



Circular No: CBIS/2025-26/004

Date: 05 June 2025

Subject: Selection of Class representatives (PTA Committee).

Dear Parents,

Coral Bells International School & Jr. College administration welcomes you all to the New Academic Year. In accordance with the process and procedures laid down in the Maharashtra Educational Institutions (Regulation of Fee) Act, 2011 and Maharashtra Educational Institutions (Regulation of Fee) Rules, 2016 we hereby request interested Parents to fill up the willingness form attached for selection of Members of Executive Committee for the academic year 2025-2026.

**The Executive Committee shall consist of:-**

- (i) Chairperson - Principal of the School /Head of the School
- (ii) Vice-Chairperson - One amongst the parents
- (iii) Secretary - One amongst the teacher of the School
- (iv) Joint Secretaries - One amongst the teacher of the School  
& One amongst the parents
- (v) Member - Minimum one parent from each standard  
One teacher from each standard  
One representative of school management

Minimum one and maximum of two parents from every Standard will be selected through a **draw on Saturday 21<sup>st</sup> June 2025 at 10.00 am Venue: CBIS – Airoli** as prescribed.

**The duly filled and signed willingness form is to be submitted to the school office/submit to the class teacher on or before Friday 13<sup>th</sup> June 2025.**

The willingness received will be scrutinized in accordance with the prescribed eligibility criteria. Only eligible willingness forms will be considered for the draw.

We request all the members of the PTA to be present for the draw for the selection of members of the executive committee.

Warm regards,  
Mrs. Seema Sharma  
Vice Principal  
Coral Bells International School and Junior College, Airoli



## **WILLINGNESS FORM**

Name of the student :- \_\_\_\_\_

Std :- \_\_\_\_\_ Div.:- \_\_\_\_\_

Name of the Parent :- \_\_\_\_\_

Address :- \_\_\_\_\_

Tel. & Mobile No. :- \_\_\_\_\_

E-Mail ID :- \_\_\_\_\_

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