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Minutes of Meeting
3rd Parent-Teacher Association (PTA) Meeting
Date: 20 December 2025
Time: 11:30 am.
Venue: School Audio Visual Room
Conducted By: Director Ma'am

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Meeting Proceedings:

- **Welcome Note:**
  The meeting was headed by **Director Ma'am**, who warmly welcomed all parents and staff.
- **Introduction by Headmistress:**
  Headmistress Shweta Ma'am initiated the session by introducing the key points of the school management and teaching team. The important points discussed and decisions taken during the recent **PTA meeting** regarding **pending fees and the new fee collection process**.
  Fee Defaulters
- It was noted that **more than 100 students have pending school fees**, including **transport fees**.
- As part of the school's responsibility, the administration has been approaching parents regularly.
- However, many parents are **not cooperating**, and in some cases, **misbehaviour and humiliating responses** towards administrative staff were reported.
- The Headmistress has been spending considerable time on this issue, which is affecting academic focus.

  Payment Issues & QR Code Deactivation
- Some parents are making payments by **clicking photo of QR code**, without informing the school.
- This has created serious **difficulty in tracking and confirming payments**.
- Due to these challenges, the **QR code payment facility will be deactivated at the earliest**.
- Parents are requested to make payments **only through the ERP system or at the school office**.
  Mandatory ECS for School Fees
- To ensure **systematic, timely, and transparent fee collection**, the school has decided to make **ECS (Electronic Clearing Service) mandatory**.
- Parents must submit the **ECS mandate form**.
- Payment dates will be fixed, and **automatic reminders** will be sent for school fee payments.

  Parents' Financial Difficulties
- If any parent is facing **genuine financial difficulty**, they must **personally approach the school management** and inform in advance.
- The school is willing to **support deserving cases**, provided the request is genuine and communicated properly.
- Students studying under **RTE** are receiving free education till **Grade 8th; however, government reimbursements are delayed**, which impacts school operations.

Student Reconfirmation & Admissions

- Parents must reconfirm their child's admission for the next academic year i.e. 2026-27 by submitting the reconfirmation form along with paying ₹10,000 from the first instalment by 23rd January 2026. In case of withdrawn of the admission, ₹5,000 will be deducted and the remaining will be refunded to the parents.

Annual Day Information

- This is to inform you that the school has **booked the auditorium for the Annual Day celebration on 13th January 2026**.
- To ensure smooth planning and to avoid last-minute cancellations, the school is seeking **advance confirmation of student participation** in the Annual Day program.
- **Venue:** Ga Di Madgulkar Auditorium
- **First Slot:** Grade IV to Grade IX
- **Second Slot:** Playgroup to Grade III
- Parents are requested to note that **costume charges, practice, and arrangements** will be informed in advance. Once the charges are communicated and **consent is given, cancellation of participation will not be allowed**, as arrangements will be made accordingly.
- Parents must submit the **participation confirmation within the given timeline**. Students will be included in the program **only after confirmation is received**.

ICSE Board Examination Schedule – February

Parents were informed that the ICSE Std X Board Examinations will be conducted from 17th February to 23rd March 2026.

During the Board Examination period:

- Grade I to VIII will have holidays.
- Grade IX and X will be working as usual.

Board examinations will be conducted on a separate floor, and regular classes will function on different floors to ensure silence and discipline.

Parents are requested to cooperate and ensure punctuality and regular attendance of students during this period.

The following holidays are announced for **Grade I to VIII: 9th March, 11th March, 13th March, 16th March, 18th March and 23rd March 2026.**

Parents are requested to take note of these.

Academic Planning for the Year 2026–27

The following **tentative academic plan** was discussed for the **Academic Year 2026–27**:

- School will function from **Monday to Friday** for all students.
- School Timings: **8:00 a.m. to 2:45 p.m.**
- Total number of periods will be **9 per day**.

To accommodate this, **only assembly time will be reduced. Recess and relaxation time will remain unchanged.** There will be **no compromise on student well-being**. All academic and co-curricular activities will continue **as per the existing structure**, without affecting quality or balance.

This plan is proposed to ensure **better academic continuity, improved concept clarity, and effective use of instructional time.** Any further updates or final confirmations will be communicated to parents in due course.

Fee Revision for Academic Year 2026–27

Parents are informed that, **as per government rules**, there will be a **fee hike of 7.5% for the next academic year (2026–27)**.

This was **discussed and agreed upon in the previous academic year's PTA meeting**. Detailed fee structure and implementation details will be shared separately at the appropriate time.

Gitopadesh Programme – Academic Year 2026–27

- The **Gitopadesh Programme** will be conducted throughout the **next academic year (2026–27)**. A **year-long schedule** for the programme will be shared with parents accordingly.

Suggestions from Parents & PTA Decisions

The following suggestions were received from parents and discussed during the PTA meeting. Decisions taken are mentioned accordingly:

○ Parents suggested that **remedial classes should be conducted on Saturdays**. The school agreed to utilize Saturdays for **remedial teaching and concept clarification**, especially for higher classes.

○ PTA members suggested **to make the Gitopadesh Programme compulsory**. The management welcomed the suggestion and informed the members that Gitopadesh will be made mandatory and the programme fees will be **collected along with academic fees**. The programme will be implemented for the **entire academic year**.

○ Parents suggested replacing sweaters with **full-sleeve front open hoodies** for lower grades, as they are easier for students to manage. The suggestion has been noted and will be reviewed by the management.

○ Some parents raised concerns regarding **ERP system issues**. The school acknowledged the issue and assured that the necessary improvements will be addressed.

○ Parents supported the suggestion that the school should be **strict with fee defaulters from the beginning of the academic year**. Timely fee payment should be made **mandatory**.

○ Parents suggested that the reconfirmation amount to be changed to **₹5,000** which would be non-refundable in case a parent wishes to discontinue admission of his or her ward. The management agreed to the same and have changed the reconfirmation amount from ₹10,000 to ₹5,000

○ The management also informed the members that parents with **two siblings** can submit a **written application** requesting fee consideration. The management will review such cases individually.

○ Parents requested that with increased periods, the **school bag weight should not increase**. The school assured that **timetable planning will ensure minimal bag load**.

○ Parents emphasized the need to **strengthen sports and music activities**. The school agreed to **enhance student participation** in these areas.

Appreciation:

○ **Special appreciation for Dhara Miss** from students.
○ **Overall appreciation for the efforts of the school staff** from parents.
○ Parents emphasized **why they selected Ashwini International School**:
○ Superior quality of **teaching, discipline, infrastructure** compared to other schools.
○ Holistic development approach including **academics, extracurricular activities, and value-based education**.