Members Present:

1. Dr. Kanwaljit Kaur - Chairperson	2. Mr. Damanjit Singh - Vice Chairperson	3. Mr. Maninder Paul Singh Sahi
4. Mr. Chander Deep	5. Ms. Meenakshi Sharma	6. Mr. Avtar Singh
7. Ms. Gurpreet Kaur	8. Ms. Meenu	9. Ms. Kavya
10. Ms. Gurmeet Sahni	11. Ms. Harvinder Kaur	

Agenda:

- 1) Syllabus for First Term
- 2) Intimation of Date Sheet for First Term Exam
- 3) Timings During Exams

Meeting Minutes:

### 1) Syllabus for First Term

- Discussed and provided an overview of the subjects and topics to be covered during the first term.
- Emphasized key areas where parental support can enhance students' understanding.

### 2) Intimation of Date Sheet for First Term Exam:

- Shared the tentative schedule for the first term exams.
- Highlighted the importance of adhering to the exam dates and encouraged parents to assist their children in preparation.

### 3) Timings During Exams:

- Clarified the examination timings and all specific instructions regarding punctuality.
- Addressed concerns raised by parents regarding the duration of exams and breaks.
- Parents were encouraged to communicate regularly with teachers to track their child's progress.
- A reminder was given about the upcoming parent-teacher conferences for more personalized discussions.

Meeting concluded at 11.30 a.m

Next Meeting is scheduled on 3rd oct

  
Principal,  
Sri Guru Harkrishan Public School,  
Shanti Nagar, PATIALA.



# SRI GURU HARKRISHAN PUBLIC SCHOOL

Nur. to XII (Med. Non-Med., Arts & Commerce)

(Affiliated to C.B.S.E., Vide No. 1630112) School Code - 20104

Shanti Nagar, Patiala-147002  
Ph.: 0175-2285416, Mobile: 98770-13204

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Website: www.sghps.co.in

Ref. No. Gen/20104

Dated 3<sup>rd</sup> Oct, 2023

## Minutes of Parent-Teacher Association Meeting

Date: 3rd October 2023

Time: 10.00am

Venue : Meeting Room

Members Present:

1. Dr. Kanwaljit Kaur - Chairperson	2. Mr. Damanjit Singh - Vice Chairperson	3. Mr. Gurbinder Singh
4. Mr. Ravi Kant Sharma	5. Mr. Sukhjinder Singh	6. Mr. Avtar Singh
7. Ms. Harpreet Kaur	8. Ms. Meenu	9. Ms. Kavya
10. Ms. Gurmeet Sahni	11. Ms. Harvinder Kaur	

### Agenda:

- 1) Result Declaration of Term 1 Examination
- 2) Intimation of Beginning of Second Term
- 3) Instructions for Notebooks Maintenance

### Meeting Minutes:

#### 1) Result Declaration of Term-I Examination

Dr. Kanwaljit Kaur presented an overview of the students' performance in the Term-I examinations. Members discussed strategies to recognize and appreciate academic achievements and improvements. Emphasized the importance of constructive feedback for students who may need additional support.

#### 2) Intimation of Beginning of Second Term

Damanjit Singh conveyed details regarding the commencement of the second term. Highlighted key dates and events planned for the upcoming term. Discussed any changes in the curriculum or activities for the second term.

#### 3) Instructions for Notebooks Maintenance

Members shared best practices for students' notebook. Discussed the role of parents in maintaining a conducive study environment at home. Highlighted the significance of regular parent-teacher communication to address concerns about students' progress.

The importance of parental involvement in students' academic journey was reiterated. A suggestion box was introduced for members to share ideas and concerns anonymously. The next meeting was scheduled for next month.

The meeting adjourned at 11.50 a.m

  
Principal,  
Sri Guru Harkrishan Public School,  
Shanti Nagar, PATIALA.



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Ref. No. GEN/20104

Dated..25-11-2023

## Minutes of PTM Meeting

**Date:** 25th November 2023 **Time:** 9.30 am

**Venue:** Sri Guru Harkrishan Public School

### Present Members:

1. Dr. Kanwaljit Kaur (Chairperson)
2. Damanjit Singh (Vice Chairperson)
3. Gurbinder Singh (Joint Secretary)
4. Sukhwinder Singh (Teacher Member)
5. Minakshi Sharma (Parent Member)
6. Harpreet Kaur (Parent Member)
7. Kavya Kaushal (Teacher Member)
8. Meenu (Teacher Member)
9. Harvinder Kaur (Teacher Member)

*(Handwritten signatures in green and black ink next to the list of members)*

### Agenda:

- 1. Release of Pre Board Exam Datesheet of Classes X & XII:** The Pre Board Exam Datesheet for Classes X & XII will be released, informing exam starting from 7th December 2023.
- 2. Release of Unit Test Datesheet for Classes 1st to 9th & 11th:** The Unit Test Datesheet for Classes 1st to 9th & 11th will be released.
- 3. Planning & Allocation of duties of "The Naam Simran & Kirtan Samagam":** The Naam Simran & Kirtan Samagam on the occasion of Shaheedi Gurburab of Char Sahibzade and Mata Gujri Ji, to be held on 22nd December 2023, will be planned and duties will be allocated.

### Minutes:

- Dr. Kanwaljit Kaur chaired the meeting and commenced by addressing the agenda items.
- The Pre Board Exam Datesheet for Classes X & XII, starting from 7th December 2023, was unanimously approved for release.

- The Unit Test Datesheet for Classes 1st to 9th & 11th was also approved for release.
- Discussion ensued regarding the planning and allocation of duties for "The Naam Simran & Kirtan Samagam" scheduled for 22nd December 2023.
- Responsibilities were allocated among the members present to ensure the successful organization of the event.
- It was agreed upon that further coordination and updates regarding the event would be communicated through respective channels.

**Action Items:**

1. Dr.Kanwaljit Kaur to oversee the release of the Pre Board Exam Datesheet for Classes X & XII.
2. Kavya Kaushal to coordinate the release of the Unit Test Datesheet for Classes 1st to 9th & 11th.
3. Harvinder Kaur to facilitate the planning and allocation of duties for "The Naam Simran & Kirtan Samagam."
4. Sukhwinder Singh, Minakshi Sharma, Harpreet Kaur, and Mrs.Rupinder Kaur to actively participate in the organization and execution of the event.

**Adjournment:**

With all agenda items addressed and action items assigned, the meeting was adjourned. The next meeting will be scheduled and communicated accordingly.

  
Principal,  
Sri Guru Harkrishan Public School,  
Shanti Nagar, PATIALA.

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ਸ੍ਰੀ ਹਰਿਕ੍ਰਿਸ਼ਨ ਧਿਆਈਐ ਜਿਸ ਡਿਠੈ ਸਭਿ ਦੁਖ ਜਾਇ ॥  
Learn to Serve



# SRI GURU HARKRISHAN PUBLIC SCHOOL

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Ref. No. Gen./20104

Dated 23-12-2023

## Minutes of Meeting of Parent-Teacher Association

Meeting Date: 23rd December 2023

Venue: [Meeting Room]

Time: 10:00 a.m.

Members Present:

Dr. Kanwaljit Kaur	Chairperson	<i>[Signature]</i>
Mr. Damanjit Singh	Vice Chairperson	<i>[Signature]</i>
Harvinder Kaur	Secretary	<i>[Signature]</i>
Tarpreet Kaur	Member	<i>Tarpreet</i>
Ranvir Kumar	Member	<i>Ranvir Kumar</i>
S. Maninder Singh Sahi	Member	<i>[Signature]</i>
Gurpreet Kaur	Member	<i>Gurpreet Kaur</i>
Rupinder Kaur	Member	<i>Rupinder Kaur</i>
Harpreet Kaur	Member	<i>[Signature]</i>
Kavya Kaushal	Member	<i>[Signature]</i>
Sandeep Kaur	Member	<i>Sandeep Kaur</i>

**\*Agenda :\***

1. Declaration of Pre Board Result:
2. Declaration of Unit Test Results:
3. Release of CBSE Date sheet:
4. Intimation about Pariksha Pe Charcha 2024:
5. Intimation of Winter Break Schedule:

**Minutes of Meeting**

1. The Pre-Board results for Classes X & XII were announced. Parents were informed about the result of the students. Parents were advised to pay Personal attention to students whose performance was not satisfactory. They were advised to ensure regular attendance of students in School so that staff members help them to improve their performance.
2. Unit Test results for Classes 1st to 9th & 11th were declared. All Parents were given result of Second Unit test with suggestions and guidelines to be in touch with school authorities to ensure better performance in upcoming exams.
3. The CBSE Board Datesheet for Class 10th & 12th was released. Parents were advised to ensure to give quality time to students and keep personal check on their performance.
4. Information was shared regarding Pariksha Pe Charcha 2024 for Classes 6th to 12th. All Parents were motivated to ensure their participation.
5. The winter break schedule was shared with Parents i.e. 25th December 2023 to 2nd January 2024. They were also informed that School will reopen on 3rd January 2024.

**Adjournment: The meeting was adjourned at 12.30 p.m.**

  
Principal,  
Sri Guru Harkrishan Public School,  
Shanti Nagar, PATIALA.

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Ref. No. Gen/20104

Dated 27-01-2024

## Minutes of PTM Meeting

Date: January 27, 2024

Time: 9:30 AM

Venue: Sri Guru Harkrishan Public School

Present Members:

1. Dr. Kanwaljit Kaur (Chairperson) *Kanwaljit*
2. Damanjit Singh (Vice Chairperson) *Dg Singh*
3. Gurpinder Singh (Joint Secretary) *Gurpinder S*
4. Sukhwinder Singh (Teacher Member) *Sukhwinder*
5. Minakshi Sharma (Parent Member) *Minakshi*
6. Harpreet Kaur (Parent Member) *Harpreet*
7. Kavya Kaushal (Teacher Member) *Kavya*
8. Mrs. Rupinder Kaur (Teacher Member) *Rupinder Kaur*
9. Harvinder Kaur (Teacher Member) *Harvinder*

Agenda:

1. Declaration of Pre-Board Exam Results for Classes X and XII:

- The meeting commenced with the discussion on the declaration of the pre-board exam results for Classes X and XII. Dr. Kanwaljit Kaur led the discussion, highlighting the importance of timely result declaration to guide students' preparation for upcoming board exams.

*Kanwaljit*  
Principal,  
Sri Guru Harkrishan Public School,  
Shanti Nagar, PATIALA

## 2. Instructions for Board Exams for Classes X and XII:

-The proposed instructions for board exams to be communicated to students of Classes X and XII were presented. The members engaged in a thorough review of the instructions, focusing on clarity and adherence to examination guidelines.

## 3. Final Term Datesheet for Classes I to IX & XI:

- Gurpinder Singh, the Joint Secretary, introduced the agenda item concerning the final term datesheet for Classes I to IX & XI. The members deliberated on various factors affecting the scheduling of exams, including holidays and syllabus coverage, to ensure a balanced and feasible datesheet.

### Minutes:

- The Chairperson, Dr. Kanwaljit Kaur, facilitated a constructive discussion among the members, ensuring active participation and collaboration.
- Consensus was reached on the timely declaration of pre-board exam results, with a commitment to providing necessary support and guidance to students based on their performance.
- Detailed instructions for board exams were finalized, emphasizing the importance of adherence to exam protocols and ethical conduct.
- The final term datesheet was carefully reviewed and adjusted to accommodate the academic needs of students while maintaining an efficient examination schedule.
- The meeting concluded with a vote of thanks from the Chairperson to all members for their valuable contributions and commitment to the academic welfare of students.

  
Principal,  
Sri Guru Harkrishan Public School,  
Shanti Nagar, PATIALA.