



MOUNT LITERA ZEE SCHOOL, CHIKHALI

(Affiliated to Central Board of Secondary Education, New Delhi)

CBSE Affiliation No.: 1131621



MLZS/C/CBSE/PTA/CIR-05/2026-27

Date: 07/08/2026

Circular - Formation of Parent-Teacher Association (PTA) Executive Committee

Academic Session 2026-27

Dear Parents,

Greetings from Mount Litera Zee School, Chikhali!

Parents are the first educators of every child, and their active involvement is essential for the holistic development of students. In order to strengthen the partnership between parents and the school, Mount Litera Zee School, Chikhali is pleased to initiate the formation of the Parent-Teacher Association (PTA) Executive Committee for the Academic Session 2026-27.

The Parent-Teacher Association (PTA) serves as an important platform for promoting effective communication, encouraging parent participation, and supporting the academic, social, emotional and overall development of every learner.

The Executive Committee shall be constituted in accordance with the applicable provisions of the CBSE Affiliation Bye-Laws, the Maharashtra Educational Institutions (Regulation of Fee) Act, 2011, and the rules framed thereunder.

❖ Objectives of the PTA

The Parent-Teacher Association aims to:

- * Strengthen collaboration between parents and the school.
- * Promote the holistic development and well-being of students.
- * Encourage constructive suggestions for continuous school improvement.
- * Foster transparency, trust, and effective communication.
- * Support school initiatives for academic excellence and character development.

❖ Eligibility

A parent/guardian may contest the election for the PTA Executive Committee subject to the following conditions:

- * The child must be a bonafide student of Mount Litera Zee School, Chikhali.
- * Only one parent/guardian from a family may contest.
- * The parent should be willing to actively participate in PTA meetings and school development activities.



❖ Reservation

The Executive Committee shall be constituted in accordance with the prevailing Government of Maharashtra norms, including:

- * Reservation for eligible categories on a rotational basis as prescribed by the Government.
- * Not less than 50% representation of women in the Executive Committee.
- * Reservation shall be implemented strictly as per the applicable Government rules.

❖ Nomination Process

Parents interested in serving as PTA Executive Committee Members are requested to submit the duly filled Nomination Form to the School Office on or before the prescribed date.

If only one valid nomination is received for a particular class/category, the candidate shall be declared elected unopposed. In case more than one valid nomination is received, an election shall be conducted as per the prescribed procedure.

❖ Schedule

Sr.No.	Activity	Date
1	Issue of Circular	07 th August 2026
2	Last Date for Submission of Nomination Forms	
3	Scrutiny of Nominations	
4	Withdrawal of Nominations	
5	Election (if required)	
6	Declaration of Results	
7	First Meeting of PTA Executive Committee	

❖ Documents Required

Interested parents are requested to submit:

- * Duly filled Nomination Form
- * One Passport Size Photograph
- * Self-attested copy of Aadhaar Card
- * Category Certificate (only if claiming reservation)



❖ General Instructions

- * The term of the Executive Committee shall be one academic year (2026–27).
- * The decision of the Election Committee regarding nominations and election shall be final and binding.
- * Parents are encouraged to participate actively in strengthening the partnership between home and school for the benefit of every child.

We sincerely invite all parents to become valuable partners in our journey towards educational excellence. Your support, suggestions and active participation will help us create a vibrant, safe and child-centric learning environment.

We look forward to your wholehearted cooperation.

Thank You!

With Regards,

Principal

Mount Litera Zee School, Chikhali

PRINCIPAL

**Mount Litera Zee School,
Chikhali, Dist. Buldhana Pin-443201**

Note to Parents

The PTA Nomination Form is available at the School Reception. Interested parents may collect and submit the completed form within the stipulated timeline.

"Together, Parents and School... Building Brighter Futures."



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Nomination Form

PARENT-TEACHER ASSOCIATION (PTA)

Nomination Form for Election to the PTA Executive Committee

Academic Session 2026-27

❖ For Office Use Only

Nomination No.: _____

Date of Receipt: _____ / _____ / 2026

Received By: _____

➤ 1. Student Details

Student's Name: _____

Admission No.: _____

Class : _____ Section: _____

➤ 2. Parent / Guardian Details

Name of Parent/Guardian: _____

Relationship with Student:

☐ Father ☐ Mother ☐ Guardian

Occupation : _____

Educational Qualification : _____

Mobile Number : _____

Email ID : _____

Residential Address :



➤ **3. Category Details**

Gender

☐ Male ☐ Female ☐ Other

Category (Tick whichever is applicable)

☐ Open ☐ SC ☐ ST ☐ OBC ☐ VJ

☐ NT ☐ SBC ☐ EWS ☐ Others _____

(Category Certificate to be attached wherever applicable)

➤ **4. Consent**

I hereby express my willingness to contest the election for the Parent-Teacher Association (PTA) Executive Committee for the Academic Session 2026-27.

I hereby declare that:

- * My ward is presently studying in Mount Litera Zee School, Chikhali.
- * I am willing to attend PTA meetings regularly.
- * I shall work for the welfare and holistic development of the students and the school.
- * I shall abide by the provisions of the CBSE Affiliation Bye-Laws, the Maharashtra Educational Institutions (Regulation of Fee) Act, 2011, and the rules governing the Parent-Teacher Association.
- * The information furnished by me is true and correct to the best of my knowledge.

Parent / Guardian Signature

Signature: _____

Name: _____

Date: ____ / ____ / 2026

Place: _____



➤ **Checklist of Documents Attached**

Sr.No.	Document	Yes	No
1	Passport Size Photograph		
2	Aadhaar Card (Self-attested)		
3	Category Certificate (If Applicable)		

➤ **Verification by School Office**

The nomination has been verified and found:

☐ Accepted

☐ Rejected

Reason (if rejected):

➤ **Verified By:**

Name: _____

Designation: _____

Signature: _____

Date: ____ / ____ / 2026



➤ **Election Committee Decision**

☐ Declared Elected Unopposed ☐ Eligible for Election ☐ Not Eligible

➤ **Remarks:**

Election Officer Signature: _____

Date: ____ / ____ / 2026

Note to Parents

1. Only one parent/guardian per student is eligible to contest.
2. Incomplete nomination forms or forms received after the last date shall not be considered.
3. The decision of the Election Committee shall be final and binding.
4. The PTA Executive Committee shall function for the Academic Session 2026–27.

Principal

Mount Litera Zee School, Chikhali

Tip (recommended as a principal): Add a recent passport-size photograph box at the top-right corner of the form and assign each nomination a serial number. This makes scrutiny and CBSE inspection records much more organized.

